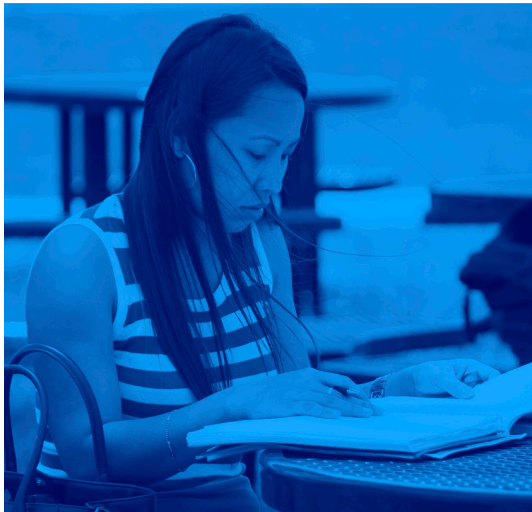




Pensacola State College

2019-2020
Catalog





Student Academic Calendar 2019 – 2020

(Dates Subject to Change)

Academic Dates and Deadlines	Fall 2019 Semester (2020.1) Session				Spring 2020 Semester (2020.2) Session				Summer 2020 Semester (2020.3) Session			
	A Aug 19 – Dec 13	B Aug 19 – Oct 14	C Sep 10 – Dec 13	D Oct 15 – Dec 13	A Jan 8 – May 6	B Jan 8 – Mar 4	C Jan 30 – May 6	D Mar 5 – May 6	A May 11 – Aug 4	B May 11 – Jun 22	C Jun 9 – Aug 4	D Jun 23 – Aug 4
Registration Begins	Apr 1	Apr 1	Apr 1	Apr 1	Nov 1	Nov 1	Nov 1	Nov 1	Apr 1	Apr 1	Apr 1	Apr 1
Deadlines to Pay Fees See Details Below	Aug 5 Aug 12	Aug 5 Aug 12	Sep 3	Oct 8	Dec 9 Jan 6	Dec 9 Jan 6	Jan 23	Feb 27	May 7	May 7	Jun 2	Jun 16
Classes Begin	Aug 19	Aug 19	Sep 10	Oct 15	Jan 8	Jan 8	Jan 30	Mar 5	May 11	May 11	Jun 9	Jun 23
Schedule Adjustment (Drop/Add) Period Ends	Aug 23	Aug 20 Add Aug 23 Drop	Sep 13	Oct 16	Jan 14	Jan 9 Add Jan 14 Drop	Feb 4	Mar 6	May 12	May 12	Jun 10	Jun 24
Midterm	Oct 14	Sep 16	Oct 23	Nov 14	Mar 4	Feb 5	Mar 13	Apr 7	Jun 22	Jun 1	Jul 7	Jul 14
Last Day to Withdraw	Nov 5	Sep 26	Nov 13	Nov 22	Apr 2	Feb 17	Apr 9	Apr 20	Jul 9	Jun 9	Jul 20	Jul 22
Final Exams	See PSC web page for the final exam schedule www.pensacolastate.edu				See PSC web page for the final exam schedule www.pensacolastate.edu				Administered during the last regularly scheduled class period.			
Last Day of Semester	Dec 13	Oct 14	Dec 13	Dec 13	May 6	Mar 4	May 6	May 6	Aug 4	Jun 22	Aug 4	Aug 4
Commencement Ceremony	Fall Commencement Ceremony Sunday, December 15, 2019, 3 pm				Spring Commencement Ceremony Sunday, May 3, 2020, 3 pm				There is no Summer Commencement Ceremony. Summer graduates are invited to attend the Spring or Fall Commencement Ceremony.			
HOLIDAYS (College Closed)	<ul style="list-style-type: none"> Labor Day: Monday, September 2 Veterans Day: Monday, November 11 Fall Break: Wednesday, November 27 – Sunday, December 1 Winter Break: Wednesday, December 18 – Wednesday, January 1 				<ul style="list-style-type: none"> Martin Luther King Jr. Day: Monday, January 20 Spring Break: Monday, March 16 – Sunday, March 22 				<ul style="list-style-type: none"> Memorial Day: Monday, May 25 Independence Day (observed): Thursday, July 6 			

Fee Payment Details: Fall and spring semesters have two fee payment deadlines. Registrations processed after the second fee payment deadline must be paid on the day of registration. The College will be open until 6 pm on Session A and B fee payment deadline days.

Pensacola State College

2019-2020 Catalog

Pensacola State College is a member of
Association of Community College Trustees
Association of Florida Colleges
Association on Higher Education and Disability
American School Counselor Association
Association of Institutional Research
The College Board
Community College Humanities Association
Community College Executive Forum
Council for Higher Education Accreditation College Board
Community College Baccalaureate Association
Florida Association of Colleges and Universities
Florida Campus Compact
International Nursing Association for Clinical Simulation
and Learning
League for Innovation in the Community College
National Association of Colleges and University Attorneys
National Collegiate Honors Council
National Institute for Staff and Organization Development

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Marjorie T. Moore
Wendell Smith
Herbert R. Woll

President

C. Edward Meadows, Ed.D.

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MESSAGE FROM THE PRESIDENT

Welcome to Pensacola State College! We are honored that you have chosen us to help you reach your academic and career goals.

Excellence, Affordability, and Accessibility – these words describe the type of experience we strive to provide for you at Pensacola State.

Whether you are enrolled in a baccalaureate degree, the associate in arts degree, one of the associate in science degrees, a career certificate program, or adult education, Pensacola State is the place for you. Smaller classes, highly-qualified faculty, a variety of academic support programs, such as math and writing tutoring labs, veteran support programs, and well-trained advisors all help to ensure your success while maintaining rigorous academic standards.

National rankings, program accreditations, high licensure pass rates, and numerous national, state, and regional awards won by students in our Visual Arts programs, Performing Arts programs, Health Sciences programs, and technical programs, as well as by our student publications, are all examples of and testaments to the quality of education provided at PSC. At the same time, PSC keeps tuition affordable and works to ensure access to education to residents throughout Escambia and Santa Rosa counties and the surrounding area through multiple campus locations and flexible scheduling.

Every day at Pensacola State College we see how access to education transforms lives. We are here to help you begin the journey of transforming your dreams into reality.

Go Pirates!

Sincerely,



Edward Meadows
President





COLLEGE INFORMATION

SECTION I: COLLEGE INFORMATION

Mission Statement

Pensacola State College, under the governance of a local Board of Trustees, is committed to providing quality, affordable, and accessible educational opportunities through a variety of delivery methods.

The College, a member of the Florida College System, offers baccalaureate and associate degrees, workforce certificates, adult education, business and industry training, non-credit continuing education, community outreach, and cultural enrichment opportunities for students and the community.

Vision Statement

Pensacola State College educates students through a dynamic and supportive learning environment that develops all students intellectually, culturally, and socially, preparing them to succeed within the global community.

College Priorities

1. Enhance partnerships to further develop capabilities to better serve students and the community.
2. Invest in people by
 - a. Using evaluation processes for continuous improvement;
 - b. Ensuring professional development and training opportunities to help create a culture of continuous improvement;
 - c. Providing reward and recognition programs; and
 - d. Formally celebrating achievement, productivity, and continuous improvement.
3. Enhance the quality of instructional programs and services by measurably
 - a. Improving student learning;
 - b. Improving student retention and completion;
 - c. Improving satisfaction in all aspects of the student experience; and
 - d. Increasing access to instructional programs and services through use of technology, and maintaining a physical presence in strategic locations throughout the College service area.
4. Seek new financial resources for the College and College Foundations.
5. Ensure that existing resources are effectively utilized through improved efficiencies, entrepreneurial business practices, and established sound fiscal management.
6. Acquire new resources to maintain and upgrade existing facilities, construct new facilities to better support learning and student and community services and enhance College programs and services.
7. Seek increased diversity and promote a campus climate where the principles of affirmative action, equal opportunity, and multiculturalism are valued.
8. Continuously improve customer service, campus safety, campus beautification, use of technology, institutional effectiveness processes, community service, and internal communications.
9. Market the College and programs of the College through current and emerging media conduits.

About Pensacola State College

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

Accreditation

Pensacola State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees, associate degrees, and certificates. Verification of accreditation may be obtained from the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or by telephone to (404) 679-4500.

Academy of Teaching Excellence

The Academy of Teaching Excellence was established in 1986 by Dr. Charles Atwell during his tenure as the Executive Vice President. The Academy recognizes outstanding faculty who have exhibited sustained excellence in teaching. Each year four full-time and one adjunct faculty are inducted into the Academy, and one outstanding new faculty member is honored.



Dr. Burton Beck
Instructor
History, Language Social Sciences, and Education



Wendy Carden
Assistant Professor
Mathematics and Computer Science



Jamey Jones
Instructor
English and Communications



Dr. Rameca Leary
Instructor
Business
Outstanding New Faculty Member



Sara Smith
Assistant Professor
English and Communications



Chandra Wood
Adjunct Faculty
Applied Technology and Professional Services

Faculty

Pensacola State College is proud of its highly qualified faculty. Typical preparation of the academic faculty member consists of graduate work beyond the master's degree and many faculty members have doctoral degrees. Faculty in vocational programs are trained specialists whose thorough knowledge of the occupation comes from both formal study and career experience.

Though Pensacola State College students come primarily from the local community, faculty are drawn from colleges and universities across the nation to broaden the scope of instruction.

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

Pensacola State College faculty also benefit from a number of endowed teaching chairs that are supported by private contributions to provide travel and research opportunities.

Disclaimer

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

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

History of Pensacola State College

1948 – 1954, Director James L. McCord

Pensacola State College began as Pensacola Junior College, 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.



In this historical narrative, the College will be referred to as Pensacola Junior College (PJC) from 1948 to 2010 and thereafter as Pensacola State College (PSC).

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 of rent for a boarding house at the southeast corner of Palafox and Cervantes streets. Pensacola Junior College held its first class there on September 13, 1948, with an enrollment of 136 students and James L. McCord as the first director.

Louis A. Ross, social science instructor, headed 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 yearbook, *The Tide*, were introduced.

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

1954 – 1963, President Henry L. Ashmore

Henry L. Ashmore became Pensacola Junior College's first president in 1954. A well-known consultant in the field of teacher training, Ashmore held a doctoral degree 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 eighty acre Camp Franklin property on 9th Avenue, owned by the City of Pensacola and the Baars Estate.

Enrollment for 1955-1956 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. This campus later became known as the Pensacola Campus.

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

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.

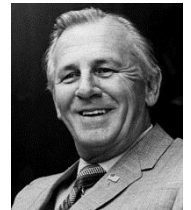
Instructional television came to PJC in 1961. Closed-circuit broadcasting to PJC classrooms and selected public schools began in 1962.

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, Georgia.

1964 – 1980, President T. Felton Harrison

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



In 1964, the new Center for Adult Studies became home to the 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.

The PJC Foundation was incorporated on November 1, 1965, with Crawford Rainwater as the first president.

President Harrison spearheaded the merger of PJC with Booker T. Washington Junior College (WJC) in 1965. WJC was the first black junior college built in Florida and had served the black community since 1949. WJC President Garrett T. Wiggins joined the PJC administration as director of research. The merger brought approximately two-hundred black students to the PJC campus.

In September 1967, WSRE-TV Channel 23 went on the air open-circuit, beaming enrichment and college credit programs to the community.

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 College's service district was defined to be Escambia and Santa Rosa counties.

Pensacola Junior College's first District Board of Trustees included James Lay, chair, 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, PJC's 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.

Women were welcomed to varsity sports in 1974, and Joy DeSensi was hired to coach the Lady Pirates basketball team.

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

A new campus in Warrington opened for classes on August 22, 1977. The \$8 million facility was built on 164.7 acres donated by the U.S. Government. Gaspare Tamburello, the College's Veterans Affairs director and a retired U.S. Navy captain, was instrumental in acquiring this land. John T. Venettozzi spearheaded the construction of the Warrington campus and became its first provost.

In February 1980, President Harrison announced plans for retirement.

1980 – 1997, President Horace “Ed” Hartsell

Following a national search, Horace “Ed” Hartsell became Pensacola Junior College's third president in May 1980. Hartsell had previously served as president of East Arkansas Community College in Forrest City.

Doug Worley, Dean of Personnel Affairs, was selected as director of the Milton Center in 1980 and named provost later that year.



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

In December 1981, PJC opened a center at Naval Air Station (NAS) 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 eighty-acre site along Highway 90 was purchased for the new Milton Center in 1982. Designed to preserve its natural environment, the Milton Center opened for classes in January 1985 and offered new programs in horticulture and wildlife ecology. Phase II was completed in 1986.

In 1984, J.C. Thedford became the first Provost of the Pensacola Campus. The following year, Thedford became Provost of Community Programs, and Richard Bedies became Provost of the Pensacola Campus.

In 1985, the Lady Pirates won the FCCAA State Basketball Championship, and Coach Vicki Carson, who had been selected as the first full-time coach for women's basketball in 1980, was named FCCAA Coach of the Year.

The Academy of Teaching Excellence was established in 1986 by Charles Atwell, Executive Vice President to recognize outstanding faculty who have exhibited sustained excellence in teaching.

In 1988, Coach Mary Bailey 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 toward working adults and the local business community. Continued growth prompted the move to a permanent, four-story facility on West Garden Street in 1996.

PJC 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.

The Baroco Center for Science and Advanced Technology was dedicated in October 1990. The 125,000-square-foot center was designed to provide the latest in science, mathematics, computer science, and advanced technology programs and house a high-tech planetarium.

In 1993, PJC sports enjoyed a banner year with the Pirates winning two national championships. The Pirates basketball team, under Coach Bob Marlin, became the first Florida team to win the NJCAA Division I National Championship in basketball. The Pirates golf team, under Coach Jim Donovan, won the NJCAA Division II National Championship that same year.

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

The \$5 million Lifestyle Improvement Fitness Education (LIFE) Center sports complex at the Milton Center was dedicated in 1995.

In 1995, President Hartsell and the District Board of Trustees began to acquire land adjacent to the Pensacola Campus for expansion and growth of the College.

PJC's Milton Center became the site for the University of Florida's West Florida Research and Education Center in 1996. The partnership made it possible for students to earn bachelor's degrees in Natural Resource Conservation or Environmental Horticulture on the Milton Center, taking all upper level courses locally.

In 1997, President Hartsell and the District Board of Trustees announced plans for an eighty-foot bell tower on the Pensacola Campus as part of PJC's fiftieth anniversary celebration. The carillon was named for M.J. Menge, a 1956 PJC graduate and the College's general counsel for thirty-one years.

The year 1997 also marked the beginning of PJC's fourth presidential search as President Hartsell began plans to retire in 1998.

1998 – 2002, President Charles A. Atwell

Following a national search, Charles A. Atwell became Pensacola Junior College's fourth president. His inauguration coincided with PJC's fiftieth anniversary in September 1998. Atwell had served as the College's Executive Vice President since 1986.



Women's volleyball began in fall 1998 with Kim Hollon coaching. The next year, PJC alum Pete Pena assumed the role of volleyball coach.

In December 1998, the PJC Foundation launched the College's 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.

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 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 forty-two Robinson Scholars.

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

The first Anna Lamar Switzer Endowed Teaching Chair was awarded to photography professor Warren Thompson in 2000.

Construction for the Warrington campus Health Sciences Complex and the Pensacola campus Anna Lamar Switzer Center for Visual Arts began in January 2001.

In celebration of Community College Month 2001, PJC began a "Legends" program honoring employees who had served twenty-five years or more.

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 Foundation launch the Universal Scholarship and Adult Literacy Fund.

The 2002 Pirates baseball team enjoyed renovated facilities and placed third in the State Baseball Tournament, setting a team record of 39 wins.

During 2001-2002, the Lady Pirates enjoyed great success. The volleyball team won the Panhandle 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, paramedic faculty member Joe Diamond was awarded the Margaret Moore Nickelson Endowed Teaching Chair.

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

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

President Atwell announced plans to retire in 2002.

2002 – 2008, President G. Thomas Delaino

Following a national search, G. Thomas Delaino became Pensacola Junior College's fifth president on September 18, 2002. Delaino had served as Senior Vice President and Vice President of Planning and Administration at the College since 1993.

In 2003, Gael Frazer became the College's first Associate Vice President for Institutional Diversity.

In fall 2003, ceramics professor Bill Clover was awarded the Anna Lamar Switzer Endowed Teaching Chair.

The Pirate baseball team won the State Championship - the first state title for Pirates baseball since it began in 1951 - and Coach Bill Hamilton was named Coach of the Year in May 2004.

Category Three Hurricane Ivan devastated the Pensacola area in September 2004, leaving more than \$10 million in damage to the College's campuses and centers.

Lady Pirates' basketball coach Vicki Carson won her 500th game in January 2005. At the end of the season, Carson retired from twenty-five years of coaching with 515 wins, the most wins in FCCAA history. Chanda Rigby was named the 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 1965.

U.S. President George W. Bush held a town hall meeting at the College in March 2005.

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 terms — fall, spring, and summer — with each offering four sessions with a variety of starting and ending dates.

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

The Foundation celebrated its fortieth 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.

Partnering with Habitat for Humanity, the College began a carpentry program in May 2006, giving students hands-on experience building local Habitat homes.

The 2006 FCCAA Hall of Fame inducted Ken McAferty, the College's Brain Bowl coach for twenty-three years, and Vicki Carson, women's basketball coach for twenty-five years.

In fall 2005, sculpture faculty member Michael Boles was awarded the Anna Lamar Switzer Endowed Teaching Chair.

In 2006, phlebotomy faculty member Wilma Duncans-Burnett was awarded the Mary Ekdahl Smart Endowed Teaching Chair.

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 February 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 on February 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 Mary Ekdahl Smart Center for Patient Simulation Training and Research on the Warrington campus in May 2007.

President Tom Delaino was honored for outstanding leadership in the community with the Greater Pensacola Chamber's PACE Pioneer Award in February 2008.

Milton Center sponsored its twentieth Forestry Conclave and Lumberjack Festival in February 2008.

President Delaino retired in May 2008.

2008 – Present, President C. Edward Meadows

Following a national search, C. Edward "Ed" Meadows was selected as Pensacola Junior College's sixth president and began leading the College in June 2008. Meadows had previously served as president of Lurleen B. Wallace Community College in Alabama.

NASA astronaut and PJC alumnus Alan Poindexter took a specially minted, gold PJC medallion with him on a 5.3 million mile *Atlantis* space shuttle mission in February 2008. In June, he presented the medallion to President Meadows and College officials.

September 2008, marked the sixtieth anniversary of Pensacola Junior College. 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 fifteenth time in eighteen years.

PJC's Associate of Science degree in Nursing program received full accreditation from the National League for Nursing and Accrediting Commission in 2008.

The Practical Nursing program ranked number one out of all 1,036 programs across the nation for the period of April through September 2008 based upon a 100% pass rate on the National Council Licensure Examination (NCLEX) for practical nursing by students who recently completed the program.

In 2008, PJC partnered with the Pensacola Area Chamber of Commerce to open the Center for Innovation and Entrepreneurship at the Downtown Center. This incubator



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program provides a supportive environment to new business startups for high technology and virtual entrepreneurs.

The College's SkillsUSA student organization was chartered and began hosting the regional secondary and post-secondary skills competitions in 2008.

In November 2008, the College 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 Corporation in December 2008. PJC was only the second community college in the country to receive this distinction.

In 2008, the District Board of Trustees revised the official College colors of green and white to green, white, and blue. The College's mascot logo also was revised to a pirate profile designed by PJC alumnus Brett Swanson, son of Paul Swanson, longtime men's basketball coach.

In April 2009, the Milton Center entry road was renamed Worley Boulevard in honor of Douglas Worley, the Center's first provost.

Lady Pirate softball players christened their new field on the Pensacola Campus with double-header wins on April 22, 2009. From its beginning in 1981, the softball team had played all home games at the Milton 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 alumnus, who through the Chadbourne Foundation gifted more than \$1.2 million for student scholarships.

In fall 2009, photography faculty member Mark Francis was awarded the Anna Lamar Switzer Endowed Teaching Chair.

During the September 2009 investiture ceremony for President Ed Meadows, the District Board of Trustees named all previous Pensacola Junior College presidents as Presidents Emeriti: Henry L. Ashmore, T. Felton Harrison, Horace "Ed" Hartsell, Charles A. Atwell, and G. Thomas Delaino.

G.I. Jobs magazine and website named PJC as a Military Friendly College in 2009 for its benefits to veterans and active duty military.

In December 2009, the Hobbs Center for Teaching Excellence was dedicated on the Pensacola Campus. During the ceremony, Pensacola Junior College President Ed Meadows and University of West Florida President Judy Bense signed a partnership allowing UWF students to join PJC students in benefiting from the state-of-the-art facility. The Hobbs Center, created through a \$1 million gift in October 2007, benefits Adult High School and Secondary Education students as well as students enrolled in college-credit classes in order to become teachers.

In January 2010, the District Board of Trustees approved the renaming of the Adult High School to the Collegiate High School to better reflect its purpose.

In Spring 2010, PJC was named to the President's Higher Education Community Service Honor Roll. It was one of only four Florida community colleges honored with this national recognition.

WSRE, PBS for the Gulf Coast, won a Bronze Telly Award and a People's Telly Award in 2010 for its original documentary, "Gulf Islands National Seashore: The Treasure of the Gulf Coast," narrated by renowned documentarian Ken Burns.

Athletic Director and Head Baseball Coach Bill Hamilton was inducted into the NJCAA Hall of Fame in May 2010. In twenty-three seasons, with twenty at PJC, Hamilton amassed 702 career wins, the most wins in the College's history.

Astronomy professor Wayne Wooten received the National Astronomical League Award, the highest award in amateur astronomy, in June 2010.

In 2010, the College received approval from the Florida State Board of Education and from the Southern Association of Colleges and Schools - Commission on Colleges to offer baccalaureate degree

programs including a Bachelor of Applied Science in Administration and Supervision and a Bachelor of Science in Nursing.

On July 1, 2010, the College name officially changed from Pensacola Junior College to Pensacola State College to reflect its expanded mission.

The College broke ground in July 2010 for its \$9.4 million South Santa Rosa Center which would become the first College building to be constructed as a certified Leadership in Energy and Environmental Design (LEED) building.

In 2010, the Milton Center was elevated to Milton Campus status by the State Board of Education.

In January 2011, inaugural classes began for Bachelor of Science in Nursing (BSN) and Bachelor of Applied Science (BAS) in Administration and Supervision degree programs.

The first President's Leadership Institute was initiated in 2011 as a rigorous, year-long professional development program open to full-time College employees who were selected through a competitive process.

In March 2011, the Lady Pirates basketball team, coached by Chanda Rigby, ended a 35-1 season with thirty-four straight wins. The Lady Pirates won the FCCAA State Championship for the first time since 1985 and the Panhandle Conference Championship for the first time since 1994, and returned from the National Junior College Athletic Association finals, ranked number three in the nation. Coach Rigby was named Panhandle Conference and FCCAA Coach of the Year.

In June 2011, the Florida Heritage Site Historical Marker was unveiled honoring the original site of the College at the corner of Palafox and Cervantes streets in downtown Pensacola.

For the first time in the College's history, bachelor's degrees were awarded at the December 2011 graduation. The seven students receiving BAS and BSN degrees also received specially minted coins recognizing their accomplishments.

In January 2012, Pensacola State opened two new centers – the new 35,000 square-foot South Santa Rosa Center and the extensively renovated Century Center.

The Lady Pirates basketball players made history in March 2012 as the College's first athletic team to win back-to-back FCSAA State Championships. Coached by Chanda Rigby, the team again ended the season ranked third in the nation.

In summer 2012, Pensacola State College student Camille Nettles was awarded a silver award at the national ADDY awards, becoming the first person – student or professional – in the region to be awarded a national ADDY award.

In July 2012, PSC hosted its first annual Florida Master Teacher Seminar. Thirty-two faculty representing 21 Florida College System institutions attended this unique, retreat-like seminar.

Pensacola State College received the first annual Higher Education Excellence in Diversity (HEED) Award from INSIGHT Into Diversity magazine in November 2012.

The College began 2013 by unveiling a new logo reflecting Pensacola State College's name change and beautiful coastal area.

In April 2013, PSC hosted the largest-ever Florida SkillsUSA State Conference, drawing more than 6,500 participants.

PSC Visual Arts Professor Bill Clover received the U.S. President's Call to Service Lifetime Achievement Award for contributing more than 7,000 hours of volunteer service to Manna Food Pantries.

PSC Performing Arts Instructor Kadisha Onalbayeva was named an International Steinway Artist and performed on the legendary Steinway & Sons Horowitz piano in the North American tour.

In September 2013, PSC celebrated its 65th anniversary as the oldest college in the area and launched a new Alumni Affairs office to better serve the College's more than 96,000 graduates.

PSC welcomed the opening of a stunning 13,500-square-foot facility to house the PACE Center for Girls in fall 2013 - the only PACE Center in Florida located on a college campus.

In June 2014, PSC and the University of West Florida launched the PSC2UWF partnership to better facilitate students who complete an associate degree from PSC and transfer to UWF to complete a bachelor's degree.

PSC opened the first outdoor gallery of its kind with a 15X20 foot reproduction of the Dutch masterpiece, "Girl with a Pearl Earring," in summer 2014.

At the national ADDY awards in the summer of 2014, Pensacola State College student Libby Castellani received a gold award and student Blake Jones received a silver award.

The Lamar, Reilly, and Switzer families presented a \$1 million gift for construction of the Charles W. Lamar Studio at PSC's Anna Lamar Switzer Center for Visual Arts.

Acclaimed National Geographic photographer, Steve McCurry, displayed 74 large format photographs in a first-ever, four-month solo exhibit at the Switzer Gallery.

In January 2015, PSC and the University of West Florida entered a partnership to admit select students from PSC's Bachelor of Applied Science degree program into UWF's Master of Business Administration or Master of Science in Administration, Health Care Administration Track.

After 18 years coaching the Lady Pirates softball team, Brenda Pena retired at the end of the 2015 season with 891 wins. She had coached the team since 1997 and held the distinction of being the first athlete signed to play for PSC's inaugural softball team in 1981.

In June 2015, the Molly McGuire Culinary Arts Dining Room was dedicated in memory of Molly McGuire, a beloved restaurateur known for her unmatched hospitality.

Visual Arts Professor Bill Clover began his 50th year teaching at the College in August 2015. An award-winning artist, Clover was the longest serving faculty member in the history of Pensacola State.

In January 2016, PSC received approval from the Florida Board of Education to offer another baccalaureate degree program, the Bachelor of Applied Science in Cybersecurity, designed around industry and Department of Homeland Security standards.

In spring 2016, Pensacola State's Bachelor of Science degree in Nursing program became the first in this region to earn accreditation from two national agencies, the Accreditation Commission for Education in Nursing (ACEN) and the Commission on Collegiate Nursing Education (CCNE).

In summer 2016, PSC held the 35th Annual Summer Dance Workshop, drawing more than 100 students from across the nation for the week-long seminar featuring an acclaimed professional dance faculty.

At the 2016 national ADDY awards, Pensacola State College students Amber Sidner and Zach Blessing each won silver awards.

In 2016, dental hygiene faculty member Donna Mathias was awarded the Margaret Moore Nickelsen Endowed Teaching Chair.

In 2016, dental hygiene faculty member Barbara Tarwater was awarded the Mary Ekdahl Smart Endowed Teaching Chair.

In December 2016, the White House TechHire Initiative added Pensacola, with Pensacola State College leading the way, to a national program that promotes access to well-paying technology jobs.

In January 2017, Pensacola State College's Virtual Tutoring Program was awarded the prestigious national Bellwether Award in the category of Instructional Programs and Services.

In February 2017, Visual Arts students won 52 of 94 ADDY Awards in the regional college and university competition, including 19 gold, 30 silver, and three Judges' Choice awards. In the

Professional category, Mark Hopkins, Graphic Design Instructor, won a silver award.

In February 2017, PSC president Ed Meadows was awarded the Leadership in Education Award during the Greater Pensacola Chamber's 57th annual PACE Awards.

In November 2017, Military Times included Pensacola State College in its Military Times Best Colleges 2018 list.

In October 2017, Pensacola State and Florida State University Panama City launched Direct Connect - PSC to FSU Panama City, allowing Pensacola State students easier access to the university's four-year bachelor's degree program.

In fall 2017, Pensacola State was ranked as one of the best colleges - regionally and nationally - by U.S. News and World Report. Published annually, the report ranks more than 1,400 private and public colleges and universities. In the "Best Colleges 2018 Edition", Pensacola State tied for 4th in Top Public Schools-Regional Colleges-South - the highest ranked college in Florida. Pensacola State also ranked No. 28 in overall Best Regional Colleges South. Among national colleges and universities, Pensacola State ranked No. 11 in Best Schools for Veterans and No. 147 in Best Undergraduate Engineering Programs.

In December 2017, Pensacola State was named a 2018 Military Friendly School by Victory Media - the ninth consecutive year Pensacola State received the designated award for U.S. colleges and universities.

In January 2018, Pensacola State's Century Mobile Welding Program was named a Top 10 finalist for the 2018 National Bellwether Awards.

In January 2018, PSC was awarded a Florida Job Growth Grant Fund Workforce Training Grant of \$1.86 million from the Florida Department of Economic Opportunity. A collaboration with FloridaWest, the Escambia County School District, and CareerSource Escarosa, the project was intended to increase the attainment of industry-recognized credentials and degrees required to enter and advance in the workforce.

In February 2018, Pensacola State Visual Arts students won 24 gold, 50 silver and two Judges' Choice awards during the regional college and university ADDY competition.

In February 2018, the Charles W. Lamar Studio at the Anna Lamar Switzer Center for Visual Arts opened with a grand celebration to thank the Lamar, Reilly, and Switzer families for their continued support of Pensacola State. Their generous donations allowed Pensacola State's Visual Arts center to become the preeminent art gallery and institutional facility in Northwest Florida.

In 2018, Pensacola State College Athletic Director Bill Hamilton was inducted into the Florida College System Activities Association Hall of Fame. Hamilton has worked in collegiate athletics for more than 35 years. Twenty-nine of those years have been at Pensacola State where Hamilton was head baseball coach before retiring in 2010. He has served as the College's athletic director since 1999.

In February 2018, Pensacola State College's Veterinary Technology program received full accreditation from the American Veterinary Medical Association's Committee on Veterinary Technical Education and Activities.

On April 6, 2018, Gov. Rick Scott signed HB 75/Military Assistance Bill which authorized Pensacola State College to waive fees for active duty military students using tuition assistance. Florida College System institutions, including Pensacola State College, were allowed to use the U. S. Department of Defense Military Tuition Assistance program to waive any portion of fees for student activities and services, financial aid, technology, and capital improvements.

In April 2018, six Pensacola State College visual arts students earned three gold and five silver awards at the 57th Annual 4th District American Advertising Awards Gala in Orlando. Kelly Bestgen won two gold awards while Alicia Kanuck won one gold

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award. The two automatically advanced to the 2018 national competition.

In April and May 2018, Pensacola State College hosted the 2018 SkillsUSA Florida State Leadership and Skills Conference. The conference, along with the Worlds of Possibilities Career Expo, was held at the Pensacola Bay Center. The event attracted more than 6,000 visitors and had a \$3.8 million impact on the local economy. The College also will host the state SkillsUSA conferences in 2018 and 2019.

In June 2018, Pensacola State College received notification from the Southern Association of Colleges and Schools – Commission on Colleges of a reaffirmation of accreditation.

In June 2018, PSC graduate Kelly Bestgen was awarded a silver medal at the national American Advertising Awards.

In summer 2018, Pensacola State College students won two gold medals and three bronze medals at the national SkillsUSA competition.

In July 2018, the U.S. Department of Education listed Pensacola State College as a best value among public four-year colleges and universities for the seventh consecutive year. Pensacola State was ranked 37th on the list of institutions cited for the lowest tuition in the U.S. Department of Education's College Affordability and Transparency annual report.

In August 2018, the late Carl Duke, former head of Pensacola State's Visual Arts department, bequeathed a sizable portion of his art collection to the College. More than 400 pieces were donated to Pensacola State with the stipulation the artwork be used to help visual arts students further their education. Pieces from the collection were available during the Bill Clover Memorial Auction held in October in the Anna Lamar Switzer Center for Visual Arts.

In August 2018, Pensacola State College announced plans to offer a Commercial Vehicle Driver program.

In August 2018, Pensacola State College received nearly \$40,000 to help students pay for the cost of higher education. A majority of the scholarship dollars — \$27,220 — were donated by Florida Blue, the Helios Education First Generation Scholars program, and Bank of America's Dream Makers First Generation Scholars program.

September 10-14, 2018, Pensacola State College celebrated the 70th anniversary of its opening with activities on all of the College's campuses and centers. September 13, 1948, was the official opening date of the College which began in the Aiken Boarding House on the corner of Palafox and Cervantes Streets with 136 students. Today, the College has grown to three campuses — Pensacola, Milton and Warrington — and three centers — Century, Downtown and South Santa Rosa. More than 100,000 graduates have earned degrees or certificates from the College and over 1 million students have been enrolled in credit or non-credit courses during the College's history.

In September 2018, Pensacola State College student Jennifer Ojeda was selected the Florida College System Chancellor's Clark Maxwell Scholar of the Month. The award recognizes outstanding Florida College System students who demonstrate leadership skills, academic success or commitment to community service.

In October 2018, Pensacola State College became part of Pathway USA, a collaborative program between the University of South Alabama and select community and state colleges to create a seamless transition to USA for transfer students who earn an associate's degree. Pensacola State is the first Florida College System institution to join the program.

On October 20, 2018, Pensacola State College's Century Center held the inaugural Century Classic at Showalter Park in Century. Former PSC and Major League Baseball players, Bill Sadler and Greg Litton, along with Escambia County District 5 Commissioner Steven Barry were special guests.

In October 2018, Pensacola State College's Century Center started a community garden for the residents of Century and the surrounding areas.

In November 2018, ground was broken for the \$13 million east wing of Pensacola State College's new STEM building. The east wing will house the College's cybersecurity programs and the Mathematics Lab. The total cost for the entire facility is projected to be \$34 million.

In November 2018, Pensacola State College was among four Florida College System institutions recognized for innovation and excellence by FCS Chancellor Madeline Pumariega and was awarded a 2018 Chancellor's Best Practice Award for the Virtual Tutoring Program.

In November 2018, Pensacola State College was awarded a \$300,000 grant from the U.S. Department of Justice's Office on Violence Against Women (OVW). OVW's Grant to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program supports initiatives to implement comprehensive, coordinated responses to violent crimes on campus through partnerships with victim services providers and justice agencies.

In December 2018, the Gulf Power Foundation pledged \$150,000 to Pensacola State College to help establish training for nonprofit organizations' professional staffs and boards. The first \$30,000 donation will be used to develop Certified Fund Raising Executive courses on funding diversification, board development, grant writing, comprehensive campaigns, and donor-centered proposals and presentations.

In December 2018, Pensacola State President Ed Meadows was tapped to join the Governor-elect Ron DeSantis and Lt. Governor-elect Jeanette Nuñez Transition Advisory Committee on Education and Workforce Development.

In January 2019, painting and drawing faculty member Paula Work was awarded the Anna Lamar Switzer Endowed Teaching Chair.

In January 2019, Pensacola State College was named a 2019-2020 Military Friendly School - Bronze by Victory Media.

In January of 2019, U.S. News and World Report ranked PSC Bachelor's of Science in Nursing degree #114 in the nation and #10 in Florida in the category of Best Online Bachelor's Programs.

In January 2019, The Kilgore Review, the College's literary magazine, and The Corsair, PSC's student newspaper, won numerous awards at the Florida College System Publications Association Awards.

In February 2019, PSC students received 27 gold awards, 29 silver awards, one best-of-show award, and one Judges' Choice award at the 2019 regional ADDY awards.



STUDENT HANDBOOK

SECTION II: STUDENT HANDBOOK

Introduction

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

Enrollment at this institution is voluntary, not compulsory. The Federal Constitution protects the equality of opportunity for all qualified persons to enroll at Pensacola State College. 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 Honor Pledge

All students enrolled at Pensacola State College are expected to fulfill the College's 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 College officials.
2. Cheating is giving or receiving aid, whether written, oral, or otherwise, in order that a student may receive undeserved credit.

College Authority

1. Under the authority of s. 1001.64, F.S., the District Board of Trustees of Pensacola State College is authorized to establish policies and procedures governing the behavior and discipline of students.
2. The authority of the College to impose penalties will be asserted when the Code of Student Conduct is violated. The authority also carries to restricting students from registration and returning to class until conduct violation hearings are resolved.
3. When activities of the student result in violation of federal, state, or local laws, those students who violate such laws will be penalized as prescribed by civil and institutional authorities.

4. Student organizations are also responsible for compliance with the policies set forth in this section.
5. Activities sponsored by the College, including student groups participating off campus in College-sponsored or related activities, shall be subject to supervision by the College.
6. The College is not required to postpone hearings for violations of the Code of Student Conduct or College policies if there are also criminal proceedings. In some cases, the College will allow the investigation of law enforcement and criminal proceedings to take place prior to a conduct hearing with a student or recognized student organization.

Student Responsibilities

Code of Student Conduct

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

1. Abuse or Endangerment

Physically harming or abusing, assaulting, battering, intimidating, harassing, coercing, bullying, verbally abusing or threatening harm to any person, intentionally or recklessly, or causing reasonable apprehension of such harm, or creating a condition that endangers the health and safety of one's self or others. Abuse also includes but is not limited to fighting, the use of a knife, gun, or other weapon, or restraining or transporting someone against his or her will.

2. Abuse of Computer Resources

Theft, improper use or other abuse of computer facilities and resources, including but not limited to

- a. Use of College computers and/or technology resources to send, receive, or view obscene or sexually explicit messages or pictures.
- b. Any violation of the College's Acceptable Use Policy which governs all use of the College's information technology services.
- c. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- d. Unauthorized transfer of a file.
- e. Use of another individual's identification and/or password.
- f. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College official.
- g. Use of computing facilities and resources to send obscene or abusive messages.
- h. Use of computing facilities and resources to interfere with normal operations of the College computing system.
- i. Use of computing facilities and resources in violation of copyright laws.

3. Abuse of the Student Conduct System

Abuse of the Student Conduct System, including but not limited to

- a. Failure to obey the notice from the disciplinary board, the Executive Director, Institutional Diversity and Student Conduct, or any college official to appear for a meeting or hearing as part of the Student Conduct System.
- b. Falsification, distortion, or misrepresentation of information before a student conduct staff member or a disciplinary board.
- c. Disruption or interference with the orderly conduct of any disciplinary hearing.
- d. Knowing completion and filing of a false incident report.
- e. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
- f. Attempting to influence the impartiality of a member of the disciplinary board or the hearing administrator prior to, or during the course of, a student conduct informal or formal hearing.
- g. Harassment (verbal or physical) or intimidation of a witness, complainant, or member of the disciplinary board or the hearing administrator prior to, during, or after a student conduct hearing.
- h. Failure to comply with the sanction(s) imposed at the resolution of an informal or formal hearing.
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

4. **Academic Misconduct**

The receipt or transmission of unauthorized aid on assignments or examinations, including, but not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students. Disciplinary actions for academic misconduct shall be administered by the Division of Academic Affairs.

5. **Alcohol**

Possession, use, manufacturing or distribution of alcoholic beverages on any College property, during College-sponsored student travel, or any College-sponsored event off campus. Exceptions to this policy will occur at special events expressly approved by an act of the District Board of Trustees of Pensacola State College where persons twenty-one (21) years of age or over, are permitted to consume alcohol.

6. **Destruction of Property**

Malicious destruction, damage, vandalism, defacing or misuse of College property, including library materials, or any property belonging to others on campus.

7. **Dishonesty**

Acts of dishonesty include but are not limited to the following forms of deceit:

- a. Cheating, plagiarism, or other forms of academic dishonesty.
- b. Furnishing false information (written or oral) to any College official.
- c. Forgery, alteration, or misuse of any Pensacola State College document, record, or instrument of identification.

8. **Disorderly or Indecent Conduct**

Conduct that is disorderly, lewd, indecent, a breach of peace, or an unlawful assembly such as unauthorized occupation of any College facility, or aiding, abetting, or procuring another person to breach the peace on college premises or at functions

sponsored by the College. Disorderly and indecent conduct includes, but is not limited to the following:

- a. Unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his or her prior knowledge, or without his or her effective consent, when such a recording is likely to cause injury or distress.
- b. Taking unauthorized pictures of another person in a gym, locker room, or restroom.
- c. Exhibitionism in the form of nudity.
- d. Lewd and lascivious conduct.
- e. Indecent exposure of the person.
- f. Obscenity or public profanity.

9. **Disruptive Behavior (Disruption of Operations)**

Disruption of any function of the College, including but not limited to,

- a. Conduct which disrupts the learning environment of any class while in session and/or failure to comply with the directives of a faculty member.
- b. Interference with academic freedom or freedom of speech of any member or guest of the College.
- c. Participating in, or leading or inciting others to participate in any activity which disrupts, obstructs, or interferes with the normal operation of the College, including any classroom instruction, meetings, administrative functions, student events, athletic events, student services, disciplinary proceedings, public service activities, or any other College function or event of any kind, on or off campus, or any authorized non-College activities being conducted on campus.
- d. Interference with the freedom of movement of any member or guest of the College to enter, use or leave any College facility, service, or scheduled activity, to carry out their normal functions or duties, or the obstruction of the free flow of pedestrian or vehicular traffic on College premises or at college sponsored or supervised functions.

10. **Drugs**

Possession, use, manufacturing or distribution of narcotics, marijuana, sedatives, tranquilizers, stimulants, hallucinogens or any other controlled substances under Federal or State law, except as expressly permitted by law.

11. **Drunkenness (Intoxication)**

Intoxication on campus, whether resulting from consumption on or off campus, when a person is intoxicated to the degree that the person may endanger himself or herself, other persons, or property, or disrupt persons in the vicinity.

12. **Electronic Devices**

Failure or refusal to turn off electronic devices such as, but not limited to, cell phones, cameras, iPods while attending a class or Lyceum program, unless use of such device in class has been approved by the faculty member.

13. **Failure to Comply**

Failing to comply with reasonable directives from the College or other officials related to the performance of their official duties when directed to do so. Failure to provide identification or to report to the Executive Director of Institutional Diversity and Student Conduct or any administrative officer, or when reasonable cause exists, failing to leave college-controlled premises or dangerous situations when directed to do so by properly authorized persons including public safety personnel or other College staff. Failing to complete sanctions as part of the conduct process.

14. Fire Safety Violations

Tampering with fire or other safety equipment or setting unauthorized fires. Exhibiting behaviors that risk the health and safety of one's self or others during a fire related incident. Burning candles, incense, or other items in athletic dormitories or other College facilities, whether attended or unattended.

15. Harassment

Engaging in behavior that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual's employment, education or access to College programs, activities or opportunities, if such behavior would detrimentally affect a reasonable person under the same circumstances. Harassing behavior includes but is not limited to threats, intimidation, coercion, bullying and/or other conduct which threatens or endangers the mental or physical health or safety of any person or causes reasonable apprehension of such harm. Behaviors that are considered harassment also include, but are not limited to, the following:

- a. Directing physical conduct, or verbal, written, or electronic communication towards an individual because of the individual's age, race, color, ancestry, national origin, religion, creed, service in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, physical or mental disability, gender identity, genetic information, or political ideas.
- b. Subjecting a person or group of persons to unwanted physical contact or threat of such.
- c. Engaging in a course of conduct, including following the person without proper authority (e.g., stalking) under circumstances which would cause a reasonable person to fear for his or her safety or the safety of others or to suffer emotional distress.
- d. Engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of devices or electronic or written communication directed at a specific person (e.g., cyber stalking), causing substantial emotional distress to that person and serving no legitimate purpose.

16. Hazing

Participation in hazing. See Anti-Hazing Policy (p. 18).

17. Retaliation

Taking adverse or hostile action against any individual or group on the basis of a good faith report made or complaint filed by such individual or group, or on the basis of an individual's participation in an investigation, hearing, or inquiry by the College or an appropriate authority, or the individual's participating in a court proceeding relating to suspected wrongful conduct. Retaliation against any person or group making a complaint is in many cases prohibited by law, and in matters such as sexual assault or sexual violence, retaliation by the accused offender or someone associated with the accused offender is a serious offense.

18. Sexual Harassment or Sexual Misconduct

Engaging in sexual misconduct or sexual harassment of an unwelcome sexual nature that is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education, or access to the College programs, activities, and opportunities, and that would detrimentally affect a reasonable person under the same circumstances. Sexual harassment may include, but is not limited to, verbal or physical conduct of a sexual nature, sexual advances, requests for sexual favors, sexual exploitation, and stalking. Sexual misconduct is a form of sexual harassment and refers to attempted or completed unwanted or non-consensual sexual activity, including but not limited to rape, sexual

assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, intercourse without consent, sexual touching and fondling, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another's intimate parts, sexual exploitation, domestic violence, dating violence, and sexual coercion.

19. Smoking

Violating College policies against smoking indoors, including the use of e-cigarettes (vape).

20. Theft or Possession of Stolen Property

Actual or attempted theft, larceny, stealing, embezzlement, or taking of property owned by the College, a member of the College community, or any other person, on or off campus. Being in possession of property belonging to another individual or entity without the express permission of the owner of such property. Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

21. Unauthorized Entry or Use

The College has the right to control all use and entry into facilities for reasons of security, safety or protections of property and may close facilities at specified times. It should be recognized that an open or unlocked door is not an invitation to enter and use facilities. Unauthorized entry or use may include, but is not limited to, the following:

- a. Unauthorized entry into or use of College property or facilities including buildings, offices, classrooms, athletic dormitory rooms, College property leased to private entities or individuals, computers, computer networks, and any other restricted facilities.
- b. Remaining on College property against the directive of a College police officer or public safety officer after the cessation of all classes and closure of all College offices, facilities, and libraries at night.
- c. Unauthorized possession, duplication, or use of keys to any College premises.
- d. Infringing upon the rights of any member of the College community to privacy in offices, laboratories, athletic dormitories, or College property leased to private entities or individuals.
- e. Infringing upon the rights of any member of the College community to maintain the confidentiality of their personal papers, records, and effects.

22. Violation of College Policies

Any violation of a written College policy, rule, procedure, administrative directive, or contract between the student and the College. Complicity in any violation by another person of this Code of Conduct, a College policy, rule, procedure, or administrative directive by being present at, or having advance knowledge of, such violation and taking any action that constitutes support, assistance, or an act in furtherance of the violation.

23. Violation of the Law

Committing any criminal act prohibited by, or otherwise violating, any federal, state, or local law, including applicable county and city ordinances.

24. Weapons, Explosives and Dangerous Items

Possessing on a person or in a vehicle, discharging or exhibiting any sword, sword cane, firearm, electric weapon or device, destructive device, razor blade, box cutter, pellet gun, air rifle, or other weapons as defined under s. 790.115, F.S., at a College-sponsored event or on any College property, or

using any weapon, even if legally possessed, in a manner that harms, threatens or causes fear to others. Sworn FDLE certified law enforcement officers attending class on a College campus may carry a weapon if required to do so by the policies of the law enforcement agency by which such officers are employed.

Classroom Activities

1. The faculty member, in the classroom and in conference, should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis.
2. The student should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. He or she is responsible, however, for learning the content of any course of study for which he or she is enrolled.
3. The student should be evaluated through orderly procedures. The student is responsible for maintaining standards of academic performance established for each course in which he or she enrolled.

Class Attendance

Regulations governing punctual and regular class attendance are outlined under Attendance Policies (p. 62).

Plagiarism and Academic Cheating

1. Plagiarism and academic cheating are serious offenses. A faculty member 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 faculty member. If the student does not reach resolution after discussion with the faculty member, the student may discuss the situation with appropriate academic officers beginning with the department head followed by the appropriate dean.
2. Plagiarism involves presenting the work, words, or ideas of another student or writer without proper citation, even if unintentionally. Presenting someone else's work as your own, even if in your own words is plagiarism. It is plagiarism if the work you present is derived from the work of any other person, including, among others, any other student or a 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.).

Dress and Appearance

Each student is expected to dress and maintain a personal appearance which will not endanger his or her health, welfare, or safety. This will be in accordance with state and local laws and the Code of Student Conduct.

Anti-Hazing Policy

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

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

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

If the hazing activities are willful and flagrant violations of this policy and/or if the hazing consists of brutality of a physical nature, the student or other person associated with a College organization who engages in such hazing activities may be suspended or dismissed. Any College organization, which authorizes hazing in blatant disregard of this policy, may be subject to the following penalties:

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

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

Any penalties for violation of the 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 the College to which the violator may be subject.

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

1. Each College organization advisor shall be given a copy of the 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 Anti-Hazing Policy in its bylaws and to submit a copy of its revised bylaws to the Office of Student Engagement and Leadership.
3. A copy of the Anti-Hazing Policy, rules, and penalties is available to each student.
4. The 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 Anti-Hazing Policy. Any amendment to the 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.

Student Rights

Rights of Students and Recognized Student Organizations

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

1. A student or recognized student organization is entitled to be notified of an alleged Student Code of Conduct violation as soon as reasonably possible. In most cases, the student or recognized student organization will be notified within five (5) class days. Notifications of any alleged violations will be sent to the PirateMail address of the student or recognized student organization. Sending such an email shall be deemed constructive notice.
2. The Office of Institutional Diversity and Student Conduct will give written notice of an informal hearing to the alleged student or recognized student organization. The notice shall include the date, time, and location of the hearing and will be given at least three (3) class days prior to the hearing. This notice will be sent via PirateMail and sending such an email shall be deemed constructive notice.
3. A student or recognized student organization may inspect the related conduct file upon request to the Office of Institutional Diversity and Student Conduct in advance of the conduct hearing.
4. The alleged student or recognized student organization has the right to meet with staff from the Office of Institutional Diversity and Student Conduct to discuss the incident and be informed of the entire student conduct process.
5. The alleged student or recognized student organization has the right to utilize the Student Advocate/Student Ombudsman at no cost. The use of the service of the Student Advocate/Student Ombudsman is to be determined by the student. The Student Advocate/Student Ombudsman can provide guidance and advice regarding the student conduct process.
6. An advisor may accompany the alleged student, recognized student organization, complainant, and victim/survivor of an incident at any time during the student conduct process. Advisors will only be allowed to confer with their advisees (alleged student, recognized student organization, complainant, and victim/survivor). The advisor will not be allowed to directly participate in the student conduct process on behalf of any party or as a spokesperson, advocate, or expert witness.
7. The student or recognized student organization will be given the opportunity to participate in a fair and impartial hearing. The student or recognized student organization will not be forced to give self-incriminating testimony, may inspect all documents before the hearing, may hear and question all adverse witnesses who participate in the hearing, and may present information and call witnesses on the behalf of the student or recognized student organization.
8. The College is not required to postpone any disciplinary proceedings pending the outcome of any criminal proceedings.
9. A written decision will be sent to the alleged student or recognized student organization within five (5) class day following the hearing. This time may be extended for cases in which additional time is needed for deliberations. If additional time is needed, the student or recognized student organization will be notified.

10. The student or recognized student organization has the right to appeal the decision of a judicial review board hearing in writing to the Executive Director, Institutional Diversity and Student Conduct, within five (5) class days of the date of the decision letter. Grounds for appeals are limited to the following:
 - a. Student's or recognized student organization's procedural rights were violated in the student conduct process;
 - b. New information is discovered that was not available at the time of the hearing;
 - c. Information presented does not support the decision; or
 - d. Sanction(s) imposed were not appropriate for the violation.

Basic Student Due Process Rights

Pensacola State College will observe the fundamentals of due process to reach a fair, equitable, and consistent resolution for students with complaints and grievances. Due process will be observed in the adjudication of alleged student violations of College policies and procedures. A student pursuing either a non-academic or academic complaint or grievance may use a College Student Advocate/Student Ombudsman at no cost or obligation. The use of the services of the Student Advocate/Student Ombudsman is to be determined by the student. In addition, students who feel their grievance has not been resolved by the College may seek guidance from the Florida Department of Education at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>.

Grievances Alleging Discrimination

Pensacola State College prohibits discrimination and harassment of any kind. The Equal Access/Equal Opportunity Policy clearly prohibits discrimination based on race, color, ethnicity, sex, pregnancy, creed, age, religion, marital status, national origin, disability, sexual orientation, or gender identity (6Hx20-1.007). A student with a complaint regarding issues of discrimination or harassment, including Title IX, Section 504 of the Rehabilitation Act of 1973, or discriminatory conduct in the form of sexual misconduct/sexual harassment, should immediately notify the Executive Director, Institutional Diversity and Student Conduct. This includes allegations of discrimination or harassment, whether the alleged discriminatory act occurs on or off campus, in an academic environment or non-academic environment or involves a college sanctioned program, service, or activity. The Executive Director, Institutional Diversity and Student Conduct, is located in the Building 5, Room 510, on the Pensacola campus, 1000 College Blvd., Pensacola, FL 32504. The phone number is (850) 484-2128.

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

Student Appeals

Non-Academic Appeals

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

Academic Appeals

Student Grade Grievance Procedure

In order to institute this grade grievance procedure, the student will be prepared to show that course or grade requirements were not clearly explained in the section syllabus, requirements were not uniformly applied, requirements were changed without sufficient notice or for capricious reasons, the faculty member's data were 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, a faculty member from the same program or discipline will serve in the stead of the original faculty member. This substitute faculty member will be selected by a vote of the faculty members and the department head in the affected department or discipline.

In the event that the faculty member who assigned the grade will be returning to his or her position at the College but is temporarily away for longer than ten (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 ten (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 thirty (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 department head or dean for an extension of time. The student should be prepared to present appropriate documentation to explain the need for the extension.

Informal Process

1. Within ten (10) working days of when the student's final grade is posted on the College's Student Information System (Spyglass), 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 must 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 must meet with the appropriate dean and present data to support his or her assertion in the dispute. The dean must then meet and discuss the dispute with the faculty member and department head. The dean must then attempt to resolve the dispute within 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 Process

Within ten (10) working days of when the student is notified of the dean's response, the student may begin the formal grievance process by outlining the grievance in writing and presenting the petition to the dean. A one-time panel will be assembled including three (3) students and three (3) 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 (1) student member and at least one (1) faculty member shall possess demonstrated knowledge of or experience with the discipline area involved in the grade dispute. A chair for the panel will be selected by the Vice President, Academic and Student Affairs. Following the hearing, the chair will submit the panel's recommendation to the Vice President, Academic and Student Affairs, for a final decision.

Other Appeals

Graduation Policy Exception: A student who wishes an exception to an existing graduation policy may appeal to the Student Academic Appeals Committee.

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

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

Academic Suspension or Academic Dismissal: A student who has been placed on academic suspension or who has been dismissed for academic reasons may petition for continued enrollment to the Student Academic Appeals Committee.

Formal Student Grievance Procedure

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

If a student wishes to submit a formal student grievance, the appropriate form located on the forms page of the Pensacola State College website at

<https://www.pensacolastate.edu/documents/student-grievance-form/> should be completed. The form should be submitted to the appropriate office for review. Academic complaints, other than grade grievances, should be submitted to the Vice President, Academic and Student Affairs. Complaints related to disability services, public safety, or the help desk should be submitted to the Vice President, Administrative Services and General Counsel. Financial complaints should be submitted to the Vice President, Business Affairs. Complaints involving admissions, enrollment, registration, advising, financial aid, and other student related services should be submitted to the Dean, Student Services.

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

Distance Education students who have completed the internal institutional grievance process and the applicable state grievance process may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint

process, please visit the FL-SARA Complaint Process page: <http://www.fldoe.org/sara/complaint-process.stml>.

Student Advocate / Student Ombudsman

Reflecting s. 1006.51, F.S., Student ombudsman office, Pensacola State College has created a Student Advocate/Student Ombudsman, who is accountable to the Vice President, Academic and Student Affairs. A student pursuing either a non-academic or an academic complaint/grievance may utilize Pensacola State College 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, Student Engagement and Leadership, on each campus shall serve as the Student Advocate/Student Ombudsman for his or her respective campus. The Pensacola campus Student Advocate/Ombudsman shall serve in this capacity for the South Santa Rosa Center, Century Center, Downtown Center, and for eLearning students. However, when deemed necessary by the Vice President, Academic and Student Affairs, he or she may appoint a different person to serve as the Student Advocate/Student Ombudsman. The Student Advocate/Ombudsman can assist with Guidance and advice regarding the informal and formal processes associated with complaints and grievances including

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

Office of Institutional Diversity and Student Conduct

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

Learning Outcomes

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

Conduct Process

1. The Pensacola State College Code of Student Conduct is published in the *College Catalog*. A student or recognized student organization accused of violating the Pensacola State College Code of Student Conduct shall be entitled to certain procedural rights outlined below. Students attending

Pensacola State College are expected to abide by the Pensacola State College Code of Student Conduct.

2. In some instances student conduct off campus can also be reviewed by Pensacola State College. The primary goal of the review process is to educate the student of the value to adhering to the established College's Code of Student Conduct.
3. In the event the Executive Director, Institutional Diversity and Student Conduct, and/or the Vice President, Administrative Services and General Counsel, determines that the continued presence of a student on the campuses of Pensacola State College poses an imminent threat to the student and/or the campus community, the Executive Director, Institutional Diversity and Student Conduct, and/or the Vice President, Administrative Services and General Counsel, of Pensacola State College shall have the authority to immediately remove the student from the campus without the immediate entitlement of due process for the student. The student may request the initiation of due process only when the Executive Director, Institutional Diversity and Student Conduct, and/or the Vice President, Administrative Services and General Counsel, determine that the student no longer poses a threat to himself or herself or others in the College community.

Informal Hearing Process

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

Formal Hearing Process

1. The student shall receive written notification of the alleged violation of the College's Code of Student Conduct along with the date, time, and location of the hearing. The written notification will be provided to the student or recognized student organization within five (5) class days by the Office of Institutional Diversity and Student Conduct. The written notification will be delivered via PirateMail and serves as constructive notice of the hearing.
2. The Office of Institutional Diversity and Student Conduct shall convene the hearing of the Student Judicial Review Board. The Student Judicial Review Board shall consist of two (2) members of the faculty, one (1) member of the College staff, and two (2) members of the student body.
3. The Executive Director, Institutional Diversity and Student Conduct, or designee, shall present the evidence associated with the alleged violation of the College Code of Student Conduct. The College representative may also call witnesses as part of the presentation of evidence. The student or recognized student organization will be able to hear all evidence and may question any witnesses presented by the College.

4. The student or recognized student organization shall be entitled to appear in person and to present his or her defense to the Student Judicial Review Board and may call witnesses on his or her behalf. Students or recognized student organizations may bring an advisor to the hearing. If the student or recognized student organization does not appear, and has not provided satisfactory justification to the Executive Director, Institutional Diversity and Student Conduct, for non-appearance, the hearing shall be held in the student's or recognized student organization's absence.
5. A recording of the hearing shall be made and retained by the Office of Institutional Diversity and Student Conduct. All decisions of the Student Judicial Review Board are based upon the preponderance of evidence standard.
6. Following the hearing, the Student Judicial Review Board will convene and will determine if the student or recognized student organization is responsible for the alleged conduct violations. If a student or recognized student organization is found responsible, the Student Judicial Review Board will recommend disciplinary sanctions. The Office of Institutional Diversity and Student Conduct can either accept the recommendation, reject the recommendation, request the Student Judicial Review Board to reconvene to further review the evidence in the case, or modify the recommendation of the Student Judicial Review Board.
7. The Office of Institutional Diversity and Student Conduct will officially notify the student or recognized student organization of the determination of responsibility and the nature of sanctions.

Conduct Appeal Process

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

Sanctions

The following sanctions may be imposed upon any student or recognized student organization found to have violated the Code of Conduct or other College policies. More than one (1) of the sanctions below may be imposed for any single violation. Any

sanction not completed by the deadline may result in additional sanctions. Sanctions include, but are not limited to

1. *Class Removal or Reassignment:* Removes a student from a class or requires a student to move into a different class or section. Students may also be instructed not to return to class until they have met with the Executive Director, Institutional Diversity and Student Conduct.
2. *Community Service:* Requires a student or recognized student organization to complete hours of service to Pensacola State College or the Pensacola community.
3. *Counseling:* Requires a student to meet with counseling services until it is deemed that student understands College policies and is able to act in a way that does not harm self, others, or the community.
4. *Educational Sanctions:* Includes, but is not limited to, the requirement of the completion of an educational assignment or assessment such as a research paper, program presentation, or attendance at a College event.
5. *Expulsion:* A permanent separation of the student from Pensacola State College.
6. *Fines/Restitution:* An amount of money applied to the student account for the violation of a policy or compensation for loss, damage, or injury to the College or another individual.
7. *Leadership Restriction:* Students will not be allowed to serve in leadership positions for academic or co-curricular organizations and may not participate in College-sponsored travel.
8. *Loss of Privileges:* A denial of specified privileges for a designated period of time such as restriction from certain buildings, inability to hold events, restrictions on student travel.
9. *Loss of Recognized Student Organization Status:* A loss of all privileges including College recognition as a student organization for a specified period.
10. *Probation:* Probation for a designated period that includes the probability of more severe disciplinary sanctions if the student or recognized student organization is found to violate any College policies during the probationary period.
11. *Suspension:* A separation of the student from Pensacola State College for a definite period of time, after which the student may be eligible to return.
12. *Withholding Degree:* A withholding of the awarding of a degree otherwise earned until the completion of the process set forth in the Code of Conduct.
13. *Written Warning:* A formal or informal notice in writing to the student or recognized student organization indicating a violation of College policies.

Code of Student Conduct Records Retention

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

Public Safety

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

1. You are a victim of crime occurring on campus.

2. You are or may be a victim of domestic violence.
3. You are a victim of rape (including acquaintance rape).
4. You are being stalked.
5. You know of crimes occurring on campus.
6. You have been a victim of crime, on or off campus, and need information, counseling, or referral for further help.
7. You have questions about Florida laws or law-related issues.
8. You need help and do not know where to go or who to ask for information.
9. You need assistance starting your car.
10. You need car key assistance to enter your car.
11. You would like a police escort to ensure safety to or from your class.

Public Safety and Security Hours and Information

The Department of Public Safety operates 24 hours a day/7 days a week. Uniformed police officers patrol the campus by marked vehicle, foot patrol, and perambulator. Police officers carry firearms and have authority to make arrests. Additionally, uniformed public safety officers assist in situations that do not call for specific police action. If you have an on-campus emergency, please contact (850) 484-2500.

In case of an extreme emergency, dial 9-11 on any campus telephone to be connected 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 give them your location.

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

Additional Information

Guests and Children on Campus

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

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

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

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

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

Trespassing

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

- s. 810.08, F.S. Trespass in Structure or Conveyance
- s. 810.09, F.S. Trespass on Property Other than Structure or Conveyance

- s. 810.095, F.S. Trespass on School Property with a Firearm or Other Weapon Prohibited
- s. 810.097, F.S. Trespass Upon Grounds or Facilities of a School

Florida State Statutes are accessible through the following website: www.flsenate.gov/statutes/index.cfm. Additionally, an individual may be removed from campus for violation of any applicable College policy or procedure.

Student Motor Vehicle Regulations

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

Student Motor Vehicle and Parking Violations

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

Fundraising Activities

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

arises over whether a particular project is designed to raise funds for activities or causes unrelated to the local College community, or whether any item is improper for sale, the President, or his or her designated representative, shall resolve the controversy.

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

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

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

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

Speech and Publication Guidelines

Guest Speakers

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

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

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

1. A request to invite an outside speaker will be considered only when made by an organized student group recognized by the College.
2. Invitations by an organized group shall not be issued to an outside speaker without prior written concurrence by the President of the College, or such person or committee as may be designated by the President (such person or committee thereafter referred to as his or her authorized designee), for scheduling of speaker dates and assignments of campus facilities.
3. Any speaker request shall be made in writing by an officer of the student organization desiring to sponsor the proposed speaker not later than ten (10) calendar days prior to the date.
4. Any speaker request shall be made in writing by an officer of the student organization desiring to sponsor the proposed speaker not later than ten (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 or her authorized designee, within four (4) days after submission shall be

deemed granted. A request made by a recognized organization may be denied only if the President, or his or her authorized designee, determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as,

- a. The violent overthrow of the government of the United States, the state of Florida, or any political subdivision thereof;
- b. The willful damage or destruction, or seizure and subversion of the institution's buildings or other property;
- c. The forcible disruption or impairment of, or interference with, the institution's buildings or other property;
- d. The physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members, or students; or
- e. Other campus disorders of a violent nature.

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

Posting, Distributing, Exhibiting Printed or Filmed Material

Students may distribute free non-commercial literature on campus. Signs and tables may be used in conjunction with distributing the literature, but tables should be supervised at all times. In the event of congestion or unreasonable interference with the flow of students passing through the area, dean, or his or her designee, may reasonably regulate such activity.

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

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

The President, or his or her authorized designee, may prohibit the distribution on campus of any material or publication or the showing on campus of any films containing obscene or defamatory matter, or containing matter which the President, or his or her authorized designee, reasonably believes would incite others to take action which would substantially disrupt or materially interfere with school activities. Should the President prohibit the distribution of any film on campus, the student or recognized student group thereby aggrieved shall, upon written application to the President, or his or her authorized designee, obtain a hearing within two (2) days following the filing of the appeal before the Student/Faculty Hearing Panel. The appeal procedure shall be the same as provided in the case where the President denies a student organization's request to invite an outside speaker to appear on campus.

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

1. On the Pensacola or Milton campuses, all postings must be approved by the Office of Student Engagement and Leadership and at the Warrington Campus, Century Center, or South Santa Rosa Center by the Office of Student Services.
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 College 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, or in an appropriate area approved by the College.
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 by the sponsoring agency, group, or organization, within one College business day after the event has taken place. Tables and easels be set up 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 appropriate dean, or his or her designee, may reasonably regulate such activity.



STUDENT SERVICES

SECTION III: STUDENT SERVICES

Admissions

As an open admissions institution, Pensacola State College gives students access to education beyond high school. Individuals with a high school diploma or an equivalent certification may apply for admission to PSC. Students without a high school diploma or an equivalent certification may be admitted to certain career certificate programs or the adult education program.

If you are interested in applying for admission to Pensacola State College or have questions about the admissions process, the Admissions Office is the place to start. It is recommended that you begin the admissions process six months before you plan to begin classes so that there is sufficient time to apply for financial aid, complete necessary placement testing, provide necessary documentation, and ensure all admissions requirements are completed.

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

Several programs at Pensacola State College have additional admissions requirements. The applicant is responsible for reviewing specific requirements for the chosen program of study listed in this *College Catalog* or provided through the Office of Admissions.

The College reserves the right to deny admission to any applicant and to change any of the rules, courses, regulations, and charges listed in this document 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 admissions document may result in denial of admission or immediate dismissal from the College.

Basic Steps for Applying to the College

The following steps are for admission to Pensacola State College.

1. Apply for Admission to PSC.

Complete an application at www.pensacolastate.edu.

Pay the \$30 application fee.

A returning student who has not attended PSC for 12 months or more is required to submit an application to update his or her permanent records. A returning student is not required to pay the application fee.

An applicant to a baccalaureate degree program will be assessed a \$30 baccalaureate application fee regardless of prior enrollment at PSC.

2. Submit Required Documents.

Transcripts

An incoming first-time-in-college student must provide one of the following to the Registrar's Office:

- An official transcripts showing high school graduation;
- An official General Education Development (GED) score report;

- An affidavit completed by a parent or guardian verifying completion of a home education program meeting State of Florida requirements for the standard diploma; or
- Documentation from a non-Florida public school district verifying compliance of the home education program with requirements of that state.

- An incoming transfer student must submit official transcripts from each institution attended to the Registrar's Office.

Residence Statement

Each incoming student must complete the Residence Statement in order to determine legal residency for purposes of tuition and fees. See Residency Classification (p. 28).

3. Apply for Financial Aid.

Complete the Free Application for Federal Student Aid (FAFSA).

Complete a scholarship application at www.pensacolastate.edu/financial-aid.

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

4. Complete Testing Requirements.

Submit placement test scores or determine if you meet the requirements for the Developmental Education Exemption (See Placement Testing and Developmental Education (p. 34) for a complete description).

ACT or SAT scores that are no more than two years of age will be accepted for a student who is not exempt from placement testing. A student who has not taken the ACT or SAT or whose ACT or SAT scores are more than two years of age may contact a test center on any campus or center to take the Postsecondary Education Readiness Test (PERT).

Test scores are used for placement in reading, writing, and mathematics courses. The scores are not used for admission purposes.

A transfer student who has completed college-level English courses with grades of C or better and college-level mathematics courses with grades of C or better will not be required to submit placement test scores. However, if the official transcript is not on file and evaluated by the time of the second term of registration, placement testing will be required.

5. Complete orientation.

Attend orientation and meet with an advisor. Contact the Admissions Office or any Student Services office for information regarding orientation sessions. The College offers an online orientation for a new student who is unable to schedule an orientation session on a campus or center.

6. Register for classes.

In most instances, students will be provided an opportunity to register for classes upon conclusion of the orientation session.

It will be at this time that incoming students will be provided information regarding online registration through Spyglass, the online student records system.

Enrollment Status

Enrollment status is determined by a student's primary objective in taking courses and academic history. Enrollment in certain courses and programs can be limited by available physical facilities, clinical spaces, student to faculty ratios, an applicant's academic preparation, or other factors.

Full-time Enrollment

Pensacola State College considers full-time enrollment to be a minimum of 12 credit hours or 450 clock hours in a term. Continuous enrollment is defined as being enrolled in credit-bearing courses in the Fall and Spring terms.

Degree Seeking Students

Degree-seeking students have declared an intention to pursue a particular degree or certificate by following a prescribed program and sequence of study.

Transfer Students

Transfer students have attended another college or university prior to enrolling at Pensacola State College. Transfer students must have official transcripts as indicated above as well as official transcripts from each college or university attended.

Baccalaureate Students

Baccalaureate students must submit official transcripts from colleges attended. Admission into the baccalaureate program will not be granted until all transcripts are on file and evaluated for transfer credit. High school transcripts may be required to verify that the foreign language requirement has been met.

Limited Access Program Applicants

Some programs of study are limited access programs and may have requirements that must be met prior to admission to the program. Applicants to limited access programs are expected to have all educational records on file well in advance of any application deadline for the program of choice.

Non-Degree Seeking Students

Non-degree seeking students are admitted without the requirement for transcripts. Enrollment in courses with placement testing requirements or prerequisites may require a transcript or completion of appropriate testing to document eligibility.

Transient Students

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

Residency Classification

For purposes of tuition assessment, each Pensacola State College student will be classified as a Florida resident, an Alabama resident, or a non-Florida resident. The criteria for determining the residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. Detailed information for residency classification is available in the Registrar's Office and at www.floridashines.org. The Residence Statement, included in the Application for Admission, is required of every new student and any returning student who has not attended the College in twelve (12) months or more.

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

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

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

Dependent / Independent Status

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

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

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

Exceptions and Qualifications

Other persons not meeting the 12-month legal residence requirement may be classified as Florida residents for tuition purposes only if they meet the requirements of a limited special category authorized by the Florida Legislature in s. 1009.21(11), F.S. These exceptions are listed below:

1. Active duty service members of the United States armed forces stationed in or residing in Florida (spouse and dependent children included);
2. Active duty service members of the United States armed forces not stationed in Florida but whose legal state of residence certificate, the DD2058, is Florida (spouse and dependent children included);

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

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

Documentation Required for Classification as a Resident for Tuition Purposes

Listed below are the documents established by the state as items required for classification as a resident for tuition purposes. A student, or the dependent student's parent or legal guardian, must present two of these documents, and one of the documents must be a Tier One document. All documents submitted must be dated, issued, or filed at least twelve (12) months prior to the first day of classes for the term of enrollment.

Tier One Documents

At least one of the two documents submitted must be a Tier One document.

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

Tier Two Documents

Tier Two documents may be used in conjunction with one document from Tier One. If the student or the dependent student's parent or legal guardian provides two Tier One documents, no Tier Two document is required.

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

Alabama Tuition Differential

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

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

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

Listed below are the documents required for the Alabama Tuition Differential. An Alabama student, or the dependent student's parent or legal guardian, must be able to present two of these documents, and one of the documents must be a Tier One document. All documents must be dated, issued, or filed at least twelve (12) months prior to the first day of classes for the term of enrollment.

Tier One Documents

At least one of the two documents submitted must be a Tier One document.

1. An Alabama driver's license;
2. A State of Alabama ID card;
3. An Alabama voter's registration card with proof of voter registration date;
4. An Alabama vehicle registration;
5. Proof of a permanent home in Alabama which is occupied as a primary residence by the applicant or by the applicant's parent if the applicant is a dependent;

6. Proof of homestead exemption in Alabama;
7. Transcripts from an Alabama high school for three or more years provided the Alabama high school diploma or GED diploma was earned within the last twelve months; or
8. Proof of permanent full-time employment in Alabama for at least thirty hours per week for a consecutive twelve-month period.

Tier Two Documents

Tier Two documents may be used in conjunction with one document from Tier One. If the student or the dependent student's parent or legal guardian provides two Tier One documents, no Tier Two document is required.

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

Reclassification of Residence

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

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

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

Residency Appeals

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

Program Admissions

Certain Pensacola State College programs have limited admissions or carry additional admission requirements so that the College and

its students are able to meet certification and licensing requirements as well as specific program accreditation standards. Any individual interested in a limited access or selective admission program should contact the Office of Admissions. The limited access programs include, but are not limited to, the following: Dental Hygiene, EKG Technician, Emergency Medical Technician, Health Information Management, Massage Therapy, Medical Assistant, Paramedic, Pharmacy Technician, Physical Therapist Assistant, Practical Nursing, Radiography, Registered Nursing, Sonography, Surgical Technology, Veterinary Technology and Welding.

Baccalaureate Degree Program Admissions

Pensacola State College offers three baccalaureate degrees including the Marjan Mazza Bachelor of Applied Science (BAS) degree in Business and Management with seven areas of concentration

- Graphic Design Management
- Health Care Management
- Human Resources Management
- Law Enforcement Administration
- Organizational Administration
- Project Management
- Public Safety Management

The College also offers a Bachelor of Applied Science in Cybersecurity and a Bachelor of Science in Nursing (BSN).

The baccalaureate degrees are designed to provide career ladder options for the student who has completed an associate degree or at least 60 credit hours including courses meeting specific requirements and who wishes to pursue an education at the baccalaureate level.

In addition to the basic steps for admission to the College, an applicant for admission to the Marjan Mazza BAS in Business and Management degree program will be admitted with the following:

1. Submission of all college transcripts with documentation that the applicant has earned an associate degree or at least 60 credit hours including courses meeting specific requirements from regionally accredited institutions.
2. Completion of entry-level placement testing unless the applicant's transcript reflects grades of C or better in general education English or mathematics. Applicants whose test scores indicate the need for remediation will not be admitted into the baccalaureate program or baccalaureate courses until the required developmental education courses are satisfactorily completed.

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

1. Submission of all college transcripts with documentation that the applicant has earned an associate degree at least 60 credit hours including courses meeting specific requirements from regionally accredited institutions. Note that the preferred academic pathway into this program is the Associate in Science in Cybersecurity or a closely related field. The student from a different academic background will be required to complete lower level cybersecurity coursework before enrolling in baccalaureate level courses.
2. Possession of a current and unrestricted registered nursing license.

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

1. Submission of all college transcripts with documentation that the applicant has earned an associate degree in registered nursing or a nursing diploma from a regionally accredited institution or a nationally accredited nursing program.

2. Possession of a current and unrestricted registered nursing license.
3. Completion of entry-level placement testing unless the applicant documents earning grades of C or better in general education English or mathematics. Applicants whose test scores indicate the need for remediation will not be admitted into the baccalaureate program or baccalaureate courses until the required developmental education courses are satisfactorily completed.

In addition, per Florida Administrative Code 6A-10.030, prior to entry into the upper division, a student must complete with a grade of C or higher ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis (12 semester hours of writing emphasis coursework). A student must also complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above. These 18 semester hours of writing emphasis and mathematics coursework count toward the 36 credit hour general education curriculum each baccalaureate student must complete. Each baccalaureate student must also satisfy the foreign language requirement and civic literacy requirement as defined in the general education section of this *College Catalog*.

Associate Degree Program Admissions

First Time in College

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

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

A student who has received the General Education Development (GED) diploma will be admitted. An official GED score report from the Department of Education in the state the GED was earned is required for admission.
3. **Home Educated Students**

A student who has completed a Florida home education program (home school) must submit the Home School Completion Affidavit. The affidavit must be completed by a parent or legal guardian affirming that the student completed a home education program meeting State of Florida high

school requirements. Documentation from the public school district will be required to ensure the home education program complied with state requirements for secondary education. The Home School Completion Affidavit is available in any admissions office on any campus or center.

Documentation from a non-Florida public school district verifying compliance of the home education program with requirements of that state.

4. **Foreign Educated Students**

A student who has completed secondary school education in another country will be admitted provided the level of education is equivalent to high school graduation in the United States. Determination of equivalency is made by the College Registrar utilizing resources provided by recognized credentials evaluators and through best practices of admissions offices in the nation.

5. **Conditional Admission to Summer Classes for Graduating Seniors**

Pensacola State College provides an opportunity to the high school senior with an anticipated high school graduation allowing summer enrollment in classes that begin before the actual high school graduation date. Under this conditional admission, the graduating high school senior may enroll at his or her own expense in courses during the summer term of the year graduation is anticipated. Federal aid and scholarship opportunities are usually not available to the student admitted under this condition.

Placement Testing

Each student pursuing an associate degree is required to satisfy college placement test requirements or provide proof of exemption status. Refer to Placement Testing and Developmental Studies in Testing and Assessment section.

Placement tests do not determine admission; they are used to determine the appropriate placement in college-level English, writing-intensive, and mathematics courses. A student may provide scores from the SAT or the ACT, but the test scores must not be more than two (2) years old. No student, including a non-degree seeking student, will be permitted to enroll in any college credit English, writing-emphasis, or mathematics course or any course having an English, mathematics, or reading prerequisite without meeting the state-mandated minimum scores on the placement test or verifying proof of exemption status.

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

Requirement for SLS1101 College Success

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

Certificate and Applied Technology Diploma Program Admissions

An applicant to a college credit certificate program, career certificate (vocational certificate) program, or applied technology diploma program is subject to admissions requirements as indicated. Placement testing will not be required unless the program contains an English course or a mathematics course.

Some career certificate programs do not require a high school diploma. Please review specific admissions requirements for the program. Basic admissions information follows.

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

Special Admission

Adult Education

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

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

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

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

Dual Enrollment

The Dual Enrollment program provides college-level instruction to the qualified high school student and is administered in accordance with 6A-10.024, F.A.C., Articulation Between and Among Universities, Florida Colleges, and School Districts.

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

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

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

Dual Enrollment students will follow the catalog requirements in effect at the time of initial enrollment in the Dual Enrollment Program and are expected to complete the initial program of study within five catalog years. A previous dual enrollment student who does not complete the catalog requirements within the five catalog years will be analyzed for graduation using the catalog requirements in effect upon readmission after the expiration of the initial effective catalog.

Admissions

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

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

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

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

Non-Citizen Students (F-1 Visa Holders)

Any citizen of another country interested in obtaining the F-1 Student Visa to attend Pensacola State College should contact the Registrar's Office and submit the International Student Application, available at www.pensacolastate.edu.

The College Registrar serves as the Designated School Official for Immigration, who handles issues related to the admissions and enrollment of international students. A member of the Pensacola Campus Advising Center serves as the advisor for F-1 visa holders and has the responsibility of advising each international student regarding his or her academic goals and assisting with special needs.

A student whose native language is not English has the benefit of enrolling in reading and writing courses to assist the student's speaking and composition skills. These courses are available through non-credit and developmental education instruction. The international student advisor will assist the student in appropriate course placement.

International Students

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

Individuals who plan to attend Pensacola State College while in the United States on a visa other than the F-1 Student Visa should contact the Registrar's Office to determine eligibility. Several visa categories will permit enrollment in college courses during the temporary stay in the United States.

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

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

Official copies of all documentation are required. International mail delays, transcript verifications, Bureau of Citizenship and Immigration Services (BCIS) regulations governing the issuance of the Immigration Form I-20, consular appointments, etc., must be anticipated. The College encourages non-citizen students seeking the F-1 Student Visa to begin the application process at least four months in advance of anticipated enrollment. Required application papers and credentials include the following:

1. **International Student Application for Admission**

The International Student Application is available in the admissions office or on the website at www.pensacolastate.edu.

2. **Secondary School Records**

Official transcripts of secondary school records, diploma, General Certificate of Education (GCE), or Caribbean Examinations Council (CXC) are required. Transcripts in languages other than English must be translated with certified translations provided. The secondary school record documents of an applicant who has completed his or her secondary education in a foreign country are evaluated in accordance with the general regulations governing admission of freshman students as well as guidelines established by the American Association of Collegiate Registrars (AACRAO) and the National Association of Foreign Student Advisors (NAFSA).

3. **College Transcripts**

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

4. **Financial Support Documentation**

An official statement from the applicant's (or sponsor's) bank or other financial institution is required and must verify the availability of sufficient funds for tuition, matriculation, books, and living expenses. All monetary amounts must be indicated in United States dollars. If the international student will be provided funding through his or her home country's government or some other agency, documentation verifying the availability of sufficient funds for tuition, matriculation, books, and living expenses, etc., must be submitted.

5. **Language Proficiency**

For those international applicants whose native language is not English, the Test of English as a Foreign Language (TOEFL) will be required. The minimum score acceptable for admission is 500 (on the paper-based exam), 173 (on the computer-based exam), and 61 (on the internet-based exam). An official TOEFL score report must be sent directly to the Registrar's Office; Pensacola State College's school code for this purpose is 5535. Student copies of the TOEFL score report will not be accepted. Students who have not taken the TOEFL but have completed an English Language School (ELS) through Level 109 will be considered. An official ELS transcript must be sent directly to the Registrar's Office from the testing agency or the institution offering the ELS program. No exceptions will be made to these requirements for language proficiency.

6. **Medical/Health Insurance**

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

7. **The Immigration Form I-20**

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

Non-Degree-Seeking Student

An applicant who does not wish to earn a degree or certificate from Pensacola State College and who wishes to take credit courses may not need to provide high school or college transcripts. However, an individual requesting non-degree-seeking classification and enrolling in courses having prerequisites, courses with placement testing requirements, or other admissions requirements may be required to provide evidence of prior educational course work. Pensacola State College understands that many individuals enroll in courses to upgrade employment skills or for personal interest and enjoyment. Any student requesting non-degree-seeking status will be required to submit the application and Residence Statement. The application and Residence Statement are available at any campus, any center, or at www.pensacolastate.edu/admissions.

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

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

Transient Students

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

A student whose home institution is a Florida college or university may complete the electronic transient authorization process through www.floridashines.org.

Special Student Admission (Non-graduate)

The Special Student admission classification is designed for a student enrolling in credit classes without the high school diploma or its equivalent. The Special Student must be at least 18 years of age and not currently enrolled in a K-12 program. The Special Student is permitted to accumulate 15 credit hours in this status and is encouraged to earn the GED diploma during the first term of enrollment. The GED diploma is required to continue enrollment beyond the 15th credit hour. After earning the GED diploma, the Special Student may request to change to degree-seeking status or may continue as a non-degree-seeking student.

Audit Students

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

Senior Citizens

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

Transfer Students

A student is admitted as a transfer student if he or she has previously attended a college or university accredited by one of the six regional accrediting associations. The transfer student must request official transcripts to be sent directly from the issuing institutions to the Admissions Office at Pensacola State College.

Transcripts marked “issued to student” will not be accepted. All college transcripts must be received and evaluated by the time the transfer student registers for his or her second term of enrollment.

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

All credits attempted at the freshman and sophomore levels at regionally accredited institutions will be recorded as transfer credits. An accepted transfer course satisfies general education requirements for the associate degrees only if the course is essentially the same as a corresponding Pensacola State College course. Final determination of transfer credits and course equivalency is made by the College Registrar. The evaluation process is normally completed within six (6) weeks of transcript receipt, and the student will be notified by PirateMail when the evaluation is complete. Credits accepted and the manner in which those credits meet degree requirements may be viewed by the student through his or her Spyglass records (unofficial transcript and degree audit). A student admitted to a baccalaureate program will have transcripts reviewed for possible transfer of junior and senior level courses.

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

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

Readmission

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

Testing and Assessment

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

For questions about testing services on various campuses, call:

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

ACT and SAT

Information about ACT or SAT exams registration, test dates, fees, may be obtained on the following websites:

ACT: www.actstudent.org; and

SAT: www.collegeboard.com

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

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

Placement Testing and Developmental Education

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

Testing Exemption

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

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

Transfer students may satisfy placement testing requirements through prior coursework or successful completion of an acceptable placement exam.

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

A student whose placement scores indicate a need for skill review should enroll in developmental education courses in the first term of enrollment. A student with test results indicating the need for two or more developmental education courses should also enroll in SLS1101 (College Success) even if this course does not satisfy a requirement for the intended degree. A student who tests into developmental education courses is required to enroll in these courses by the time they have attempted 12 credit hours. A student must maintain continuous enrollment in at least one developmental course each term until the requirements are completed. A student may take other credit courses along with the developmental education course as long as the developmental education course is not a prerequisite for the credit course. For additional information, please contact an advisor.

Test of Adult Basic Education (TABE)

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

After the successful completion and submission of the College admission application, a student or active duty service member is encouraged to meet with an advisor to determine eligibility for testing exemption and discuss the process for opting out of testing and developmental education.

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

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

General Education Development (GED) Test

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

College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a nationally developed program for credit-by-examination. Credit may be granted for scores meeting the established criterion score on approved tests. Examination fees are established by the College Board. CLEP application information is available in the College Testing and Assessment Center on the Pensacola Campus. A student should consult with an advisor regarding his or her education plan prior to taking a CLEP examination. Credit awarded for the CLEP test is determined by the State Board of Education.

Industry Certification Testing

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

More detailed information about additional tests offered may be found on the Pensacola State College website at www.pensacolastate.edu.

Transfer of Credit

Transfer to PSC

All credits attempted at the freshman and sophomore levels at regionally accredited institutions will be recorded as transfer credits. An accepted transfer course satisfies general education requirements for the associate degrees only if the course is essentially the same as a corresponding Pensacola State College

course. Final determination of transfer credits and course equivalency is made by the College Registrar. The evaluation process is normally completed within six (6) weeks of all college transcripts being received, and the student will be notified by PirateMail when the evaluation is complete. Credits accepted and the manner in which those credits meet degree requirements may be viewed by the student through his or her Spyglass records (unofficial transcript and degree audit). A student admitted to a baccalaureate program will have transcripts reviewed for possible transfer of junior and senior level courses. See Baccalaureate Program Admission.

Credits from Non-Regionally-Accredited Colleges

A student who has completed course work at a college or university that does not hold accreditation from one of the six regional accrediting agencies will not be required to submit transcripts from those institutions for admission purposes. However, the transcripts may be required for the determination of financial aid eligibility. A student who wishes to pursue the awarding of transfer credit for course work completed at a non-regionally-accredited institution should consult with the Office of Admissions or an advisor regarding the procedure in place for seeking transferability of courses.

Credits from Institutions in Other Countries

A student who has completed college-level courses in another country will not be required to submit transcripts. However, if the student wishes to have credit earned in another country considered for transfer purposes, the student will be responsible for securing the evaluation services of a recognized credentials evaluation agency. Information regarding this process may be obtained in any admissions office. Pensacola State College will not be involved in the fees charged by the credentials evaluation agency.

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

College credits for English composition courses will not be accepted unless the student's placement test scores indicate readiness for ENC1101C English Composition I. English courses taught in the English as a Second Language format will not be considered equivalent to either ENC1101C or ENC1102.

Transfer from PSC

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

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

Advising Center

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

time he or she is enrolled at Pensacola State College, particularly if undecided on a major or transfer institution.

Resolution of Transfer Disputes

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

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

Financial Aid

Financial Aid Policy

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

Determination of Financial Need

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

General Eligibility Requirements

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

1. Be accepted as a Pensacola State College degree-seeking student taking required developmental level courses, required degree courses, and elective courses that are used toward their baccalaureate or associate degree program;
2. Be accepted as a Pensacola State College certificate-seeking student in an eligible college credit certificate program, career certificate (vocational certificate) program, or other eligible program of study, taking required courses;
3. Be making satisfactory academic progress for financial aid purposes (FASAP);
4. Be a U.S. citizen, permanent resident alien, or an eligible noncitizen;
5. Enroll at least halftime (six credit hours) for most aid programs;
6. Not be in default on a prior student loan;
7. Not owe a repayment or overpayment of a federal grant;
8. Not have an existing financial obligation to Pensacola State College;
9. Be registered for Selective Service, if required;
10. Have a standard high school diploma from a valid high school or GED certificate;
11. If a college transfer student, an official transcript from each previously attended institution must be submitted to and evaluated by the Pensacola State College Records Office;
12. Not have been convicted of the sale or possession of illegal drugs during a term in which they received Title IV financial aid; and

13. Complete verification and submit any other required documents.

Financial Aid Awards

Financial aid recipients receive a letter of award notifying them of their eligibility for aid. All financial aid awards are based on information provided by the students, availability of funds, and eligibility requirements for the sources of aid. Any award may be revised based on changes in enrollment, changes resulting from verification, cost of attendance, family contribution or failure to meet satisfactory academic progress. Withdrawals or changes in enrollment may affect current awards and any future awards.

Grants

Federal Pell Grant (PELL)

PELL Grants are available to undergraduate students only. Students with a bachelor's degree are not eligible, including foreign bachelor's degree. Each year Congress establishes the maximum Pell Grant award based on a student's enrollment level and Expected Family Contribution (EFC). 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 enrollment in less than six credit hours. Aid recipients receive tentative award letters after eligibility has been determined for a particular award year via Spyglass.

Lifetime Eligibility Used

The amount of Federal PELL Grant funds a student may receive over their lifetime is limited by federal law. The limit is the equivalent of six (6) years of PELL Grant funding. Since the maximum amount of PELL Grant funding students may receive each year is equal to 100%, a six-year equivalent is 600%, less than full time enrollment will result in a longer period of eligibility. There is no appeal of this federal limit. Current students and those who have previously attended college may view their personal PELL and federal loan information at www.nsls.ed.gov by using their Federal Student Aid ID (previously the Personal Identification Number PIN).

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a federal grant for undergraduates with exceptional financial need. Since these funds are limited, only Pensacola State College PELL Grant recipients with zero EFC will be awarded FSEOG funds. The award amount will vary per academic year based on federal funding levels. Awards are available during the Fall and Spring terms only. A minimum enrollment of half-time each term is required for a student to receive a partial award.

Florida State Aid Programs

Florida Student Assistance Grant (FSAG)

FSAG is a State of Florida need-based grant program awarded for Fall and Spring terms to a Florida resident student who is working on their undergraduate degree. A student must submit a FAFSA, be enrolled in an AA, AS, BSN, or BAS degree program, have not previously received a baccalaureate degree, be enrolled in a minimum of six credits in their program of study, has remaining need, maintains satisfactory academic progress, satisfies the annual award renewal requirements and meets other eligibility

criterion as established by the State of Florida. Student awards are automatically made until the limited funds from the State of Florida are depleted.

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

FSAG-CE is a State of Florida need-based grant program awarded for Fall and Spring terms to a Florida resident student who is working on a work-force certificate. A student must submit a FAFSA, have not previously received a baccalaureate degree, be enrolled in a minimum of six credits in their program of study, have remaining need, maintains satisfactory academic progress, satisfies the annual award renewal requirements and meets other eligibility criterion as established by the State of Florida. Student awards are automatically made until the limited funds from the State of Florida are depleted.

Florida First Generation Grant (FGMG)

FGMG is a State of Florida need-based grant program for the Fall and Spring terms for an undergraduate student whose parents have not earned baccalaureate degree or higher. A student must submit a FAFSA, have remaining need, be enrolled in an AA, AS, BSN or BAS degree program, not previously received a baccalaureate degree, be enrolled in a minimum of six credits in their program of study, satisfies the annual award renewal requirements and meets other eligibility criterion as established by the State of Florida. Student awards are automatically made until the limited funds from the State of Florida are depleted.

Florida Bright Futures (FBF)

To access a Florida Bright Futures award, a student must submit an online Florida Financial Aid Application after December 1 of their senior year and prior to August 31 after high school graduation or forfeit all future eligibility. A mid-year graduate may submit a fully completed error free initial Florida Financial Aid Application by August 31 prior to high school graduation. All eligibility requirements must be met by high school graduation. The State of Florida Office of Student Financial Aid (OSFA) will process the application only at www.floridastudentfinancialaid.org.

The Pensacola State College Financial Aid/Veterans Services/Scholarships Office automatically award this merit aid each term to eligible students enrolled at this college and identified by the State of Florida Office of Student Financial Assistance. It is the student's responsibility to select the College which they wish to receive their award.

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

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

Renewal and reinstatement details and changes are listed on the Bright Future website at www.floridastudentfinancialaid.org.

Scholarships

The Pensacola State College Scholarship Program recognizes both academic performance and financial need when awarding scholarships. Many criteria are used to select scholarship recipients. Among these criteria are grade point average, leadership qualities, contributions to school or community, visual and performing arts achievement, athletic ability, and other academic activities. This information is provided by new students during the application process and updated by returning students who apply

on their annual application. (See the Scholarship Application Form section.) Additionally, the Florida Legislature requires all students receiving a Pensacola State College academic scholarship to also have their financial need assessed by a nationally recognized needs analysis. The Free Application for Federal Student Aid (FAFSA) is the approved needs determination process in Florida. The FAFSA is available online at www.fafsa.gov. The student must input Pensacola State College's school code 001513 as one of their college choices on the FAFSA. (See Financial Aid) For detailed information regarding eligibility, selection criteria, and application procedures, refer to the link on the College website.

Online Scholarship Application

To be considered for scholarships, students must:

1. Complete a Pensacola State College application for admission and pay the \$30 application fee;
2. Submit a completed online Pensacola State College scholarship application (https://pensacolastate.scholarship.ngwebsolutions.com/scholarx_scholarshipsearch.aspx) each academic year, by the deadlines listed on the website at www.pensacolastate.edu/financial-aid/#scholarship; and
3. Check PirateMail regularly for information related to scholarship awarding.

Additional Information

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

Student Employment

Federal Work Study (FWS)

FWS awards are made to eligible students who submit an online Work Study application and indicate on their FAFSA that they desire employment from this program. The Free Application for Federal Student Aid (FAFSA) must be filed by the student though they do not have to be eligible for the PELL Grant. Awards are based on the date the financial aid file is completed and on positions available. The College Student Job Services Office assists students with online job applications and placement. For current information logon to the College website at www.pensacolastate.edu/services/sjs.asp. Eligible students are paid the current Florida minimum wage rate. Students are scheduled to work twenty hours (20) per week based on the average award. Students must enroll for a minimum of six (6) credits all of which must be required for their primary degree program. Students must maintain a 2.0 grade point average. Funds are limited and awards are made based on the date the student's financial aid file is completed. Priority is given to returning FWS students who remain eligible.

Florida Work Experience Program (FWEP)

FWEP is a need-based State of Florida program providing Florida resident eligible students work experiences to complement and reinforce their education and career goals. Eligible students are paid the current Florida minimum wage rate. Students must submit a Work Study online application at www.pensacolastate.edu/services/sjs.asp. Students selected are scheduled by Student Job Services to work twenty (20) hours per week based on the average award. The Free Application for Federal Student Aid (FAFSA) must be filed by the student though they do not have to be eligible for the PELL Grant. Awards are based on the date the financial aid file is completed and on positions available. Students must enroll for a minimum of six (6) credits all of which must be required for their primary degree program. Eligible

students must maintain a 2.0 grade point average. Renewal eligibility is determined at the end of the award year by the Florida State Office of Student Financial Assistance and the College. The State of Florida limits the allocation of FWEP funding for each college.

Federal and State Student Loans

William D. Ford Federal Direct Loan Program (FDLP)

Students who have exhausted all other resources may request a federal student loan. Direct Loans are limited to educational expenses and are either subsidized or unsubsidized. Additional student eligibility criteria apply. The student must accurately complete all required steps prior to the awarding of a loan. Students must submit the Free Application for Federal Student Aid online at www.fafsa.gov and verification if selected, as their first step. Students, and their families, must review the information at the United States Department of Education (USDOE) website www.studentloans.gov and in the Pensacola State College Guide to Federal Direct Loans on the Financial Aid page at www.pensacolastate.edu. Prior to submitting the loan request form to the Financial Aid/Veteran Services/Scholarships office for eligibility evaluation and processing, the student must complete Entrance Loan Counseling (ELC) and a Master Promissory note (MPN) which are both on the federal website listed previously. As a part of the college default prevention program, a student must complete both of these steps prior to requesting a Direct Loan. Enrollment of half-time in required courses for the student's primary program of study at the College is required.

Note: On a case by case basis, the school may refuse to certify a loan or certify a loan for an amount less than the student requests. All students including transfer students are required to have a cumulative completion rate of 67% and a grade point average based on the number of attempted credits in the Required Standards chart in this *College Catalog* in order to apply for a Direct Loan. As part of default prevention, loan limits apply and are based on the level of earned credits in the student's program of study at this College and total amount of funds previously borrowed. Transfer students with excessive student loan indebtedness may be reviewed on a case-by-case basis to determine Direct Loan potential eligibility. Demonstrated willingness to repay prior loans is also taken into consideration. Loans are funds that must be repaid.

Parent PLUS Direct Loans

This is a loan program which enables credit worthy parents to borrow money for their dependent student's educational costs directly associated with their student's education at Pensacola State College. The dependent must be degree-seeking and enrolled at minimum half-time in courses required for their program of study. PLUS loans are limited in amount to the cost of attendance minus any other financial aid received by the student. The USDOE requires the student to complete the FAFSA and any required verification processes before the school may process a PLUS loan. Parents who are denied a Direct Loan after their credit has been checked by the USDOE, may appeal directly to the USDOE and/or may request to have credit worthy endorsers added to the loan.

Direct Loan Deferment of Tuition and Fees

Students planning to use Federal Direct Loans for payment of tuition and fees should register for classes and after receiving notification via their PirateMail account that their Direct Loan request has been processed, process an online Deferment of Fees via their Spyglass logon on the college website. A deferment must be processed for each term of enrollment. Without a Direct Loan deferment, no fees are automatically paid. Direct Loans cannot be used to cover books and supplies.

General Financial Aid Policies

Financial Aid Application Process

Students begin the financial aid process by applying for admission to Pensacola State College, declaring a major or program of study and, when necessary, completing placement testing, orientation, and academic advising. Students must submit all official final transcripts directly to the Pensacola State College Admission and Records Office for review and evaluation by that department. All transcripts includes the final high school, and/or official GED scores, plus all prior college and technical school transcripts. No aid can be processed or awarded prior to receipt and evaluation of all transcripts.

Transcript evaluation will assist students to determine all necessary courses needed to complete their program of study at Pensacola State College. Federal and State financial aid is awarded to students for the credits required to complete their degree or certificate.

Students must complete the Free Application for Federal Student Aid (FAFSA) each year. The FAFSA is available annually on October 1 for each new award year. Students apply electronically using their FSA ID and receive email notification of processing within five to seven days. Parents must apply for and receive a Federal Student Aid (FSA) ID to use to input their information and sign the student's FAFSA. A student must input Pensacola State College's school code 001513 on their FAFSA in order for this College to receive their electronic file, their Student Aid Report.

FAFSA online processing allows the student/parent to use the IRS retrieval process to ensure accuracy of data. Changes to the uploaded IRS data will result in the student being selected by the federal processor for school verification. Contact the Financial Aid/Veteran Services/Scholarships office for assistance if you are unsure as to whether or not you or your family can successfully complete the FAFSA using the IRS Retrieval upload tool.

The initial letter the student receives from the federal processor of the FAFSA, the Student Aid Report (SAR), is a confirmation that the student submitted their FAFSA, not an award of funds. The listed aid in the letter is general information concerning all potential federal aid and federal loans available through the FAFSA process. The student's actual eligibility for aid is not determined until their enrollment, program of study, and academic progress are evaluated by the College. In some cases, the federal processor selects a student's data for verification by the College and additional documents and forms are then requested of the student and, as needed, from their parents or spouses. Only students whose FAFSA information has been determined to be accurate will be awarded federal and state aid.

Title IV Federal Student Aid Repayment Policy Effective Fall 2000

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

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

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

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

must affirm in writing to the College that they plan on beginning attendance in later starting course(s) within fourteen days of stopping all current attendance.

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

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

Title IV recalculation is the law, there are no appeals.

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

Pensacola Campus	(850) 484-1680
Milton Campus	(850) 484-4446
Warrington Campus	(850) 484-2385

Required Maximum Time Frame and Credit Limits for Federal Aid

Baccalaureate Degree Program Students

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

Associate Degree Program Students

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

College Credit Certificate Program Students

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

Developmental Education Courses

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

Financial Aid for Career Certificate (Clock Hour) Programs

The following list of programs are designated career certificates by the State of Florida Department of Education and therefore federal

Title IV Aid must be awarded and disbursed based on clock hour policies and procedures.

Advanced Esthetics (ESTHE-VC)	600 hours
Advanced Welding Technology (AWELD-VC)	750 hours
Barbering (BARB-VC)	1200 hours
Carpentry (CARP-VC)	1200 hours
Cosmetology (COSM-VC)	1200 hours
Electricity (ELECT-VC)	1200 hours
Heating, Ventilation and Air Conditioning (HVAC-VC)	1350 hours
Massage Therapy (MT-VC)	750 hours
Medical Assisting (MEDAS-VC)	1300 hours
Patient Care Technician (PTC-VC)	600 hours
Plumbing (PLUMB-VC)	1080 hours
Practical Nursing (LPN-VC)	1350 hours
Surgical Technology (SURG-VC)	1335 hours
Welding Technology (WELD-VC)	1050 hours

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

Available Aid for Career Certificate (Clock Hour) Programs

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

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

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

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

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

when the number of clock hours required extends to a second year. The student must be determined eligible academically and by filing an accurate FAFSA for the new award year.

25 to 45	1.75
46 or more	2.00

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

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

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

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

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

Satisfactory Academic Progress Standards

Federal Aid Satisfactory Academic Progress Policy and Required Standards

College Credit Hour Programs

Federal Regulation 34 CFR 668.34 requires Pensacola State College to establish and apply reasonable standards of Satisfactory Academic Progress for the purpose of administration of financial assistance under the programs authorized by Title IV of the Higher Education Act. The programs subject to this rule include, but are not limited to Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Direct Loans, and some State and Institutional aid. Failure to meet the requirements listed below will result in the suspension of financial aid eligibility. This policy is separate and independent from the Academic SAP policy at this College.

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

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

Total Credit Hours Attempted	Required Minimum Cumulative GPA
1 to 24	1.50

AND

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

Credits Used

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

Program Changes

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

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

Course Repetitions

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

Financial Aid Warning Term

Students must meet all of the FASAP required standards to be considered in Financial Aid Satisfactory Academic standing. Students who are found to not be in Financial Aid Satisfactory Academic standing at the end of any term are automatically placed on warning for their subsequent term of enrollment, except when the student reaches or exceeds the 150% maximum time frame allowed for his/her program or the students PELL Grant disbursements meet the lifetime eligibility limit (600% of a full time PELL Grant award). Students who are enrolled during the financial aid warning term may receive Title IV aid, as long as they are otherwise eligible. Students are notified via PirateMail of the warning status.

During the warning term the student must successfully work to regain FASAP by meeting the required completion rate standard (67%) and the graduated grade point average required for the number of credits attempted (see chart). If the student does not

meet the required standards during the term of warning, he or she will no longer be eligible for Title IV aid.

Financial Aid Suspension

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

Financial Aid Probation Term

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

FASAP Appeals

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

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

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

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

Monitoring Financial Aid Progress

Each financial aid recipient will have progress monitored at the end of the term, beginning with the first credit hour attempted as a degree-seeking student. If, at the end of a term, the student has not met the required standards, the student will be placed on Financial Aid Warning for one term. (See Required Standards) If the student

does not achieve FASAP at the end of the Warning term, eligibility for federal and state financial assistance will be suspended until the student returns to FASAP status of clear (See FASAP definition).

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

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

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

Minimum Requirements (Qualitative and Quantitative)

GPA

Students must maintain a GPA of at least 2.0.*

Progression

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

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

Maximum Time Frame

Pensacola State College students may continue to receive their federal financial aid as long as they maintain the ability to complete their program within 150% of the scheduled weeks of the program and they meet the quantitative and qualitative minimums. Example: A 44 week program has a maximum time frame of 66 weeks (44 weeks x 150%).

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

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

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

Program Changes

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

Transfer Credits

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

Course Incompletes / Withdrawals

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

Financial Aid Appeal Policy and Process

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

Based on documented mitigating circumstances beyond the control of the student* a student may appeal for reinstatement of aid in order to complete a particular program of study.

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

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

Appeal Process

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

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

The completed appeal form and documentation must be submitted to a Financial Aid/Veteran Services/Scholarships Office. The Financial Aid Appeals Committee will review and make a determination concerning the appeal. When an appeal is granted, additional conditions may be established which the student will be required to meet in order to continue with financial aid eligibility. The student will be notified via PirateMail of the decision. If the student does not agree with the denial and has substantive additional information and documentation not previously submitted, the student may submit a written letter of disagreement and the additional documentation to the Associate Director, Financial Aid/Veteran Services/Scholarships, within 14 days with a new appeal packet and the additional documentation. The Associate Director's decision is the final authorized decision.

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

Helpful Definitions for Students

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

Release of Student Financial Aid Information

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

The written consent of the financial aid recipient is required for any disclosure or publication of any financial aid information that is personally identifiable. Parents and legal guardians of dependent financial aid recipients may have access to financial aid information only with the written consent of their dependent student. The appropriate form is available from the Office of Financial Aid/Veteran Services/Scholarships and on the college website at Financial Aid/General Financial Aid Forms/Release of Information Authorization.

Official Correspondence and Communication

Official communication between Pensacola State College and all College students is through PirateMail and Spyglass notifications. A student email address is issued to each student one day after his or her application for admission to Pensacola State College is processed. The Office of Financial Aid/Veteran Services/Scholarships will communicate through PirateMail and Spyglass notifications. It is a student's responsibility to regularly monitor this official PirateMail email site. Failure to do so may result in a delay in the awarding of any and all aid or the loss of aid due to limited funding. See <http://www.pensacolastate.edu/piratemail/> for PirateMail assistance and frequently asked questions.

Regulatory Changes

Federal regulations and procedures for financial aids change frequently. All financial aid information is subject to change without prior notice. If a student has questions regarding the ramifications of a change in eligibility or enrollment status contact the Financial Aid Office at (850) 484-1680.

Veteran Services

Pensacola State College has served veterans and their families since 1948. The Veteran Services Office (VSO), located in Building 6 on the Pensacola Campus, assists students with Department of Veteran Affairs (DVA) and the college VSO procedures. Veteran Services is part of the Student Financial Services Division of the College. The VSO assists a student with his or her DVA education claims and is responsible for meeting all institutional reporting requirements mandated by DVA regulations. A student using Veteran Benefits is required to follow both the academic policies and procedures for obtaining a degree or certificate at Pensacola State College and adhere to DVA policies and procedures. DVA determines the education benefits and amount to be paid to the eligible student. Both the College and the student must abide by DVA regulations. The College VSO is a service of Pensacola State College and not an affiliate of the United States Department of Veterans Affairs (DVA). Information for students receiving DVA benefits is found in this *College Catalog* and on the website at <http://www.pensacolastate.edu/current-students/student-services/veterans/>. Resources are also available in the VSO. Pensacola State College VSO is committed to providing resources online for students, limited and protected by concerns for privacy and security. A student should frequently consult the DVA website at <https://www.vets.gov/education/apply/#modal> for updates.

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

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

Application

A student anticipating the use of DVA education benefits for enrollment at Pensacola State College must submit his or her applications using the following website:
<https://www.vets.gov/education/apply/#modal>.

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

Certificate of Eligibility

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

Attendance Requirements

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

Calculation of Pay Rate

Pay rate classifications are set by DVA for all GI Bill chapters. The rate calculation is based on the combination of credits enrolled and the length of the session in days of instruction. Pensacola State College has three terms - fall, spring, and summer. Each term has four sessions, A, B, C, and D. The sessions have varied lengths. It is important to remember that term and session have different meanings and measurements. A student enrolled in 12 credit hours for Fall term, all in the A session, is FULL TIME for the term. Enrollment in two or more different sessions during the term could result in changes in the calculation of the rate of pay over the term. A student should go to <https://www.vets.gov/gi-bill-comparison-tool-> for pay rate information.

Certification

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

Communications

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

Cooperative (CO-OP) Training

Co-op training is approved for DVA benefits if the course is required in a student's program and meets DVA regulations for

certification purposes. If the co-op course is verifiable and the student would like to receive DVA benefits, the Statement of Election form must be completed before the co-op course can be certified to the DVA. Contact the VSO to ensure the course is certifiable and to obtain the necessary paperwork.

Courses for Which the VA Will Not Pay

Any course that cannot be applied toward fulfilling graduation requirements in a student's DVA approved degree program at Pensacola State College cannot be certified to the DVA for benefit payments. The following list reflects other types of non-pay courses, but is not all inclusive.

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

Deferment

Florida law provides for one deferment of tuition and fees (not including books) per academic year for a student receiving DVA benefits. The deferment is a legal promissory note between Pensacola State College and the student; therefore, the student is responsible for making full payment by the due date. All costs of collection including reasonable attorney fees will be the responsibility of the student. The student's obligation to pay is not contingent on the student first receiving his or her DVA payment. This is an online process available via the veteran's Spyglass logon for returning students in good standing academically with the College. Consult with the VSO staff for complete eligibility requirements and proper ID documents. Students receiving CH 33 benefits should review the Post 9/11 section for additional information.

Dual Degree

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

DVA Resources

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

DVA Vocational Rehabilitation

A student approved for DVA Vocational Rehabilitation (Chapter 31) is eligible to charge tuition, fees, books, and supplies as approved by his or her DVA case manager and as allowed by DVA regulations. The College VSO must receive an authorized DVA Form 28-1905 from the case manager before charges can be made. Please allow at least five (5) business days for changes to be made. For additional information email veterans@pensacolastate.edu.

Educational Objective

In order to receive DVA Educational Assistance, a student must be pursuing an approved BAS, BSN, AA, AS, ATD, or certificate at Pensacola State College. A student must follow the *College Catalog* for the academic year the student began the program, unless the student takes longer than five years to complete the program. Please see the Catalog Year Policy for complete details. Transient students must contact the VSO staff for additional requirements. **NOTE:** DVA will not pay educational benefits for pursuit of a second AA degree if the student has already earned an AA degree issued by the state of Florida.

Graduating Term

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

Name / Address / Program Changes

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

Non-College Degree (NCD) Programs

DVA sets specific standards for NCD programs. Based on the instruction/lab mix of the course, DVA designates the number of contact hours needed to qualify for full-time training rate. A student enrolled in Adult Basic Education (ABE) and Collegiate High School (CHS) programs is required by DVA to provide monthly Attendance Sheets for EACH course enrolled. Attendance Sheets for the previous month must be received by Pensacola State College's VSO by the fifth business day of the next month. If the Attendance Sheets are not received by the deadline, the student will not be certified for payment until after the end of the term and all completed Attendance Sheets are received. Additional information will be provided to each student in an NCD program. Students in ABE and CHS may have his or her benefits terminated for excessive absences.

Post 9/11 GI Bill-CH 33

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

Processing Time

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

Shopping Sheet

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

Repeating Courses

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

Reporting Requirements

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

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

Tutorial Assistance

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

Unsatisfactory Progress

When a student fails to meet Pensacola State College standards of academic progress, the VSO is required to advise the DVA. A student must obtain a Pensacola State College Veteran Services Office Unsatisfactory Academic Progress Form and make an appointment with an academic advisor to have the form completed. When completed, the form must state the reason for the unsatisfactory academic progress and steps a student should take to regain satisfactory academic progress. The completed form must be returned to the VSO in order to be certified for DVA benefits. If the student is on academic probation or suspension for two consecutive terms, his or her DVA benefits can be suspended for unsatisfactory academic progress. See Standards of Academic Progress.

Work-Study

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

Military Credit

Active duty service members and retired military personnel may request a review of military experiences for possible credit. For detailed information and guidance, please see the Non-Traditional Credit (External Credit).

Advising

Pensacola State College provides advising at each College location to assist each student with appropriate course selection.

Registration

General Registration Information

Registration is required before a student can attend classes. Registration will be held several times during the year, and registration dates and times will be posted to the college website at www.pensacolastate.edu.

A new degree-seeking student must meet placement testing requirements or declare eligibility for the exemption prior to registration. Refer to Placement Testing and Developmental Studies under Testing and Assessment and 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 or center.

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

Web Registration

Online registration through Spyglass at www.pensacolastate.edu is available to all students provided admission has been finalized and no obligations to the College exist.

Campus Registration

A student may register in person at any registration office or through an advisor or program manager. Registration dates and times will be posted on the college web site at www.pensacolastate.edu.

Late Registration

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

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

Credits

Withdrawal or Change to Non-Credit

A student may choose to withdraw from a class or request a change to non-credit through the 70th percent point of the class. The last date to withdraw from a class will be published in the academic calendar in this *College Catalog* and on the Pensacola State College website. Financial aid recipients should discuss their intended

withdrawals with a representative in the Financial Aid Office. Veteran benefit students should discuss their intended withdrawals with a member of the Veteran Services Office.

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

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

The College may withdraw a student for excessive absences, failure to pay fees, failure to meet conditions of admission, or for violations of the Pensacola State College Code of Conduct. A student who has been withdrawn for excessive absences may discuss reinstatement with the faculty member. A student who has been withdrawn for non-payment of fees may seek reinstatement after satisfying the financial obligation.

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

No-Show Withdrawal

A student who does not attend class during the first week will be withdrawn, and a grade of W will appear on the student's record. Refer to No-Show Procedure for First Week of Classes in the Attendance Policy.

Early F Grade

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

Audit and Non-Credit Status

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

Audit

A student may register in a class on an audit basis by completing the appropriate audit form in a registration office. A student may change to the audit status no later than the last day of the schedule adjustment period. A change from audit to credit is not permitted after the end of the schedule adjustment period. College preparatory or developmental courses cannot be audited.

Class examinations are not required for lecture-based courses; however, laboratory and clinical courses may require successful completion examinations. Regular class attendance is encouraged. A student auditing a class will not receive a letter grade (A through F). A mark of X will appear on the student's transcript indicating that the course was taken for audit. Audit courses will not affect the grade point average. Courses taken on an audit basis will not be counted when determining eligibility for veteran benefits, financial aid, or certification of enrollment to outside agencies.

Non-Credit

A student may change to a non-credit status after the registration period but prior to the last date to withdraw (the 70th percent point of the course). A change from non-credit to credit is not permitted. Tests or examinations are not required for the non-credit student; however, regular attendance is encouraged. Courses

taken for non-credit are not included in the calculation of the grade point average but are included in determination of academic progress. In determining academic standing, a course taken for non-credit is considered to be an attempted course that has not been completed. Courses taken for non-credit will not be counted when determining eligibility for veteran benefits, financial aid, or certification of enrollment to outside agencies.

Pass/Fail Option

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

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

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

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

A student wishing to take a course using the Pass/Fail option must declare their intent before the end of the schedule adjustment period by completing the appropriate form at any registration office. Students may not change from the Pass/Fail option to a grade-seeking status after the end of the schedule adjustment period. The normal rules for repeating courses will apply to courses completed by the Pass/Fail option. Students earning a P in a course may not repeat the course for a letter grade.

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

Non-Traditional Credit (External Credit)

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

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

Non-traditional credit earned will not appear on an official Pensacola State College transcript until a minimum of 15 credit hours of Pensacola State College course work has been earned. A student receiving financial aid should consult with a representative in the Financial Aid Office regarding non-traditional credit as it pertains to eligibility for financial assistance. A student receiving veteran benefits should consult with a representative of the Veteran Services Office regarding non-traditional credit as it pertains to benefit eligibility. Credit hours earned through non-traditional

means will not be posted to the record with a letter grade. No quality points are attached to the course and the credits neither improve nor decrease the cumulative grade point average.

Departmental Exemption Exams

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

1. Obtain approval from the appropriate department head, the Registrar, or a designee, and pay the predetermined exemption examination fee at any cashier's office. Registration in the course is not required. The exam fee is non-refundable. A student who is not registered in the course may take the departmental exemption exam at any time.
2. Obtain approval from the appropriate department head and the Registrar, and pay the exam fee if a student registers for the course. The examination must be taken no later than the end of the third week of a class for a fall or spring term and no later than the second week of class for a summer term. If a student passes the examination, registration in the course will be cancelled, and the student will receive a refund of fees paid for the course. The exam fee is non-refundable.
3. The student must be currently enrolled in a credit course at the College other than the one being challenged or must have completed prior credit coursework at Pensacola State College.
4. The student must not have taken the exemption examination for the course at any previous time.
5. The student must not have earned a grade in the course through work at Pensacola State College or through transfer credit. A student may not use the exemption examination option to raise a grade of D or F.

Military Credit

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

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

Advanced Placement (AP)

Credit is awarded to a student who has earned a score of 3 or higher on a high school AP exam after completion of an AP course. The State Department of Education determines credit awarded. Official score reports are to be sent to the Admissions and Records Office directly from College Board.

College Level Examination Program (CLEP)

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

International Baccalaureate (IB)

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

Defense Activity for Non-Traditional Education Support (DANTES)

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

Cashier's Office

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

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

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

Tuition and Fees

Payment of Fees

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

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

Application Fee / Cost Per Credit Hour

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

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

Per Credit Hour 2019-2020 Academic Year

College Credit, Baccalaureate	\$120.89
College Credit, Baccalaureate 3rd attempt	\$323.89
College Credit	\$104.58
College Credit, 3rd attempt	\$307.58
Developmental Education Credit	\$104.58
Developmental Education Credit, 3rd attempt	\$307.58
Vocational Credit	\$85.74
Vocational Preparatory Credit	*30.00
Adult Basic Education, Collegiate High School, and GED	*30.00

Per Credit Hour for Alabama Residents

College Credit, Baccalaureate	\$130.89
College Credit, Baccalaureate, 3rd attempt	\$333.89
College Credit	\$114.58
College Credit, 3rd Attempt	\$317.58
Developmental Education Credit	\$114.58
Developmental Education Credit, 3rd attempt	\$317.58
Vocational Credit	\$95.74
Vocational Preparatory Credit	*30.00
Adult Basic Education, Collegiate High School, and GED	*30.00

Per Credit Hour for Non-Florida Residents

College Credit, Baccalaureate	\$486.49
College Credit	\$419.76
Developmental Education Credit	\$419.76
Vocational Credit	\$342.94
Vocational Preparatory Credit	*30.00
Adult Basic Education, Collegiate High School, and GED	*30.00

*One time charge per term

Cost of Attendance

The cost of attendance for nine (9) months is an average budget calculated by the Office of Financial Aid/Veteran Services/Scholarships. The following direct and indirect expenses, as permitted by federal regulations, are taken into consideration when establishing the COA:

1. Average tuition and fee charges for a full-time student based on the student's educational objective (BAS/BSN/AA/AS or Certificate) and residency status;
2. Average required book, supply, and equipment expenses;
3. Average room and board based on whether or not the student lives with parent(s);
4. Average transportation expense to and from school; and
5. Reasonable miscellaneous personal expenses.

Special Fees

Returned check charge	\$20.00
This will be assessed for each check returned to the College by the depository bank as being uncollectible.	
Application fee	\$30.00
Service charge on Pensacola State College short-term student loans	\$5.00
Testing	As applicable
Departmental exemption exam	\$40.00
Late registration fee	\$25.00
This fee will be assessed to those students initiating registration for developmental level courses, vocational preparatory, college credit, or vocational credit courses following the close of the regular registration period.	
Parking decal	No student cost
Prior learning assessment	\$40.00
Servicemembers Opportunity College	No student cost
Lab fees	As applicable
Duplicate diploma (per copy)	\$10.00

Alternative Loan Options

Pensacola State College Short Term Loans

In addition to Federal and State aid programs, Pensacola State College offers limited assistance from a Short-Term Loan Program to assist with registration fees. The student must be eighteen 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, and not have a defaulted federal student loan. The maximum amount of loan available is \$700 and is limited to no more than 75% of the cost of tuition for each course. This program does not require a completed FAFSA to be filed. Students can request the Short Term Loan via Spyglass.

Tuition Installment Plan

To assist the student to meet his or her educational expenses, Pensacola State College provides the Tuition Installment Plan (TIP) for college credit students. There is a non-refundable enrollment fee and required down-payment due at the time of agreement. Students can request the Tuition Installment Plan via Spyglass/Pay Fees.

Private Education Loans

The College does not certify private education loans.

Payment Deadlines

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. Any classes for sessions A/B/C/D registered for after the due date for each session must be paid on the date of registration.

Payment Refunds

Payment for tuition and fees can be made online via Spyglass or in the Cashier's Office at one of the three campuses near you.

1. Refunds result from classes dropped by the student prior to the end of the published schedule adjustment period (drop and add period) and for classes which are canceled by the College. **A FULL REFUND OF FEES PAID WILL BE**

GIVEN IF PROPER PROCEDURES FOR DROPPING A CLASS ARE FOLLOWED. Please visit <http://www.pensacolastate.edu/documents/refund-request-form/> for drop with 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 Pensacola State College Course Schedule Booklet contains information regarding policies and procedures related to refunds for non-credit classes offered through the Center for Corporate and Professional Development Training which can be found online at www.pensacolastate.edu/continuingeducation.
4. Refunds are processed to Bank Mobile 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 designee when extenuating circumstances support an exception to the refund policy.

Employer or Third-Party Sponsor

All source documents from the employer or third-party sponsor (on company letterhead) must be submitted to the Cashier's Office or email to cashier@pensacolastate.edu for paying tuition/fees or books/supplies.

Textbook Affordability

Cost of Books and Supplies

Textbooks, workbooks, and necessary school supplies may be purchased at the College bookstores or online. Cost of these items varies with the program of the student. Some programs require the student to purchase additional materials. A large supply of used books is also available at a discount at the College bookstores located on all three campuses. When available, books may also be rented through the College bookstore. For more bookstore information, please visit www.pensacolastate.edu/current-students/bookstore/.

Delinquent Financial Obligations / Returned Checks

Grades, transcripts, and other student records will not be released to those students who owe parking fines or library fines. Payments on library fines are collected at the Library. Payments on parking fines are collected at the Cashier's Office.

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

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

It is a violation of Florida law to give a worthless check or to stop payment on a check given to satisfy a valid obligation. It is not acceptable for students to stop payment on a check in order to drop classes. Students must follow proper procedures to drop classes for a refund. Students who do not pay for checks returned as uncollectible will be administratively withdrawn from all classes;

withdrawal does not relieve the student of responsibility for payment of the obligation. Students may apply for reinstatement after the obligation has been satisfied. Students who give uncollectible checks are subject to prosecution by the College to the fullest extent provided by law. All costs and expenses, including reasonable attorney fees, incurred by the College in collecting the debt are the responsibility of the student.

Student Records

FERPA

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

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

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

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

Access to Student Records

The Admissions and Records Office is a single office at Pensacola State College and is located on the Pensacola Campus. All permanent, official, and final records of students are housed in and released by this office. Student records are maintained in a fire protected vault and in electronic computer files. Information is released only upon the written request of the student in accordance with federal laws. Additional details on student records, the procedures for accessing records, appealing record contents, and receiving restricted records, and other rights of the Family Educational Rights and Privacy Act of 1974 (FERPA) are available from the College Registrar.

Parents' Rights to Student Information

When a dependent student enters a post-secondary institution, the privacy/confidentiality rights transfer from the parent to the student. The Family Educational Rights and Privacy Act (FERPA) permits the release of information, other than Directory Information, to parents and legal guardians of dependent students. Pensacola State College will release information to an eligible parent or legal guardian in accordance with the specifications in FERPA and under the following circumstances:

The student is a dependent according to the Federal Internal Revenue Code.

The parent or legal guardian signs an affidavit, under penalty of perjury, indicating his or her status as the parent or legal guardian of a student who is eligible to be claimed as a dependent for IRS

purposes. The affidavit may be obtained in any registration office and must be notarized.

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

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

Pensacola State College may request documentation to substantiate the claim to eligibility for the confidential student information.

Public Directory Information

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

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

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

Request for Confidential Status of Directory Information

A student may request that no information, including Directory Information, be released except as required by law. The student must complete the Request for Confidential Status of Directory Information form available in the Admissions and Records Office or any Student Services Office. A student's request to prevent the release of any information will result in preventing the publication of all items including graduation, honors, and awards. Further, queries to the College by prospective employers regarding dates of enrollment and graduation information will not be answered. Students are encouraged to contact the Admissions and Records Office with any concerns about confidentiality of records and release of information. The Request for Confidential Status of Directory Information will not prevent the release of information to an eligible parent or legal guardian, and subpoenas will be honored regardless of the request for confidential status.

Challenge of the Content of the Student Record

Students have the right to challenge the content of their student record if they believe the information is misleading, inaccurate, or otherwise in violation of other rights. Disputes are handled through informal meetings between the students and the Vice President, Academic and Student Affairs. If the dispute cannot be resolved informally, the student has the right to a formal hearing before the nonacademic appeals committee.

Transcript Requests

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 Admissions and Records Office. Transcripts and other student record information will not be released if a student has an outstanding obligation to the College (incomplete

admissions file or financial obligation). Under most circumstances, a student may obtain a copy of his or her transcript on the next business day after submitting the request. All transcripts issued to students will be stamped "issued to student." Transcripts may be requested through a student's Spyglass record at www.pensacolastate.edu. Transcripts may be requested in writing at a registration office or by mail/fax. The written request must be accompanied by photo identification.

Social Security Number Collection and Usage Notification

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

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

1. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for Pensacola State College to collect the SSN of every student. A student may refuse to disclose his or her SSN for this purpose, but he or she may be subject to IRS penalties.
2. The Florida public school system (K-12) uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision making.
3. SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the United States Department of Education.

Federal and State Regulations

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

Enrollment Certification

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

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

Solomon Amendment (Information Provided to Military Recruiters)

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

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

Catalog Year Policy

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

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

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

Dual Enrollment students will follow the catalog requirements in effect at the time of initial enrollment in the Dual Enrollment Program and are expected to complete the initial program of study within five catalog years. A previous dual enrollment student who does not complete the catalog requirements within the five year catalog years will be analyzed for graduation using the catalog requirements in effect upon readmission after the expiration of the initial effective catalog.

Graduation

Student Responsibilities for Graduation

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

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

A student may review his or her graduation progress with an advisor, the program coordinator or director, through the degree audit component of Spyglass, or through www.flvc.org.

Graduation Rates

Information regarding graduation rates and placement information is available as required by the Student Right to Know Act (Public Law 101-542) at www.pensacolastate.edu.

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 Catalog Year Policy.
2. Submit a Graduation Application through Spyglass even if participation in a commencement ceremony is not planned. The Graduation Application prompts the analysis of the permanent record for graduation purposes.
3. Resolve all other requirements and satisfy all financial obligations to the College including parking and library fines.

Baccalaureate Degrees

1. Earn a minimum cumulative grade point average of 2.00 in all coursework completed at the College. If any course or courses have been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00;
2. Complete a minimum of 25% of credit hours required for the degree in residence at the College;
3. Complete the general education requirements for the Associate in Arts degree including earning grades of C or better in all writing-emphasis courses and mathematics courses; and
4. Demonstrate foreign language competency through successful completion of two sequential credits in high school foreign language or successful completion of a postsecondary elementary foreign language II course (the second course in a foreign language sequence), or other means as specified in institutional policy.

Individual baccalaureate degrees may have additional requirements. Consult with a program coordinator or department head when starting the program.

Associate in Arts Degree

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

Associate in Science Degrees

1. Earn a minimum cumulative grade point average of 2.00 in all work completed at the College. If any work has been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00;
2. Earn a minimum cumulative GPA of 2.00 in all general education courses used for the degree; and
3. Complete a minimum of 25% of program requirements in residence at the College.

Certificate Programs

1. Earn a minimum cumulative grade point average of 2.00 in all work completed at the College. If any work has been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00;
2. Have a cumulative grade point average of 2.00 or better in all courses applicable to the specific program of study;
3. Complete a minimum of 25% of program requirements in residence at the College; and
4. Achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) if required for the particular program of study. Students pursuing a certificate may be exempt from the TABE requirement based on a previously earned associate or higher degree. Contact the program coordinator or department head for more information.

Commencement Ceremony

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

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

Application and Procedures

Application for Graduation

Each student must submit an Application for Graduation through Spyglass on the College website by the published deadline. A student who does not apply by the published deadline will be reviewed for graduation and, if eligible, may still march in the graduation ceremony; however, the student's name may not appear in the commencement program. Students are encouraged to apply for graduation one term in advance of anticipated program completion. In all cases, even if a student does not apply to graduate, Pensacola State College will automatically graduate students who have completed all requirements.

Graduation Procedures

Upon receipt of the Application for Graduation, the student's permanent record at the College will be reviewed. If the graduation analyst in the Records Office determines that the student will not meet graduation requirements, the student will be notified and advised to meet with an academic advisor, the appropriate department head, or the program director to find a resolution to

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

Diplomas

The diploma is mailed to the student after the commencement ceremony and upon completion of the final review of requirements. A Spring or Summer term graduate may expect to receive the diploma within three (3) weeks after graduation. Because of the winter holidays, a Fall term (December) graduate may expect to receive the diploma by the third week of January. A diploma will not be mailed to a student with an outstanding financial obligation to the College or with an incomplete admissions record. Upon request, the diploma will be released after satisfaction of the financial obligation or submission of the missing admissions document.

Graduation with Honors

Graduation Honors

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

Cum Laude will be awarded to students with a cumulative GPA between 3.50 - 3.74.

Magna Cum Laude will be awarded to students with a cumulative GPA between 3.75 - 3.99.

Summa Cum Laude will be awarded to students with a cumulative grade point average of 4.0.

The determination of the three honors categories (Summa Cum Laude, Magna Cum Laude, and Cum Laude) for the commencement ceremony is based on the cumulative grade point average at the end of the student's last 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. A student meeting the honors criteria at the time of graduation and after the official analysis of graduation eligibility will have the appropriate notation affixed to the official transcript and on the degree, certificate, or diploma awarded.

Graduation Exceptions and Appeals

Graduation Policy Exceptions

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

Course Substitutions or Waivers

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

Effective Catalog Changes

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

Grade Grievance

No Pensacola State College administrator or standing committee is authorized to change the grade assigned by any faculty member. See Student Grade Grievance Procedure.

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

Minimum Hours in Residence

Pensacola State College will comply with the standards mandated by its regional accrediting authority, the Southern Association of Colleges and Schools Commission on Colleges, and shall award a degree or a certificate only to a student who complete a minimum of 25% of credit hour applicable to the degree or certificate at Pensacola State College. No exception to this requirement will be granted.

Notification of Decisions

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

TRIO Federal Grant Programs

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

TRIO Programs include

Educational Talent Search (ETS)

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

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

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

Educational Opportunity Center (EOC)

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

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

Eligibility requirements include first-generation-in-college (neither parent possessing a bachelor's degree or higher); meet income levels established by the grant; earned high school diploma or GED; and resident of Escambia or Santa Rosa counties. Please contact EOC at (850) 484-1961 for additional details.

Student Support Services (SSS)

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

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

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

Veterans Student Support Services (VSSS)

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

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

Veterans Upward Bound (VUB)

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

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

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

Career and Technical Education Student Resources

The Career and Technical Education Student Resources office provides services to students enrolled in technical programs at the College including associate in science degrees, college credit certificates, technical certificates, and applied technology diplomas.

Student Job Services and Cooperative Education

Student Job Services assists Pensacola State College students and alumni with their employment needs and offers Cooperative Education opportunities to qualifying students. Employers can use Pensacola State College Employer Job Board at <https://pensacolastate-csm.symplicity.com/employers/> to post jobs and search for qualified applicants. Student job services reaches students and alumni either in person or virtually to provide services.

Job Placement

Employment assistance is provided to all students and graduates. Full-time and part-time jobs are listed at www.pensacolastate.edu/sjs. Pensacola State College Student Job Services allows students and graduates to search for jobs and post

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

Cooperative Education

The Cooperative Education program is a planned, paid work experience in which a student is employed in a job directly related to his or her fields of study. The program offers both alternating and parallel work schedules. In the alternating schedule, the student works full-time one 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. The student must have completed 12 credit hours in the program and maintain a 2.5 GPA throughout the cooperative education experience. Each student must complete certain requirements before being sent on job interviews and must also complete specific objectives related to his or her program for each term of employment. These requirements will ensure that the student participates in real life occupational experiences, which will enhance the educational experience through individualized, on-the-job situations.

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

Complete details on job placement and cooperative education services may be found at www.pensacolastate.edu/sjs.

Student Resource Center for ADA Services

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

1. Orientation to campus facilities;
2. Academic counseling;
3. Special classroom arrangements;
4. Information and assistance to faculty;
5. Coordination with local community services;
6. Referral to community agencies;
7. Braille and taped materials;
8. Adaptive computer software programs for reading materials;
9. Special testing accommodations;
10. Note taking assistance (copy of peer notes or use of audio recorder);
11. Interpreters for deaf and hard of hearing; and
12. Textbooks in alternative formats.

When necessary, course substitutions can be made pursuant to s. 1007.264, F.S., and 6A-10.041, F.A.C. Accommodations for the GED and other standardized tests are available.

Reserve Officer Training Corps (ROTC)

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

Servicemember Opportunity College (SOC)

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

Information regarding Servicemembers Opportunity College may be obtained at www.soc.aascu.org. Contact the military liaison at (850) 484-1600.

Student Activities

Student Programs & Organizations

Gymnastics Club

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

Intercollegiate Sports

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

Intramural Sports

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

Activities and Special Programs

Student Leadership and Activities Office

The Student Leadership and Activities offices provide a centralized point of contact and coordination between students and student organizations. A variety of services exists on each campus. For more information on how to get involved outside of the classroom, contact (850) 484-1503.

Additional Services

Posting Student Notices and Use of Bulletin Boards

All notices placed on the various bulletin boards in College buildings must be approved through the appropriate campus Office of Student Leadership and Activities 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.

Snack Bar and Vending

The College contracts for various food and vending services for the convenience of students, faculty, and College staff. Self-service vending is widely available, with beverage and snack vending machines available on each campus. There are Subway restaurants on the Pensacola and Warrington campuses. Student scholarship funds are routinely enhanced through vending commissions, made possible through use of the College vending operations.

College Bookstores

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

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

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

Refunds

A full refund is given if books are returned in the same condition as when purchased, as long as books are returned within 7 days from the first day of class and the student has proof of purchase via sales receipt.

Textbook Buy-Back

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

Alcohol and Drug Education and Prevention Information

Recognizing that the use and abuse of mind-altering substances represents a serious threat to the College mission, the College has devoted significant effort to the prevention of these problems. These efforts include educational programming, media presentations, curriculum resources, and referral services. For more information, contact the Office of Student Leadership and Activities (850) 484-1503.

AIDS Information

Information related to acquired immune deficiency syndrome (AIDS) education may be obtained from the Center for Disease Control and Prevention at <http://www.cdc.gov/hiv/>. Confidential

testing is available to the College community on various dates and locations. Please see the College Event Calendar for current information.

Academic and Department Organizations

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

Honors Organizations

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

Religious Organizations

- Baptist Collegiate Ministry

Social Service Organizations

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

Art Gallery

The Visual Arts Gallery, housed in the Anna Lamar Switzer Center for Visual Arts, is located on the Pensacola Campus, Building 15, and is open to the general public, free of charge. Exhibitions of

contemporary art are displayed throughout the academic year. Gallery tours for groups are available by appointment for each exhibition. For more information, please call the Visual Arts Department at (850) 484-2563 or the Gallery Director at (850) 484-2048 or visit visualarts.pensacolastate.edu.

Athletics

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

Athletic Scholarships

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

Center for Corporate and Professional Development Training

Workforce and Economic Development serves several important functions within the College and the Pensacola Bay Area business community. The Pensacola State College Center for Corporate and Professional Development Training is an active education partner with many local organizations, delivering responsive and updated training at any location. Based out of its downtown Pensacola office, the Pensacola State College Center for Corporate and Professional Development provides education and training intent upon skill enhancement, certification, 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, and Project Management. In addition, the Pensacola State College Center for Corporate and Professional Development can develop 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 Pensacola State College students, the incubation of enterprise activities, and the development of a highly responsive and skilled workforce capable of meeting the demands of a rapid growth economy. Working in partnership with local organizations, Workforce and Economic Development is focused on creating the future.

Pensacola State College supports new business growth and development. In partnership with the Pensacola Area Chamber of Commerce and several other organizations, the downtown center now houses a community small business incubator. For additional information concerning these courses/programs and others, please contact the Center for Corporate and Professional Development Training at (850) 484-1374.

Coordinator:

Ruth McKinon
(850) 484-1363
rmckinon@pensacolastate.edu

College Publications

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

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

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

Cosmetic Arts Salon

The Cosmetic Arts Salon on the Pensacola Campus offers barbering, hair, massage, nail, and waxing services to male and female clients at a low cost. Limited services are available at the Milton Campus salon. Services are provided by cosmetic arts students under the direction of licensed cosmetic arts faculty. For a detailed list of services and pricing visit <https://www.pensacolastate.edu/community/salon-services-by-cosmetic-arts/>. To schedule an appointment, contact 850-484-2567 for an appointment on the Pensacola Campus and 850-484-1397 for an appointment on the Milton Campus.

Dental Hygiene Clinic

The Dental Hygiene Clinic at Pensacola State College offers preventative dental hygiene services to the public. The program provides dental hygiene care to over 3,000 annually. This care is made possible by the Dental Hygiene Program of the College, which provides education to students for future practice in private dental offices, hospitals, and public health agencies. The clinic does not provide restorative dentistry (fillings), oral surgery (removal of teeth), orthodontics (braces), or dentures. Because the Dental Hygiene Program is designed and maintained for teaching procedures, scheduling and dental hygiene services differ from those of a private dental office. Those accepted for treatment are patients whose dental problems have teaching value and who have the extra time required for treatment. All dental care is performed by student dental hygienists who are carefully supervised by licensed dental hygiene faculty. Therefore, the faculty members constantly review and evaluate the treatment rendered by the student which affects the length of visits and the number of appointments required.

Division of Vocational Rehabilitation

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

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

Lyceum

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

Pensacola State College Foundation, Inc.

The Pensacola State 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 the benefit of the College and College activities. The Pensacola State College Foundation is administered by a Board of Governors made up of members of the community who have an interest in the College.

The Pensacola State College Foundation promotes the annual giving program of the College and solicits funds for various College projects. In addition, donations are sought for scholarships and other worthwhile projects, which assist the College and its students.

As a tax-assisted institution, Pensacola State College cannot meet all needs with state and student support. The Pensacola State College Foundation assists in obtaining private support to supplement College budgets. The Pensacola State College 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 Pensacola State College Foundation meets quarterly and holds an annual meeting to elect new governors.

Planetarium and Space Theater

The Pensacola State College Planetarium and Space Theater, located in Building 21 of the Pensacola Campus, is a unique College resource used to support courses in astronomy and other subject areas. The planetarium also provides educational opportunities for K-12 students from across northwest Florida as well as students from Alabama.

For more information please visit the website at <http://planetarium.pensacolastate.edu/> or email planetarium@pensacolastate.edu.

Recreation and Leisure

Continuing Education

Continuing Education offers courses and programs for lifelong learning, recreation and leisure, and cultural events at a reasonable price and convenient to students of all ages.

Individuals participate in continuing education courses or programs for a variety of reasons, including learning new skills, broadening the knowledge base for special topics of interest, cultivating hobbies, and enhancing lifestyles through leisure time activities. Classes are offered at times that meet the scheduling demands of the students.

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

Subject matter is provided under a vast array of categories, including creative arts, hobbies, home and garden, sports and fitness, work and life balance, and online courses. Courses include such topics of interest as painting and drawing, photography, acting, vocal and instrumental instruction, computer science, foreign languages, aerobic exercise, tennis, yoga, swimming, handcrafts, hobbies, home improvements, language arts, dog obedience, and more.

A unique program provided by the College is Pensacola State Kids' College, which is a non-credit educational opportunity for young people ages 6-12, conducted during the summer months. Kids' College is designed to give students quality instruction that is fun, interesting, and challenging. Subject areas include the arts and

sciences, languages, computers, music and theater, career exploration, sports, crafts, and hobbies among others.

A number of state-regulated and court-mandated courses and programs are coordinated through Continuing Education, including TransParenting, Guardianship Education, Driver Improvement School, Motorcycle Safety Endorsement, and Tobacco and Consequences for Teens. For additional information please contact Continuing Education at (850) 484-2586.

Department Head:

Mike Listau
(850) 484-2586
mlistau@pensacolastate.edu

Student Ambassador Program

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

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

To be eligible for consideration, a student

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

Student Government Association

Pensacola State College provides an opportunity for experience in self-government on each campus. A student may hold any office in the Student Government Association (SGA), other College organization, or represent the College in any manner if he or she satisfies the requirements stated by the organization's constitution. Students are the constituents of the academic community of Pensacola State College and are entitled to express their opinions on subjects involving their intellectual, social, physical, and moral development, and to participate in the formulation of institutional policy, which affects their general interests and welfare. The SGA is the primary vehicle for student expression and participation in the democratic process.

The SGA should serve to promote a climate encouraging responsible participation and leadership in the College community, to foster understanding and a positive relationship between the student body and the faculty and administration, and to lead

actions beneficial to the College community as a whole. Current copies of the SGA's Constitution are on file in the Student Leadership and Activities Office.

Scope of Authority

The Pensacola State College SGA is recognized as the official student body government and shall serve to express the will of the general college body. The College shall work with the SGA in seeking the opinions and assistance of the general student body on matters of their proper concern. The SGA is responsible for establishing and enforcing its own rules of procedure. Such rules must not be in conflict with the policies of the College or laws of the state and national government.

The Student Government Association is responsible for the following:

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

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

Student Organizations

All organizations, except honor societies, are open to all students with a GPA of 2.0 or above. Membership in an honor society is by invitation only. Students interested in joining a Pensacola State College club or organization should inquire at the Student Leadership and Activities Office for information on procedures and people to contact. Student Organization Guidelines are listed later in this section.

Student Organization Guidelines

Pensacola State College recognizes student organizations that exist to promote the social and educational well-being of their members. Recognition for an on-campus organization by the College is granted and maintained, provided the organization demonstrates continued acceptable social behavior and sound fiscal management. The College delegates to the Student Leadership and Activities Office the authority to approve, censure, or deny privileges to campus organizations. Such authority, however, is subject to review by the Vice President, Academic and Student Affairs. Organizations seeking affiliation with other organizations outside the jurisdiction of Pensacola State College must first have

the approval of the Vice President, Academic and Student Affairs. The Office of Student Leadership and Activities is available to organizations for counsel and assistance on all campuses. Responsibility for the standing of an organization rests solely on its members. All student organizations' regulations and the provisions of student organizations' constitutions must be consistent with the policies of the District Board of Trustees of Pensacola State College, as well as national, state, and county laws.

Student Membership

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

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

Obtaining Campus Charters

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

1. Statement of purpose.
2. A proposed constitution.
3. Bylaws incorporating the College Anti-Hazing Policy (See Anti-Hazing Policy).
4. Name of advisor(s), approved by the supervisor.
5. List of prospective members who must be Pensacola State College students.

The advisor will then present the charter request to the respective campus Student Leadership and Activities Office. The charter and the proposed constitution will be forwarded to the Vice President, Academic and Student Affairs, for review and approval.

Common Responsibilities

1. Secure one or more approved advisors who either attend meetings or approve the meeting's agenda in advance. An advisor should be present at all meetings held after 5 p.m. An advisor may be any individual employed at Pensacola State College as a faculty member, administrator, or career service employee. Student Leadership and Activities Manuals are available for all advisors in the Student Leadership and Activities Office.
2. Accept all responsibility for organizational financial matters of the individual organization. No action on the part of any organization, collectively or by individual members, shall incur any indebtedness to Pensacola State College.
3. Furnish to the Student Leadership and Activities Office a complete list of officers and members. Also, within two weeks from the beginning of the Spring and Fall terms, furnish the times and places of meetings as well as the name(s) of the advisor(s). Any changes in the organization's constitution or purpose must be placed on file in the Student Leadership and Activities Office.
4. Limit membership to current Pensacola State College students maintaining a minimum 2.0 term grade point average. Students joining a club or organization directly from high school will be given a one term grace period to establish college GPA.
5. Drop any member who fails to maintain the required 2.0 term GPA.

6. Furnish a report of the names, addresses, and telephone numbers of officers for the coming year along with a list of major activities engaged in during the previous year. This report is to be filed in the Student Leadership and Activities Office three weeks prior to the end of the Spring term.
7. Refrain from any type of hazing. (See Anti-Hazing Policy)
8. Submit a detailed outline of any activity to the appropriate campus Student Leadership and Activities coordinator no later than two weeks in advance of the event or activity. Each activity is to be approved by the Student Leadership and Activities coordinator, the club sponsor, and the department head with oversight of the facility being used (if held on campus). The Student Leadership and Activities coordinator will meet with the sponsoring organization to discuss the proposed plans and assist with ideas or suggestions to help insure the success of the activity. Activity forms are available in the Student Leadership and Activities Office.
9. Complete and return a re-chartering request to the Student Leadership Activities Office each term.
10. All funded clubs must present one campus-wide event each Fall and Spring term and meet all other obligations set forth by the Student Leadership and Activities Office.

Penalties

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

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

Organization Activities

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

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

The College must also approve guest speakers on campus. Completed applications for approval must be submitted to the Student Leadership Activities Office at least 10 calendar days prior to the date of the proposed speaking engagement.

All registered social functions, either on or off campus, are required to have chaperones in attendance. The chaperones may be an advisor and spouse, or any couple, one of whom is employed by the College as a faculty member, an administrator, or a member of the professional staff. Only employees of the College may receive

student activity per diem expenses. Chaperones shall exact appropriate conduct from attending students and shall affect proper regard for College regulations at social functions. Instructions for chaperones, outlining their responsibilities, are available in the Student Leadership and Activities Offices.

WSRE-TV

Vision

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

Mission

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

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

For more information, please visit www.wsre.org or call (850) 484-1200.

WSRE Foundation, Inc.

The WSRE TV Foundation was established in 1990 as a private, non-profit corporation that encourages, solicits, receives and administers gifts and bequests of property and funds in support of the activities, operations and capital needs of WSRE TV.

The WSRE TV Foundation promotes and manages Donor Services and other giving programs of the station. The Foundation is a 501(c)(3) non-profit corporation and serves as a direct support organization for WSRE/Pensacola State College under Florida statutes.



ACADEMIC AFFAIRS

SECTION IV: ACADEMIC AFFAIRS

Academic Honors

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

Term Honors Lists

Two academic honors lists are published at the end of the fall and spring terms of each academic year on the College website. These honors 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 Pensacola State College as outlined in the Standards of Academic Progress.

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

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

Robinson Honors Program

The Robinson Honors Program at Pensacola State College is designed to meet the needs of academically gifted students seeking to make the most of their college experience. The program offers a unique learning experience in a "college within a college" atmosphere intended to cultivate critical thinking, encourage civic and community engagement, and develop a synthesis of knowledge across disciplines. A generous endowment from Grover Robinson IV and the Robinson family provides students opportunities beyond the traditional classroom. Robinson Scholars benefit from an enriched curriculum; attendance at cultural events, such as the College's Lyceum series of world class performances and insightful seminars; academic and career planning services; service learning opportunities; academic and leadership conferences; and opportunities for travel and travel scholarships for field trips to regional museums and historical sites and trips abroad to exciting destinations like Costa Rica and Prague. For more information, email the Robinson Honors Program Director at honorsprogram@pensacolastate.edu.

Student Excellence Awards

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

1. Departmental and Program Scholar recipients are selected by the individual academic departments in recognition of outstanding performance in the classroom and high test scores on competitive departmental examinations.
2. Scholastic Achievement Award recipients are selected by grade point averages. Recipients must have maintained a 3.9 GPA or better while completing at least 80% of the requirements for the degree they are seeking.
3. The Leadership Award is based upon participation in service clubs.
4. Service Award recipients are selected by the faculty and department heads. This award is based on the outstanding services rendered in their respective departments, schools, and campuses.
5. The Sigma Beta Delta Award is an International Honor Society in Business Administration and Management.

Induction is offered to BAS students who have a 3.5 or above GPA after having taken 90 credit hours.

Graduation Honors

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

Cum Laude will be awarded to students with a cumulative GPA between 3.50 - 3.74.

Magna Cum Laude will be awarded to students with a cumulative GPA between 3.75 - 3.99.

Summa Cum Laude will be awarded to students with a cumulative grade point average of 4.0.

The determination of the three honors categories (Summa Cum Laude, Magna Cum Laude, and Cum Laude) for the commencement ceremony is based on the cumulative grade point average at the end of the student's last 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. A student meeting the honors criteria at the time of graduation and after the official analysis of graduation eligibility will have the appropriate notation affixed to the official transcript and on the degree, certificate, or diploma awarded.

Course Policies

Maximum Attempts for a Course

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

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

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

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

Maximum Hours Per Term

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

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

Repeating Courses

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

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

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

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

Attendance Policies

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

Credit Hour Attendance Policies

Attendance Policy

Regular and punctual attendance in class is required. Each student is responsible for knowing and adhering to the faculty member's attendance policy for each course taken. Specific attendance requirements for each course will be included in the course syllabus provided by the faculty member.

Distance Learning Attendance Policy

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

Excessive Absences

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

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

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

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

In certain specialized programs, such as the health-related programs, licensure, certification, or accreditation requirements mandate fewer absences than the College normally permits. A

student enrolled in a program with more stringent attendance requirements is informed of those requirements. If the specific program requirements are not met by the student, the student will not be withdrawn from non-program specific courses but may be withdrawn from the program and program specific courses.

No-Show Procedures for First Week of Classes

Attendance during the first week of classes is required. A student who does not attend the first week of class may be withdrawn with a grade of W on the permanent record. A student who is withdrawn for not attending the first week of class may discuss reinstatement with the faculty member. If the faculty member does not support the reinstatement, the student may petition the Student Academic Appeals Committee for reinstatement. A student who has registered for a distance learning course is required to access the website for the course during the first week. Failure to do so may result in withdrawal.

Tardy Policy

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

Clock Hour Attendance Policies

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

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

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

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

Certification of Attendance

The Admissions Office will provide official statements certifying attendance status to outside agencies. Certification of the attendance of veterans is processed by the Veterans Services Office.

Grade Information

A grade is awarded in every college credit, vocational credit, developmental education and vocational preparatory course as well as in certain non-credit courses. Pensacola State College maintains permanent records for every student registering for courses. A

student may obtain the final grade for a course by accessing his or her Spyglass records online at www.pensacolastate.edu. A cumulative record of the student's grades appears on the transcript. A complete explanation of the letter grades appears in the Grades Table.

Grade Reports

A grade report will not be mailed to a student. A student may view final grades by accessing his or her Spyglass record on www.pensacolastate.edu. A student may obtain midterm progress and grade information from the faculty member via Spyglass. Midterm grades do not display on the academic transcript and do not become a part of a student's permanent record.

Minimum Grades

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

Incomplete Grades

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

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

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

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

A grade of I in a college credit or vocational credit course will become a grade of F if not completed by the date indicated by the faculty member. A grade of I in a developmental education course will become a grade of N if not completed by the date indicated by the faculty member. With extenuating and mitigating circumstances, a student may request that a failing grade (F) be changed to a W by filing a formal appeal for late withdrawal to the Student Academic Appeals Committee.

An Incomplete grade will not be issued if

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

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

Grade Point Average

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

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

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

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

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

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

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

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

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

Grades Table

Grade ^{1,2}	General Meaning	Grade Points Assigned Per Credit (Quality Points)	Credit Count Toward Graduation?	Does Credit Transfer?	Can Be Repeated To Improve Graduation GPA?	Does It Affect Cumulative GPA?	Does It Count As "Attempted Credits" For Standards Of Academic Progress?
A	Excellent	4.0	Yes	Yes	No	Yes	Yes
B+	Very good	3.5	Yes	Yes	No	Yes	Yes
B	Good	3.0	Yes	Yes	No	Yes	Yes
C+	High average	2.5	Yes	Yes	No	Yes	Yes
C ³	Average	2.0	Yes	Yes	No	Yes	Yes
D+	Below average	1.5	Yes	Sometimes	Yes	Yes	Yes
D	Poor	1.0	Yes	Sometimes	Yes	Yes	Yes
F	Failure	0.0	No	No	Yes	Yes	Yes
I ⁴	Incomplete	0.0	No	No	Yes	No	Yes
W ⁵	Withdrew	0.0	No	No	Yes	No	Yes
P ^{3,6,9}	Passing	0.0	Yes	Yes	No	No	Yes
N ⁵	No Credit	0.0	No	No	Yes	No	Yes
X ^{5,7}	Audit	0.0	No	No	Yes	No	No
NC ^{5,7}	Non-Credit	0.0	No	No	Yes	No	Yes
SP ⁸	Showing Progress	0.0	No	No	No	No	No
S ¹⁰	Satisfactory	0.0	No	No	No	No	No
U ¹⁰	Unsatisfactory	0.0	No	No	No	No	No

¹ Final grades may be based upon daily work, special reports, research papers, laboratory and field work, tests, final examinations, and other course assignments or requirements.

² Upon written request, a transcript will be furnished without charge.

³ A course with final grade of P or C or higher cannot be repeated for credit or to improve one's GPA.

⁴ I (Incomplete) grades received at the end of any term become failing grades (F) if not completed by the date assigned by the faculty member or the maximum completion date of one academic year.

⁵ A grade of N is used only in developmental education courses. A grade of N may be assigned to a student earning a D or F in such a course. VA-assisted student education benefits will not be affected by an N grade, but the VA student should not expect to retain benefits for any course(s) assigned a W, NC, or X.

⁶ Credit hours earned through examinations such as advanced placement tests, College Examination Program (CLEP), and departmental examinations do not affect the GPA. These credit hours do count toward graduation and are counted as meeting certain course requirements.

⁷ Not to be assigned by faculty member. 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.

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

⁹ 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.

¹⁰ Assigned only in non-credit classes.

Grading Policies

Faculty Initiated Withdrawals

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

Early F Grade Assignment

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

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

A student who has been assigned the Early F for non-attendance will be provided an opportunity to adjust the F to a W (student withdrawal). The F must remain in third-attempt courses, in cases where the student does not request the adjustment prior to the established withdrawal deadline, and in cases where the F is assigned for cheating or plagiarism. If the adjustment is processed, the last date of attendance as reported by the faculty member of record will remain. A student who has been assigned an F as a result of cheating or plagiarism does not have the option of requesting an adjustment to W but may dispute the grade assigned by following the grade grievance process.

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

Reinstatement

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

Change of Grade

Grade changes shall not be made after one year following the end of the term in which the course was taken, except in cases of College error or administrative approval.

Students Receiving Veterans Benefits

A student receiving benefits from the Veterans Administration is required to abide by the College Attendance Policy. If the student exceeds the number of absences permitted and does not have the faculty member'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 faculty member and any missed work is completed.

Special Programs

In certain specialized programs, such as the health-related programs, licensure, certification, or accreditation requirements mandate fewer absences than the College normally permits. A student enrolled in one of these programs is informed of these externally imposed attendance requirements. If these requirements are exceeded, the student will not be withdrawn from academic courses but may be withdrawn from the specific program.

Academic Grade Amnesty

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

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

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

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

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

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

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

Final Exams

Final examinations are administered during the final examination week at the end of each term at the dates and times published on the Pensacola State College website as well as at the designated date and time during the mini-sessions. It is each student's responsibility to know when and where the final examination is scheduled and to be present and on time with all required materials. The administration of a final examination at any time other than the published final examination period is a violation of College procedure. However, a change to the published examination date and time may be made by the course faculty member, with department head approval, during the scheduled examination week if an examination is scheduled on a non-class day or if simultaneous examinations are scheduled. A student may not attempt a final examination twice for a single class. Any examination in a distance learning course must be scheduled in a way that will not hinder any student's participation in traditionally delivered courses or examinations.

Late Examinations

In the event of an individual student's absence for a final examination in any class due to illness, or other reason approved by the course faculty member prior to the exam, a grade of I (incomplete) may be assigned by the instructor of record and a deferred examination may be given.

Grade Appeal Process

Academic Appeals

1. **Grade Grievance Procedure:** A student who disputes a final grade assigned by a faculty member has ten (10) working days from the time of grade assignment to initiate a grievance. After the 10 day period, the student loses the right to file a grievance. See Student Grade Grievance Procedure located in the Student Handbook and no other administrative remedy or campus option is available.
2. **Graduation Policy Exception:** A student who wishes an exception to an existing graduation policy may appeal to the Student Academic Appeals Committee.
3. **Reinstatement in Class:** A student who has been withdrawn for excessive absences may request consideration for reinstatement by discussion with the faculty member. If the faculty member does not permit continued enrollment, the student may appeal to the Student Academic Appeals Committee.
4. **Late Withdrawal:** A student who wishes to withdraw from a class after the established withdrawal deadline may petition the Student Academic Appeals Committee.
5. **Academic Suspension or Academic Dismissal:** A student who has been placed on academic suspension or who has been dismissed for academic reasons may petition for continued enrollment to the Student Academic Appeals Committee.

Student Grade Grievance Procedure

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

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

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

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

Informal Process

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

Within ten (10) working days of when the student is notified of the dean's response, the student may begin the formal grievance process by outlining the grievance in writing and presenting the petition to the dean. A one-time panel will be assembled including three (3) students and three (3) faculty members, none of whom shall have any direct connection with the parties involved. At least one of the student members and at least one of the faculty members must be from a related discipline in which the grade is being disputed. In the event that there is no related discipline, at least one student member and at least one faculty member shall possess demonstrated knowledge of or experience with the discipline area involved in the grade dispute. A Chair for the panel will be selected by the Vice President, Academic and Student Affairs. Following the hearing, the Chair will submit the panel's recommendation to the Vice President, Academic and Student Affairs, for a final decision.

Formal Student Grievance Procedure

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

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

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

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page: <http://www.fldoe.org/sara/complaint-process.stml>.

Tutoring Services

Math Lab

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

Pensacola Campus	Bldg. 1, Rm. 102	(850) 484-2003
Milton Campus	Bldg. 4400, Rm. 4401	(850) 484-4403
Warrington Campus	Bldg. 3100, Rm. 3142D	(850) 484-2378
South Santa Rosa Center	Bldg. 51, Rm. 5131A	(850) 475-4851
Century Center via Virtual Tutoring		(850) 484-2003

Writing Lab

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

Pensacola Campus	Bldg. 1, Rm. 106	(850) 484-1451
Milton Campus	Bldg. 4200, Rm. 4401	(850) 484-4403
Warrington Campus	Bldg. 3100, Rm. 3142B	(850) 484-2351
South Santa Rosa Center	Bldg. 41, Rm. 5131B	(850) 475-4851
Century Center via Skype or email		(850) 485-1451

Virtual Tutoring

Free virtual tutoring featuring live online help is available for students enrolled in writing emphasis courses as well as many disciplines, including but not limited to mathematics, chemistry, physics, and biology. For more information about virtual tutoring, access the Virtual Resource Center through the college website at www.pensacolastate.edu.

Libraries

In support of the Pensacola State College mission, the Library provides academic and social spaces to promote educational, vocational, cultural, technological, and lifelong learning opportunities.

Resources include the on-line catalog, interlibrary loan, books, e-books, research databases, and full-text magazine articles on the library website at <http://library.pensacolastate.edu/>. A Pensacola State College ID is required to access web-based resources.

Each campus library furnishes photocopy machines and computers. A PirateMail account is required for a student to access any library computer. Copying and printing services require a valid PSC ID.

The Library offers two college credit courses: LIS2005 Information and Internet Research and LIS1004 Introduction to Internet Research. Library computers are equipped for visually impaired students and the library website is ADA compliant.

Regular Library Hours

Milton

Monday	7:30a.m. - 7:00p.m.
Tuesday	7:30a.m. - 7:00p.m.
Wednesday	7:30a.m. - 4:00p.m.
Thursday	7:30a.m. - 7:00p.m.
Friday	7:30a.m. - 4:00p.m.
Saturday	Closed
Sunday	Closed

Pensacola

Monday	7:30a.m. - 8:30p.m.
Tuesday	7:30a.m. - 8:30p.m.
Wednesday	7:30a.m. - 8:30p.m.
Thursday	7:30a.m. - 8:30p.m.
Friday	7:30a.m. - 4:00p.m.
Saturday	Closed
Sunday	1:00p.m. - 5:00p.m.

Warrington

Monday	7:30a.m. - 7:00p.m.
Tuesday	7:30a.m. - 7:00p.m.
Wednesday	7:30a.m. - 4:00p.m.
Thursday	7:30a.m. - 7:00p.m.
Friday	7:30a.m. - 4:00p.m.
Saturday	Closed
Sunday	Closed

South Santa Rosa and Century Centers

Students attending the South Santa Rosa Center or the Century Center are served by librarians from the Pensacola Campus. Librarians provide workshops at these facilities when requested by faculty. Two mornings a week, a librarian is on site at the South Santa Rosa Center. Online materials and services are available to students at these locations as well as phone, email, and Ask-A-Librarian research assistance. A Virtual Librarian is also available to assist all PSC students. Search Virtual Librarian at www.pensacolastate.edu.

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

Technologies

eLearning (Distance Learning)

Pensacola State College is committed to providing every student with a consistent, comprehensive, and user friendly eLearning environment to maximize scheduling flexibility and to reduce travel time.

Most eLearning opportunities are college credit courses that are part of a baccalaureate, Associate in Arts, or Associate in Science degree program of study. These courses cover the same material at the same level of academic rigor as in the traditional classroom environment; however, most students find online learning to be more challenging than classroom learning. Developmental education courses and Career Certificate (Vocational Certificate) clock hour courses are not available through eLearning. The student utilizing VA benefits should contact the Veterans Services office in Building 6 on the Pensacola Campus or by email at veterans@pensacolastate.edu to discuss using VA benefits for online coursework.

The extent to which a student may engage in eLearning is described in the following course models.

Distance Learning: Distance learning courses, also referred to as “online” courses, require no on-campus visits. Pensacola State College offers 2 types of online courses: **Live Online** and **Traditional Online**.

A **Live Online** class is scheduled like a traditional face-to-face class with the same content and experiences. The difference is that students and professor are not in the same location. Students in a Live Online class must login to the class via the internet during the scheduled day(s) and time(s). Students see and hear the instructor and classmates and participate in the class virtually. Reliable internet access, a webcam, and a microphone are required. Live Online is sometimes called Synchronous Online.

A **Traditional Online** class is not scheduled during specific days and times. Although students may complete the coursework when they desire, they must make certain to meet all deadlines established by the professor. Reliable internet access is required. Traditional Online is sometimes called Asynchronous Online.

Note: Although no on campus visits are required for a Live Online or Traditional Online class, many instructors do require proctored testing, which the student may complete on a PSC campus or under the supervision of a mutually acceptable proctor living anywhere in the world. Section numbers for Distance Learning courses fall within the following ranges: 9500s, 9600s, 9700s, 7100s.

In **Hybrid Course** campus visits are reduced and substituted with online instruction. Hybrid courses do not carry a Distance Learning Fee. Lower level hybrid courses have section numbers in the 2400s; baccalaureate level hybrid courses have section numbers from 7000-7049.

Traditional Courses: The majority of college-credit courses now incorporate some degree of eLearning methods and technology. Although a traditional face-to-face course meets on campus for all instruction, the faculty member often includes supplemental course materials via the internet.

Important things to do prior to registration

1. Visit the Pensacola State College eLearning website for additional information: www.pensacolastate.edu/elearning.
2. Request access to and complete the eLearning Course Preview on the eLearning website.

For questions regarding eLearning at Pensacola State College call (850) 484-1238 or email elarning@pensacolastate.edu.

PirateMail

Each admitted student is provided an institutional email account called PirateMail. PirateMail is the official method of communication to the student from the College. The student should activate the PirateMail account within a week of admission and is expected to check the PirateMail accounts at least once per week, more often during a registration period. See complete details regarding PirateMail in this *College Catalog*. Pensacola State College provides every student an email account through the PirateMail system. **PirateMail is the primary method of communication with Pensacola State College credit seeking students.** The PirateMail account becomes available to the credit-seeking student one business day after the application or re-application has been processed. Each student is responsible for activating the PirateMail account and accessing emails from the College. The expectation is that the student will access the PirateMail account at least once per week and more often during a registration period. Failure to access the PirateMail account and read communications from the College will not be grounds for an appeal of any action taken by the College or any requirement established by a faculty member when that information has been communicated to a student by PirateMail. The PirateMail account will remain active throughout a student’s enrollment and for three terms after the last term of attendance.

College Closing

Due to unanticipated circumstances or in situations beyond the control of the College, the College may be closed. The College makes every effort to notify all students in a timely manner when a College closure will take place. Days during a College closure are considered non class days for instructional purposes.

Development Educational Program

Developmental education is instruction through which a high school graduate may attain the communication and computation skills necessary to successfully complete college credit instruction.

The College offers developmental education courses in English, reading, and mathematics. According to the Florida Administrative Code, an entering student who is not exempt from common placement testing and developmental education must take Florida’s placement test, the PERT (Postsecondary Education Readiness Test). A non-exempt student whose PERT scores in English, reading, or mathematics fall below the minimum in these areas must take developmental education courses.

Per s. 1008.30, F.S., the following students are **exempt** from the requirement to take the common placement test and to enroll in developmental education:

1. Students who entered Grade 9 in a Florida public school in 2003-2004 or thereafter and earned a Florida standard high school diploma; and
2. Students who are serving as active duty members of any branch of the United States Armed Services. However, a student who is not required to take the common placement test nor to enroll in developmental education courses may choose to be assessed and enroll in developmental education instruction.

A student who is not exempt from common placement testing and who tests into developmental education and subsequently enrolls in developmental courses must successfully complete the required developmental education courses by the time he or she has accumulated 12 credit hours of college coursework or must maintain continuous enrollment in developmental coursework each term until the requirements are completed while performing satisfactorily in the degree earning coursework. A student who is required to take two or more developmental education courses must also complete SLS1101 College Success.

Developmental education courses do not satisfy any requirements for graduation. Each developmental education course is designated in the course description to indicate the number of college preparatory (c.p.) credits awarded. For assistance in college credit course selection or for additional information about this state requirement, contact an advisor.

In accordance with Florida law, a student may use Adult Education, Adult Secondary Education, private provider instruction, or approved documented student achievements as an alternative to traditional developmental education instruction. For information on these options, contact Mr. Morris Buchanan in the Mathematics Department at (850) 484-1128 or Dr. Tracy Peyton in the English and Communications Department at (850) 484-1400.

Prior Learning Assessment (PLA)

A student may earn credit for knowledge and skills gained outside the traditional classroom. On-the-job training, travel experiences, self-study, apprenticeship, and other similar life experiences may be translated into equivalent college or vocational credit. Only training and experiences in areas corresponding directly to Pensacola State College coursework will qualify for PLA credit; PLA credit will not be awarded for skills and experiences in areas not taught currently at the College. PLA credits awarded will be based on a portfolio review and will appear on the official Pensacola State College transcript in the same manner as other external credits. In all cases, no more than 25% of the student's degree may be earned through PLA credits. Additional restrictions may apply to certain programs and courses. Questions and concerns regarding the Prior Learning Assessment process should be directed to the Office of the Vice President, Academic and Student Affairs, at (850) 484-1706.

Excess Credit Hours

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

Excess hours are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

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

Academic Honesty

1. Plagiarism and academic cheating are serious offenses. A faculty member 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 faculty member. If the student does not reach resolution after discussion with the faculty member, the student may discuss the situation with appropriate academic officers beginning with the department head and the appropriate dean.
2. Plagiarism involves presenting the work, words, or ideas of another student or writer without proper citation, even if

unintentionally. Presenting someone else's work as your own, even if in your own words is plagiarism. It is plagiarism if the work you present is derived from the work of any other person, including, among others, any other student or College faculty member. It is plagiarism if the work you present is derived from any work, including among other things, any work of a literary, musical, dramatic, pictorial, graphic, sculptural, motion picture, sound recording, audiovisual or architectural nature, and regardless of the medium in which it is fixed, whether written, stored electronically, or in any other form by which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Presenting plagiarized work as your own may also constitute infringement under Federal copyright laws (Title 17 U.S.C.).

Standards of Academic Progress

College Credit Programs

The regulations regarding academic progress apply to all credit students regardless of the beginning date of attendance. In determining academic progress, all credits are combined: college and developmental education or college preparatory. Transfer courses and courses taken for audit will not be included in the determination of academic standing. Attempted is defined as any course in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period excluding any course for which a student receives a refund. A student's academic standing is determined at the end of the term in which the 13th hour is attempted. At the end of that term and every term 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 the Grading Policy for an explanation of cumulative grade point average calculation; however, the GPA referred to here is a combined GPA of all courses regardless of level (college, vocational, developmental/preparatory).

Good Standing

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

Academic Warning

A student is considered to be in good standing while in the warning status.

Academic Probation

A student will be placed on academic probation, after being on warning, at the end of a 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 the Registrar's Office. If

approved, the student will be permitted to enroll in a status of Suspension Waiver and is expected to complete all classes attempted with grades of C or better. In some instances, the Committee will establish additional enrollment conditions. If disapproved, the student may be dismissed. See Academic Dismissal.

Academic Dismissal

If the conditions of the Suspension Waiver are not met, the student may be dismissed for one term. 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. If disapproved, the student will be required to sit out for one term. Committee disapproval may be appealed to the Vice President, Academic and Student Affairs.

Clock Hour Programs

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

Qualitative

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

Quantitative

Progression: The student must successfully complete at least 67% of the clock hours attempted in a grading period. Progression is defined as the ratio of clock hours completed to clock hours attempted in a program during the scheduled weeks of attendance.

Attempted is defined as any course in which a student has processed an official registration and in which a student remains enrolled after the schedule adjustment period. Any course for which a student receives a refund will be excluded.

Good Standing

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

Academic Warning

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

Academic Suspension

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

Clock hour Suspension Waiver

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

Academic Dismissal

If the conditions of the Clock Hour Suspension Waiver are not met, the student may be dismissed. A student may appeal a dismissal to the Student Academic Appeals Committee. If approved, the student will re-enroll in the status of Clock Hour Suspension Waiver. If disapproved, the student will be required to sit out for one term. Committee disapproval may be appealed to the Vice President, Academic and Student Affairs.

Transfer Students

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

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 term 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 term if any one of the conditions in the above table is not met.

Suspension Waiver

A student may request approval to re-enroll after suspension by filing a formal appeal to the Student Academic Appeals Committee. Appeal procedures may be obtained in the Registrar's Office. If approved, the student will be permitted to enroll in a status of Suspension Waiver and is expected to complete all classes attempted with grades of C or better. 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 term. 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. If disapproved, the student will be required to sit out for one term. Committee disapproval may be appealed to the Vice President, Academic and Student Affairs.



PROGRAMS OF STUDY

SECTION V: PROGRAMS OF STUDY

Degrees and Programs

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

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

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

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

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

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

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

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

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

prepared to enroll in college level courses that require placement at the college level.

Adult education courses are available to any adult wishing to improve basic academic skills, prepare for the General Education Development exams, or learn English. Adult education courses are non-credit courses and are available at a variety of times and locations.

Programs by Career Pathway

The following table presents eight (8) different Career Pathways that are designed to provide a roadmap for the student in selecting the appropriate degree or certificate to achieve their career goals.

Program Type	Program Title
Arts, Humanities, Communications, and Design	
Bachelor of Applied Science	Business and Management Graphic Design Management Concentration
Associate in Arts	Art Advising Track
Associate in Arts	English Advising Track
Associate in Arts	General Studies
Associate in Arts	History Advising Track
Associate in Arts	Journalism Advising Track
Associate in Arts	Music Advising Track
Associate in Arts	Philosophy Advising Track
Associate in Arts	Theatre Advising Track
Associate in Science	Graphic Design Technology
Associate in Science	Photographic Technology
Business	
Bachelor of Applied Science	Business and Management Health Care Management Concentration
Bachelor of Applied Science	Business and Management Human Resources Management Concentration
Bachelor of Applied Science	Business and Management Graphic Design Management Concentration
Bachelor of Applied Science	Business and Management Law Enforcement Administration Concentration
Bachelor of Applied Science	Business and Management Organizational Administration Concentration
Bachelor of Applied Science	Business and Management Project Management Concentration
Bachelor of Applied Science	Business and Management Public Safety Management Concentration
Advanced Technical Certificate	Baking and Pastry
Advanced Technical Certificate	Human Resources Management
Advanced Technical Certificate	Project Management
Associate in Arts	Business Advising Track
Associate in Arts	Human Performance and Recreation Sport Management Advising Track
Associate in Science	Accounting Technology
Associate in Science	Business Administration
Associate in Science	Business Entrepreneurship
Associate in Science	Culinary Management
Associate in Science	Hospitality and Tourism Management
Technical Certificate	Accounting Technology
Technical Certificate	Business Entrepreneurship
Technical Certificate	Business Management
Technical Certificate	Culinary Arts
Technical Certificate	Event and Planning Management
Technical Certificate	Food and Beverages Management
Technical Certificate	Guest Services Specialist
Technical Certificate	Human Resource Administrator
Technical Certificate	Rooms Division Management
Education	
Associate in Arts	Early Childhood Teacher: Pre-Primary Education Advising Track
Associate in Arts	Exercise Science/Athletic Training Advising Track

Program Type	Program Title
Associate in Arts	Human Performance and Recreation Advising Track
Associate in Arts	Physical Education Advising Track
Associate in Arts	Sport Management Advising Track
Associate in Science	Early Childhood Education Advising Track
Technical Certificate	Early Childhood Intervention Advising Track
Technical Certificate	Early Childhood Teacher Advising Track
Technical Certificate	Infant / Toddler Specialization Advising Track
Health Sciences	
Bachelor of Applied Science	Business and Management Health Care Management Concentration
Bachelor of Science	Nursing
Advanced Technical Certificate	Critical Care Nursing Advising Track
Advanced Technical Certificate	Perioperative Nursing Advising Track
Associate in Arts	Pre-Clinical Laboratory Sciences Advising Track
Associate in Arts	Pre-Medical / Dental / Veterinary Studies Advising Track
Associate in Arts	Pre-Nursing Advising Track
Associate in Arts	Pre-Pharmacy Advising Track
Associate in Arts	Pre-Physical Therapy Advising Track
Associate in Arts	Psychology Advising Track
Associate in Science	Dental Hygiene
Associate in Science	Emergency Medical Services
Associate in Science	Health Information Technology
Associate in Science	Health Services Management Dental Hygiene Concentration
Associate in Science	Health Services Management Nursing Concentration
Associate in Science	Health Services Management Physical Therapist Assistant Concentration
Associate in Science	Health Services Management Radiography Concentration
Associate in Science	Health Services Management Sonography Concentration
Associate in Science	Health Services Management Veterinary Technology Concentration
Associate in Science	Nursing
Associate in Science	Paramedic to RN
Associate in Science	Practical Nurse to RN
Associate in Science	Pharmacy Management
Associate in Science	Physical Therapist Assistant
Associate in Science	Radiography
Associate in Science	Sonography
Technical Certificate	Medical Information Coder / Biller
Technical Certificate	Paramedic
Career Certificate	Electrocardiography (EKG) Technician
Career Certificate	Emergency Medical Technician (EMT)
Career Certificate	Massage Therapy
Career Certificate	Medical Assisting

Program Type	Program Title
Career Certificate	Nursing Assistant
Career Certificate	Pharmacy Technician
Career Certificate	Phlebotomy
Career Certificate	Practical Nursing
Career Certificate	Surgical Technology
Industry, Manufacturing, and Construction	
Associate in Science	Architectural Design and Construction Technology
Associate in Science	Electronics Engineering Technology
Associate in Science	Engineering Technology Advanced Manufacturing
Associate in Science	Engineering Technology Mechanical Design and Fabrications
Technical Certificate	CNC Composite Fabricator / Programmer
Technical Certificate	CNC Machinist / Fabricator
Technical Certificate	Digital Manufacturing Specialist
Technical Certificate	Electronics Aide
Technical Certificate	Electronics Technician
Technical Certificate	Engineering Technology Support Specialist
Technical Certificate	Manufacturing Automation Specialist
Technical Certificate	Mechanical Designer / Programmer
Career Certificate	Advanced Welding
Career Certificate	Carpentry
Career Certificate	Commercial Vehicle Driving
Career Certificate	Electricity
Career Certificate	Heating, Ventilation, and Air Conditioning
Career Certificate	Digital Manufacturing Specialist
Career Certificate	Electronics Aide
Career Certificate	Electronics Technician
Career Certificate	Engineering Technology Support Specialist
Career Certificate	Manufacturing Automation Specialist
Career Certificate	Plumbing Technology
Career Certificate	Welding Technology
Public Safety	
Bachelor of Applied Science	Business and Management Law Enforcement Administration Concentration
Bachelor of Applied Science	Business and Management Public Safety Management Concentration
Advanced Technical Certificate	Law Enforcement Administration
Associate in Arts	Criminal Justice Advising Track
Associate in Science	Criminal Justice Technology
Associate in Science	Cyber Forensics
Associate in Science	Paralegal Studies (Legal Assisting)
Technical Certificate	Crime Scene Technician

Program Type	Program Title
Science, Technology, Engineering, and Mathematics	
Bachelor of Applied Science	Cybersecurity Cyber Forensics Concentration
Bachelor of Applied Science	Cybersecurity Information Security Concentration
Associate in Arts	Agricultural Science Advising Track
Associate in Arts	Biology Advising Track
Associate in Arts	Biochemistry Advising Track
Associate in Arts	Chemistry Advising Track
Associate in Arts	Computer Information Systems Advising Track
Associate in Arts	Computer Science Advising Track
Associate in Arts	Environmental Science Advising Track
Associate in Arts	Mathematics Advising Track
Associate in Arts	Natural Resource Conservation / Pre-Forestry Advising Track
Associate in Arts	Plant Science / Environmental Horticultural Advising Track
Associate in Arts	Physics Advising Track
Associate in Science	Computer Information Technology
Associate in Science	Computer Programming and Analysis – Programming Support
Associate in Science	Cyber Forensics
Associate in Science	Cybersecurity
Associate in Science	Electronics Engineering Technology
Associate in Science	Veterinary Technology
Technical Certificate	Computer Programming
Technical Certificate	Digital Manufacturing Specialist Electronics Aid
Technical Certificate	Electronic Technician
Technical Certificate	Engineering Technology Support Specialist
Technical Certificate	Robotics and Simulation Technician
Social and Behavioral Sciences and Human Services	
Advanced Technical Certificate	Baking and Pastry
Associate in Arts	History-Public Service Advising Track
Associate in Arts	Pre-Law / Pre-Legal Administration Advising Track
Associate in Arts	Psychology Advising Track
Associate in Arts	Social Sciences Advising Track
Associate in Arts	Social Work Advising Track
Associate in Science	Paralegal Studies (Legal Assisting)
Career Certificate	Advanced Esthetics
Career Certificate	Barbering
Career Certificate	Cosmetology
Career Certificate	Facials Specialty
Career Certificate	Nails Specialty

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

Review the meta-major program table below to identify Pensacola State College programs that are associated with each meta-major and the appropriate mathematics gateway course(s).

Meta-Major	Mathematics Gateway Course(s)
Arts, Humanities, Communications, and Design	MAC1105 College Algebra or MGF1106 Math for Liberal Arts I or MGF1107 Math for Liberal Arts II or STA2023 Elementary Statistics
Business	MAC1105 College Algebra or STA2023 Elementary Statistics
Education	MAC1105 College Algebra or MGF1106 Math for Liberal Arts I or MGF1107 Math for Liberal Arts II or STA2023 Elementary Statistics
Health Sciences	MAC1105 College Algebra or MGF1106 Math for Liberal Arts I or MGF1107 Math for Liberal Arts II or STA2023 Elementary Statistics
Industry, Manufacturing, and Construction	MAC1105 College Algebra or MGF1106 Math for Liberal Arts I or MGF1107 Math for Liberal Arts II or STA2023 Elementary Statistics
Public Safety	MAC1105 College Algebra or MGF1106 Math for Liberal Arts I or MGF1107 Math for Liberal Arts II or STA2023 Elementary Statistics
Science, Technology, Engineering, and Mathematics	MAC1105 College Algebra
Social and Behavioral Sciences and Human Services	MAC1105 College Algebra or MGF1106 Math for Liberal Arts I or MGF1107 Math for Liberal Arts II or STA2023 Elementary Statistics

Baccalaureate Degrees

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

Per Florida Administrative Code 6A-10.030, prior to entry into the upper division, a student must complete with a grade of C or higher ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis (12 semester hours of writing emphasis coursework). In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above. These 18 semester hours of writing emphasis and mathematics coursework count toward the 36 credit hour general education curriculum each baccalaureate student must complete. Each baccalaureate student must also satisfy the foreign language requirement and civic literacy requirement as defined in the general education section of this *College Catalog*.

Excess Hours Advisory Statement

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

Excess hours are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

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

Baccalaureate Degree Programs

Marjan Mazza Bachelor of Applied Science in Business and Management

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

Admission requires an Associate in Science degree, an Associate in Arts degree, or at least sixty (60) credits in a related discipline including at least fifteen (15) credit hours of transferable general education coursework.

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

Marjan Mazza Bachelor of Applied Science in Business and Management, Graphic Design Management Concentration (GRPH-BAS)

The Marjan Mazza Bachelor of Applied Science in Business and Management, Graphic Design Management Concentration degree program provides access to the student who already has skills in a technical area and wishes to advance to a higher level supervisory and management position within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Graphic Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Krist Lien

Department Head, Visual Arts
(850) 484-2554
klien@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 ce)

Baccalaureate students must complete the 36 credit hour general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements (42 ce)

ART 1301C	Drawing II	3 ce
ART 2950C	Portfolio and Resume Development	3 ce
ART 1400C	Print Making I	3 ce
GRA 1109	History of Graphic Design	3 ce
GRA 2151C	Computer Graphics I	3 ce
GRA 2152C	Computer Graphics II	3 ce
GRA 2190C	Graphic Design I	3 ce
GRA 2191C	Graphic Design II	3 ce
GRA 2206C	Typography	3 ce
GRA 2210C	Electronic Prepress	3 ce
GRA 2721C	Creative Web Design	3 ce
PGY 2201C	Photographic Lighting Techniques	3 ce
PGY 2401C	Photography I	3 ce
PGY 2801C	Digital Photography I	3 ce

Required core courses (21 ce)

Grade of C or higher required.

BUL 3130	Legal Environment	3 ce
FIN 3400	Financial Management	3 ce
GEB 3213	Professional Communications	3 ce
MAN 3240	Organizational Behavior	3 ce
MAN 3303	Theories of Leadership	3 ce
MAN 4301	Human Resource Administration	3 ce
MAR 3802	Marketing for Managers	3 ce

Required Concentration Courses (21 cc)

GRA 3194C	Graphic Design III	3 cc
GRA 3202C	Advanced Typography	3 cc
GRA 3209C	Typography II	3 cc
GRA 3883C	Motion Graphics	3 cc
GRA 4186C	Senior Studio Graphic Design	3 cc
GRA 4189C	Portfolio Development	3 cc
GRA 4514C	Environmental Design	3 cc

Note: Any student interested in pursuing the BAS in Business and Management with a concentration in Graphic Design should meet with the department head in order to develop a personalized degree plan.

Total Credit Hours: 120

Marjan Mazza Bachelor of Applied Science in Business and Management, Health Care Management Concentration (HCMG-BAS)

The Marjan Mazza Bachelor of Applied Science in Business and Management, Health Care Management Concentration degree program provides access to the student who already has skills in a technical area and wishes to advance to a higher level supervisory and management position within business and the health care industry. The upper-level coursework will broaden the student’s knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Health Services Management. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore
 Department Head, Allied Health
 (850) 484-2301
 smoore@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 cc)

Baccalaureate students must complete the 36 credit hour general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements (21 cc)

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

Lower level coursework in any field (21 cc)

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

Required core courses (21 cc)

Grade of C or higher required.

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

MAR 3802	Marketing for Managers	3 cc
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Required concentration courses (12 cc)

Grade of C or higher required.

HSA 3113	Healthcare Trends and Issues	3 cc
HSA 4191	Health Information Systems	3 cc
HSA 4502	Healthcare Risk Management	3 cc
MAN 4720	Strategic Management	3 cc

MAN4720 is required for all students in final term of coursework.

Concentration electives (9 cc)

Select three of the electives listed below.

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

ACG3024: Required for students not having Accounting I (ACG2001) or Financial Accounting (ACG2021) in Associate Degree Program.

Total Credit Hours: 120

Marjan Mazza Bachelor of Applied Science in Business and Management, Human Resources Management (HR-BAS)

The Marjan Mazza Bachelor of Applied Science in Business and Management, Human Resources Management Concentration degree program provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 cc)

Baccalaureate students must complete the 36 credit hours general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements

Student must complete an additional 21 credit hours in courses in the lower division (1000 and 2000 level) with prefixes of ACG, ACO, BUL, CGS, COM, ENT, FIN, GEB, MAN, MAR, MKA, MNA, OST, OR PLA.

Recommended lower level courses:

COM 2100	Business Communications
MAN 2021	Principles of Management
MNA 1300	Human Resource Management

Lower level coursework in any field (21 cc)

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

Required core courses (21 cc)

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 4301	Human Resource Administration	3 cc
MAR 3802	Marketing for Managers	3 cc

Required concentration courses (18 cc)

MAN 4320	Recruitment and Selection	3 cc
MAN 4330	Compensation Management	3 cc
MAN 4335	Employee Benefit Planning	3 cc
MAN 4352	Effective Employee Training	3 cc
MAN 4402	Employment Law & Regulations	3 cc
MAN 4720	Strategic Management	3 cc

MAN4720: Required for all students in final term of coursework.

Concentration electives (3cc)

Select one of the elective courses listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 3353	Management Theory	3 cc
MAN 3503	Managerial Risk Analysis and Decision Making	3 cc

Total Credit Hours: 120

Marjan Mazza Bachelor of Applied Science in Business and Management, Law Enforcement Administration (LE-BAS)

The Marjan Mazza Bachelor of Applied Science in Business and Management, Law Enforcement Administration Concentration degree program provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Criminal Justice Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 cc)

Baccalaureate students must complete the 36 credit hour general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower Level degree requirements (21 cc)

Student must complete an additional 21 credit hours in courses in the lower division (1000 and 2000 level) with prefixes of ACG, ACO, BUL, CCJ, CGS, CJC, CJE, CJJ, CJL, COM, ECO, FIN, GEB, MAN, MAR, MKA, MNA, OST, OR PLA.

Recommended lower level courses:

COM2100	Business Communications
MAN2021	Principles of Management
MNA1300	Human Resource Management

Lower level coursework in any field (21 cc)

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

Required core courses (21 cc)

Grade of C or higher required.

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

MAR 3802 Marketing for Managers 3 cc

Required concentration courses (15 cc)

CJE 3310 Law Enforcement Administration I 3 cc
 CJE 3311 Law Enforcement Administration II 3 cc
 MAN 3350 Training & Development 3 cc
 MAN 4720 Strategic Management 3 cc
 PAD 4046 Values, Ethics and Conflict Resolution 3 cc

MAN4720: Required for all students in final term of coursework.

Concentration electives (6 cc)

Select two of the elective courses listed below.

ACG 3024 Accounting for Non-Financial Majors 3 cc
 MAN 3063 Professional Ethics and Values 3 cc
 MAN 3353 Management Theory 3 cc
 MAN 3503 Managerial Risk Analysis and Decision Making 3 cc
 MAN 4113 Managing Diversity 3 cc

Total Credit Hours: 120

Marjan Mazza Bachelor of Applied Science in Business and Management, Organizational Administration Concentration (OADM-BAS)

The Marjan Mazza Bachelor of Applied Science in Business and Management, Organizational Administration Concentration degree program provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Dr. Barbara Rodriguez
 Department Head, Business
 (850) 484-2504
 brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 cc)

Baccalaureate students must complete the 36 credit hour general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements (21 cc)

The student must complete 21 credit hours of lower level coursework (1000 and 2000 level courses) with the following prefixes: ACG, ACO, BUL, CGS, COM, ECO, ENT, FIN, FSS, GEB, MAN, MAR, MKA, MNA, OST, OR PLA.

Lower level coursework in any field (21 cc)

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

Required core courses (21 cc)

Grade of C or higher required.

BUL 3130 Legal Environment 3 cc

FIN 3400 Financial Management 3 cc

GEB 3213 Professional Communications 3 cc

MAN 3240 Organizational Behavior 3 cc

MAN 3303 Theories of Leadership 3 cc

MAN 4301 Human Resource Administration 3 cc

MAR 3802 Marketing for Managers 3 cc

Required concentration courses (12 cc)

MAN 3063 Professional Ethics and Values 3 cc

MAN 3503 Managerial Risk Analysis and Decision Making 3 cc

MAN 4113 Managing Diversity 3 cc

MAN 4720 Strategic Management 3 cc

MAN4720: Required for all students in final term of coursework.

Concentration electives (9 cc)

Select three of the elective courses listed below.

ACG 3024 Accounting for Non-Financial Majors 3 cc

MAN 3353 Management Theory 3 cc

MAN 3600 International Business 3 cc

MAN 4162 Customer Relations in Business 3 cc

Total Credit Hours: 120

Marjan Mazza Bachelor of Applied Science in Business and Management, Project Management Concentration (PMGT-BAS)

The Marjan Mazza Bachelor of Applied Science in Business and Management, Project Management Concentration degree program provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Dr. Barbara Rodriguez
 Department Head, Business
 (850) 484-2504
 brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 cc)

Baccalaureate students must complete 36 credit hours general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements (21 cc)

Student must complete an additional 21 credit hours in courses in the lower division (1000 and 2000) level with prefixes of ACG, ACO, BUL, CGS, CJE, CJL, COM, ECO, EET, EGN, ENT, ETD, ETI, ETM, FIN, GEB, MAN, MAR, MKA, MNS, OST, OR PLA.

Recommended lower level courses:

COM2100	Business Communications
CTS2433	Database Development and Management
MAN2021	Principles of Management

Lower level coursework in any field (21 cc)

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

Required core courses (21 cc)

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 4301	Human Resource Administration	3 cc
MAR 3802	Marketing for Managers	3 cc

Required concentration courses (18 cc)

MAN 3503	Managerial Risk Analysis and Decision Making	3 cc
MAN 3583	Project Management	3 cc
MAN 4584	Process Improvement Methodology	3 cc
MAN 4720	Strategic Management	3 cc
MAN 4741	Innovation, Change, and Agile Process	3 cc
MAN 4881	Authority, Influence, and Projects	3 cc

MAN4720: Required for all students in final term of coursework.

Concentration electives (3 cc)

Select one of the elective courses listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 3353	Management Theory	3 cc
MAN 4113	Managing Diversity	3 cc

Total Credit Hours: 120

Marjan Mazza Bachelor of Applied Science in Business and Management, Public Safety Management Concentration (PS-BAS)

The Marjan Mazza Bachelor of Applied Science in Business and Management, Public Safety Management Concentration degree program provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied management practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Dr. Barbara Rodriguez
 Department Head, Business
 (850) 484-2504
 brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 cc)

Baccalaureate students must complete the 36 credit hour general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing

emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements (21 cc)

Students must complete 21 credit hours of coursework at the lower division (1000 and 2000 level courses) with prefixes of CCJ, CGS, CJC, CJE, CJJ, CJL, EMS, ENT, FFP, FIN, HSA, HSC, MSL, OR PLA.

Lower level coursework in any field (21 cc)

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

Required core courses (21 cc)

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 4301	Human Resource Administration	3 cc
MAR 3802	Marketing for Managers	3 cc

Required concentration courses (12 cc)

MAN4720 Strategic Management is required for each student in the final term of coursework.

PAD 3003	Introduction to Public Administration	3 cc
PAD 4393	Emergency Management & Disaster Planning	3 cc
PAD 4874	Community Relations	3 cc
MAN 4720	Strategic Management	3 cc

Concentration electives (9 cc)

Select three of the electives listed below.

ACG 3024	Accounting for Non-Financial Majors	3 cc
ISM 4013	Management Information Systems	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 3350	Training & Development	3 cc
MAN 3583	Project Management	3 cc
MAN 4113	Managing Diversity	3 cc
MAN 4402	Employment Law & Regulations	3 cc
MAN 3353	Management Theory	3 cc

ACG3024: Required for students not having Accounting I (ACG2001) or Financial Accounting (ACG2021) in Associate Degree Program.

Total Credit Hours: 120

Bachelor of Applied Science in Cybersecurity, Information Security Concentration (CYSC-BAS)

The Information Security Concentration of the Bachelor of Applied Science in Cybersecurity degree program provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied cybersecurity practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Cybersecurity. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Morris Buchanan

Department Head, Mathematics and Computer Science
(850) 484-1125
mbuchanan@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 cc)

Each baccalaureate student must complete the 36 credit hour general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements (21 cc)

Students must complete 21 credit hours of common prerequisite coursework at the lower level.

CET 2614C	Cisco CCNA Security	3 cc
COP 1510	Programming Concepts	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 1390C	Install & Configure Windows Server	3 cc
CTS 2120C	Security +	3 cc
CTS 2149	Fundamentals of Project Management	3 cc
CTS 2318	Information Security Management	3 cc

Lower level coursework in any field (21 cc)

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

Required core courses (21 cc)

CGS 3812	Business Continuity and Disaster Recovery	3 cc
CIS 3361	Security Testing and Auditing	3 cc
CIS 3615C	Secure Software Development	3 cc
CIS 4253	Ethics in Information Technology	3 cc
CIS 4385	Computer Forensics and Investigations	3 cc
CIS 4512	Information Security and Risk Management	3 cc
CIS 4596	Cybersecurity Capstone	3 cc

Required concentration courses (21 cc)

CIS 3367C	Operating Systems Security	3 cc
CIS 4201	Laws and Legal Aspects of Information Technology	3 cc
CIS 4357	Advanced Security Practitioner	3 cc
CNT 3411	Security Operations	3 cc
CNT 3421	Securing the Cloud	3 cc

CNT 3524	Mobile Security	3 cc
ISM 4314	Project and Change Management for Information Technology	3 cc

Total Credit Hours: 120

Bachelor of Applied Science in Cybersecurity, Cyber Forensics Concentration (CYFO-BAS)

The Cyber Forensics Concentration of the Bachelor of Applied Science in Cybersecurity degree program provides access to the student who already has skills in a technical area and wishes to advance to higher level supervisory and management positions within business, industry, and governmental organizations. The upper-level coursework will broaden the student's knowledge in applied cyber forensic practices and will prepare the student for supervisory and management opportunities within his or her chosen field. The preferred associate degree pathway is the Associate in Science in Cyber Forensics. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contacts:

Dr. Barbara Rodriguez

Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

Morris Buchanan

Department Head, Mathematics and Computer Science
(850) 484-1125
mbuchanan@pensacolastate.edu

DEGREE REQUIREMENTS

General education courses (36 cc)

Each baccalaureate student must complete the 36 credit hour general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements (21 cc)

Students must complete 21 credit hours of common prerequisite coursework at the lower level.

CET 2614C	Cisco CCNA Security	3 cc
COP 1510	Programming Concepts	3 cc
	or	
COP 2224	C++ Programming	3 cc
	or	
COP 2332	Visual Basic	3 cc
	or	
COP 2800	Java Programming	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 1390C	Install & Configure Windows Server	3 cc
CTS 2120C	Security +	3 cc
CTS 2149	Fundamentals of Project Management	3 cc
CTS 2318	Information Security Management	3 cc

Lower level coursework in any field (21 cc)

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

Required core courses (21 cc)

CGS 3812	Business Continuity and Disaster Recovery	3 cc
CIS 3361	Security Testing and Auditing	3 cc
CIS 3615C	Secure Software Development	3 cc
CIS 4253	Ethics in Information Technology	3 cc
CIS 4385	Computer Forensics and Investigations	3 cc
CIS 4512	Information Security and Risk Management	3 cc
CIS 4596	Cybersecurity Capstone	3 cc

Required concentration courses (21 cc)

ACG 3024	Accounting for Non-Financial Majors	3 cc
BUL 3130	Legal Environment	3 cc
CIS 4357	Advanced Security Practitioner	3 cc
CJE 4610	Crime Detection and Investigation	3 cc
CJE 4694	Cybercrime	3 cc
CJE 4696	Criminal Justice System Responses to Cyber Crimes	3 cc
CNT 3524	Mobile Security	3 cc

Total Credit Hours: 120**Bachelor of Science in Nursing (NUR-BSN)**

The Bachelor of Science in Nursing (RN to BSN) degree program is designed to prepare the graduate of an Associate Degree in Nursing (ADN) program who holds a Registered Nursing (RN) license with additional skills in management, leadership, theory, research, and evidence-based practice to succeed and be promoted within the nursing profession. The BSN graduate will be qualified for supervisory jobs such as nurse manager and other advanced bedside clinical care jobs. The BSN graduate is also qualified to pursue a master's degree in nursing. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Requirements for Progression

- Grade of C or higher in courses in the curriculum;
- Current CPR certification at the HealthCare Provider level (American Heart Association); and
- Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing, and ability to meet course requirements for practicum experiences.

The student who does not meet progression requirements will be withdrawn from the RN to BSN program and must apply for readmission.

Applicants to the RN to BSN program will be admitted with varying levels of experience and education. Depending upon the number of general education requirements completed at the time of admission, an entering RN to BSN student can complete the nursing core courses in 3, 4, or 5 terms. Therefore, it is important that each student meet with the College personnel to plan an individualized course of study.

Program Contact:**Dusti Sluder**

Dean, Warrington Campus
(850) 484-2232
dsluder@pensacolastate.edu

DEGREE REQUIREMENTS**General education courses (36 cc)**

BSN students must complete the 36 credit hour general education curriculum. Prior to entry into the upper division, a student must complete, with a grade of C or higher, ENC1101C, ENC1102, and 6 semester hours of additional coursework designated as writing emphasis. In addition, a student must complete 6 semester hours of

mathematics coursework, with a grade of C or higher, at the level of College Algebra or above.

The BSN program requires MAC1105, STA2023, HUN1201, and CHM1045 as general education courses.

Each baccalaureate student must meet the foreign language and civic literacy requirements as defined in the general education section of this *College Catalog*.

Lower level degree requirements (12 cc)

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc

Articulated courses (30 cc)

These credits articulate into the RN to BSN degree from the completed RN degree.

Validated Credits (10 cc)

These credits validate into the RN to BSN degree from the completed RN degree.

Core courses (32 cc)

NUR3119 and NUR3995 are foundation courses in the BSN program and must be taken during the first term of enrollment in the program.

NUR 3065	Health Assessment and Physical Appraisal	4 cc
NUR 3826	Legal and Ethical Aspects of Nursing	3 cc
NUR 3119	Professional Roles and Dimensions of Nursing Practice	3 cc
NUR 3955	Portfolio I	1 cc
NUR 4165	Evidence-Based Nursing Practice	3 cc
NUR 4616	Nursing Across the Lifespan	3 cc
NUR 4636	Nursing in Community Systems	3 cc
NUR 4636L	Community Systems Practicum	1 cc
NUR 4889	Leadership and Management	3 cc
NUR 4889L	Leadership Practicum	1 cc
NUR 4956	Portfolio II	1 cc
	Electives - Specialized Focus	6 cc

Select two courses from either the clinical focus track or the management focus track or select one course from each track.

Clinical track

NSP 3476	Infection Control in Healthcare Setting	3 cc
NUR 3125	Pathophysiology: A Nursing Perspective	3 cc
NUR 3145	Pharmacology in Nursing Practice	3 cc
NUR 4945L	Specialized Focus Practicum	3 cc

Management track

NSP 3476	Infection Control in Healthcare Setting	3 cc
NUR 4827	Organizational Behavior in the Healthcare Settings	3 cc
NUR 4837	Healthcare Policy and Economics	3 cc
NUR 4945L	Specialized Focus Practicum	3 cc

Total Credit Hours: 120

University of Florida at Pensacola State College

The University of Florida (UF) offers two Bachelor of Science degree programs on the Pensacola State College Milton Campus: Natural Resource Conservation and Plant Science with a specialization in Landscape and Nursery Horticulture. Earning a degree from the University of Florida, Milton Campus is no different from earning a degree from the Gainesville campus.

Natural Resource Conservation is a degree program that provides graduates with expertise in the management and conservation of our natural heritage, from forests and wildlife to water and soil. This program covers many different fields including ecology, biology, geology, management, and economic aspects of natural resources. Natural Resource Conservation students meet with a UF advisor to develop personalized programs of study, according to their areas of interest by utilizing elective choices in wildlife, forestry, biology, marine biology, ecotourism and environmental studies. Some areas of specialization include forestry, soils, coastal and wetland ecology, environmental law, and geographic information computer systems. Students may also choose to minor in Wildlife Ecology and Conservation, Environmental Horticulture, or Soil and Water Science. Natural Resource Conservation graduates find employment in government agencies, consulting firms, and environmental education programs and pursue careers as Ecologists, Environmental Educators, Fisheries Specialists, Environmental Consultants, GIS Specialists, Environmental Lawyers or Consultants, Research Technicians, Park Rangers and Restoration Specialists.

Plant Science: Specialization in Landscape and Nursery Horticulture is a field of study that deals with the art and science of breeding, propagating, installing, and maintaining plants that are used to enhance and improve the human environment. In this sustainable field, students can be creative, work outdoors, and improve the urban environment. Landscape and Nursery Horticulture represents a diverse field including Ornamental Horticulture, Plant Biotechnology, Plant Conservation, Landscape Design, Floriculture, and Nursery Management. Students learn about the cutting edge of technology in plant science. This degree blends knowledge in business, plant science, and the environment, allowing students to focus on their interests and to prepare them for a career in the horticultural industry. Students apply principals of biology, botany, business, chemistry, mathematics, and education to growing and using plants in all areas of life. This degree provides the skills and training for employment in Florida's diverse environmental horticulture industry, including theme parks, nursery industries, and landscape management firms. Graduates look forward to careers as nursery managers/owners, landscape designers, garden magazine journalists, environmental restoration consultants, extension specialists, plant breeders/inspectors, and municipal horticulturists. The Plant Science Degree program is administered by the University of Florida's College of Agricultural and Life Sciences. Students may also choose to minor in Wildlife Ecology Conservation and/or Soil and Water Science. Graduates of these programs receive salaries that are among the highest within these industries. Career opportunities include work with forestry, ecologists, biologists, golf courses, athletic fields, lawn care companies, parks, fisheries, environmental consulting firms, GIS specialists, environmental lawyers, research facilities, agricultural industries, theme parks, botanical gardens, environmental consulting firms, sod farms and governmental agencies, as well as preparation for graduate school.

Admission to University of Florida, Milton Campus

Admission to the University of Florida programs requires an Associate in Arts degree. The AA degree will be accepted by UF, as long as students met the proper prerequisites for their desired program at the University of Florida. Students first enroll in Pensacola State College and complete an AA degree that includes the prerequisites specific to their program of interest. Once the AA is completed, students are eligible to apply for admission to the

University of Florida. The University of Florida faculty and staff reside in the local area and deliver this seamless four-year transfer degree program along with other statewide faculty with expertise in a broad range of subjects. The UF programs, faculty, and staff on the Milton Campus are all part of the West Florida Research and Education Center, The Institute of Food and Agricultural Sciences, and the College of Agriculture and Life Sciences. Students admitted to a UF program on the Milton Campus are members of the University of Florida student body and their diploma is conferred by the University of Florida.

Students are highly encouraged to seek counseling and instruction from the University of Florida Academic Coordinator on the Milton Campus in order to facilitate a smooth transition from Pensacola State College to UF.

For further information contact:

Academic Program Recruiter
University of Florida, Milton Campus
Building 4900 – Natural Resource Studies Building
Pensacola State College Campus, Milton, Florida
(850) 983-7138
Website: <http://wfrec.ifas.ufl.edu>
www.facebook.com/UFMiltonCampus

Scholarships

Scholarship opportunities are available for Pensacola State College students enrolled in these programs while attending Pensacola State College via the 2+2 Scholarship for High School Students. For more information on this scholarship opportunity, please contact the Dean, Milton Campus, at (850) 484-4463.

After admission to the University of Florida, additional scholarships and grants are available. As a student of UF, most scholarships and grants are considered automatic with a completed on-time FAFSA. Some require a separate application and can be found on the SFA site at <http://www.sfa.ufl.edu/> under the Scholarship Forms Section. Departmental scholarships (such as CALS awards), are both academic and merit based and awarded by the academic departments themselves. Each academic department at UF has its own criteria and guidelines for specific scholarships. Students should also visit the UF Foundation site at <http://www.uff.ufl.edu/>. It lists all other UF endowed scholarships by department. Lastly, a few specific transfer scholarships awarded by the Office of Undergraduate Affairs are found on this site at <http://undergrad.aa.ufl.edu/scholarships/>. Please contact (850) 983-7138 for more information.

Advanced Technical Certificates

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

The interested student should contact the appropriate department program contact for more information.

Business and Management Advanced Technical Certificate Programs

An Advanced Technical Certificate (ATC) is a program of study for a student who has completed an associate degree and chooses to obtain additional skills. Each baccalaureate level ATC includes between 24 and 33 credit hours of coursework, the majority of which are at the baccalaureate level, that articulate into the Bachelor of Applied Science in Supervision and Management degree.

Program Contact:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

Advanced Technical Certificate in Human Resource Management (HRM-ATC)

The Advanced Technical Certificate in Human Resource Management is designed for the student with an interest in increasing his or her knowledge in issues related to human resources and management. Admission requires an associate degree from a regionally-accredited college. The preferred academic pathway into this ATC is the Associate in Science in Business Administration. Any applicant from any other academic pathway will be required to complete MNA1300 Human Resources Management, MAN2021 Principles of Management, and COM 2100 Business Communication prior to enrolling in this program.

The admissions process for this ATC follows the baccalaureate admissions process.

For more information or for academic advising, contact the Business Department at (850) 484-2504.

CERTIFICATE REQUIREMENTS

Required Courses (24 cc)

MAN 3353	Management Theory	3 cc
MAN 4113	Managing Diversity	3 cc
MAN 4301	Human Resource Administration	3 cc
MAN 4320	Recruitment and Selection	3 cc
MAN 4330	Compensation Management	3 cc
MAN 4335	Employee Benefit Planning	3 cc
MAN 4352	Effective Employee Training	3 cc
MAN 4402	Employment Law & Regulations	3 cc

Advanced Technical Certificate in Law Enforcement Administration (LEA-ATC)

The Advanced Technical Certificate in Law Enforcement Administration is for the student with an interest in increasing his or her knowledge in this field. Admission requires an associate degree from a regionally-accredited college. The preferred academic pathway into this program is the Associate in Science in Criminal Justice Technology. An applicant from any other academic pathway should contact the Department of Business to review his or her academic preparation for this program.

The admissions process for this ATC follows the baccalaureate admissions process.

For more information or for academic advising, contact the Business Department at (850) 484-2504.

CERTIFICATE REQUIREMENTS

Required Courses (33 cc)

CJE 3310	Law Enforcement Administration I	3 cc
CJE 3311	Law Enforcement Administration II	3 cc
COM 2100	Business Communications	3 cc
MAN 2021	Principles of Management	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 3350	Training & Development	3 cc
MAN 4113	Managing Diversity	3 cc
MAN 4301	Human Resource Administration	3 cc
MNA 1300	Human Resource Management	3 cc
PAD 4046	Values, Ethics and Conflict Resolution	3 cc

Advanced Technical Certificate in Project Management (PM-ATC)

The Advanced Technical Certificate in Project Management is for students with an interest in increasing their knowledge in project management. Admission requires an associate degree from a regionally-accredited college. The preferred academic pathway into this ATC is the Associate in Science in Business Administration. An applicant from any other academic pathway will be required to complete MNA1300 Human Resources Management, MAN2021 Principles of Management, COM2100 Business Communications, and three credit hours of accounting (ACG prefix) before entering this program.

The admissions process for this ATC follows the baccalaureate admissions process.

For more information or for academic advising, contact the Business Department at (850) 484-2504.

CERTIFICATE REQUIREMENTS

Required Courses (24 cc)

FIN 3400	Financial Management	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 3353	Management Theory	3 cc
MAN 3503	Managerial Risk Analysis and Decision Making	3 cc
MAN 3583	Project Management	3 cc
MAN 4584	Process Improvement Methodology	3 cc
MAN 4741	Innovation, Change, and Agile Process	3 cc
MAN 4881	Authority, Influence, and Projects	3 cc

Culinary and Hospitality Management Advanced Technical Certificate

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

Advanced Technical Certificate in Baking and Pastry (BAKE-ATC)

The Advanced Technical Certificate in Baking and Pastry is designed for the student who has earned an Associate in Science degree in Culinary Management and has an interest in increasing his or her knowledge in confectionary artistry. The Advanced Technical Certificate in Baking and Pastry is a 15 credit hour program.

CERTIFICATE REQUIREMENTS

Required Courses (15 cc)

FSS 2052C	Specialty Breads	3 cc
FSS 2055C	Contemporary Cakes and Desserts	3 cc
FSS 2057C	Individual and Production Pastries	3 cc
FSS 2058C	Confectionary Art and Principles of Design	3 cc
FSS 2059C	Chocolates and Confections	3 cc

Nursing Advanced Technical Certificate Programs

Program Contact:

Susan Perankovich

Director, Nursing and Emergency Medical Services
(850) 484-2253
sperankovich@pensacolastate.edu

Advanced Technical Certificate in Critical Care Nursing (CCN-ATC)

The Advanced Technical Certificate in Critical Care Nursing is designed for the registered nurse who has had no previous experience in critical care. After earning this certificate the nurse is prepared to practice independently at the beginning level in a high acuity setting. Course content includes knowledge and skills required to provide nursing care to patients with multisystem disorders.

CERTIFICATE REQUIREMENT

Required Course (9 cc)

NSP 2270C	Critical Care Nursing	9 cc
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Advanced Technical Certificate in Perioperative Nursing (PERI-ATC)

The Advanced Technical Certificate in Perioperative Nursing is designed for the registered nurse who has no previous experience in the Operating Room. After earning this certificate, the nurse is prepared to practice independently at the beginning level in a perioperative position. Course content includes knowledge and skills required to provide care to patients having surgical intervention during the perioperative, intraoperative, and postoperative periods. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

CERTIFICATE REQUIREMENT

Required Course (9 cc)

NSP 2290C	Perioperative Nursing	9 cc
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General Education

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

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

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

Global Learning Outcomes

Each student who completes the general education program at Pensacola State College will have achieved the following outcomes:

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

GENERAL EDUCATION REQUIREMENTS

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

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

Communications (6 cc)

Required core course

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

ENC 1102*	English Composition II	3 cc
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Communications electives

CGS 1570	Computer Concepts and Applications	3 cc
LIS 2005	Information and Internet Research	3 cc
MMC 2000	Survey of Mass Communication	3 cc

SPC 1608	Public Speaking	3 cc
SPC 2300	Interpersonal Communication	3 cc

Humanities (6 cc)

Choose one core course.

ARH 2000	Humanities Art	3 cc
HUM 2020*	Introduction to Humanities	3 cc
MUL 2010	Music Appreciation	3 cc
PHI 2010*	Introduction to Philosophy	3 cc
THE 2000	Theatre Appreciation	3 cc

Choose one literature course.

AML 2010*	American Literature to 1870	3 cc
AML 2020*	American Literature from 1870	3 cc
AML 2600*	Introduction to African American Literature	3 cc
ENL 2012*	English Literature to 1800	3 cc
ENL 2022*	English Literature from 1800	3 cc
LIT 2090	Contemporary Literature	3 cc
LIT 2110*	World Literature to 1650	3 cc
LIT 2120*	World Literature from 1650	3 cc

Humanities electives

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

Mathematics (6 cc)

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

Choose two courses.

MAC 1105	College Algebra	3 cc
MAC 2311	Analytic Geometry and Calculus I	4 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
STA 2023	Elementary Statistics	3 cc
MAC 1114	Plane Trigonometry	3 cc
MAC 1140	Precalculus Algebra	3 cc
MAC 1147	Precalculus Algebra/Trigonometry	4 cc
MAC 2233	Calculus with Business Applications I	3 cc
MAC 2312	Analytic Geometry and Calculus II	4 cc
MAC 2313	Analytic Geometry and Calculus III	4 cc
MAP 2302	Differential Equations	3 cc

Mathematics elective

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

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

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

Biological Sciences core courses

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

Biological Sciences electives

BSC 1011	Principles of Biological Diversity	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
HUN 1201	Elements of Nutrition	3 cc
OCB 2000	Marine Biology	3 cc
ZOO 2010	General Zoology	3 cc

Physical Sciences core courses

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

Physical Sciences electives

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

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

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

Choose one course from the Social Sciences core or below.

AMH 2010	American History to 1877	3 cc
AMH 2091	African-American History and Culture	3 cc
ANT 2410	Cultural Anthropology	3 cc
CCJ 1020	Introduction to the Criminal Justice System	3 cc
DEP 2004	Human Growth and Development	3 cc
EUH 1000	European History I	3 cc
EUH 1001*	European History II	3 cc
EUH 2010	A History of Greece and Rome	3 cc
GEA 2000	World Regional Geography	3 cc
HLP 1081	Concepts of Life Fitness	3 cc
INR 2002	Introduction to International Relations	3 cc

Note: * denotes a writing emphasis course.

Note: + denotes a course satisfying the Civic Literacy Requirement.

General Education Electives (6 cc)

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

General Education (Baccalaureate Programs and Associate in Arts Program)**Minimum Grades**

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

Non-Traditional Credits

An AA student may not earn more than 15 credit hours of the general education coursework through non-traditional credits. Non-traditional credits include the following: credits earned through CLEP, departmental exemption examination, Prior Learning Assessment (PLA), and all other credits described in Non-Traditional Credits section.

Civic Literacy Requirement

Each student who initially enters a Florida College or state university in the 2018-2019 school year and thereafter and who anticipates earning an Associate in Arts degree or a baccalaureate degree must demonstrate competency in civic literacy. This civic literacy requirement may be met by successful completing of

AMH 2020 American History from 1877

OR

POS 2041 American National Government

OR

US Citizenship and Immigration Services a grade 60 or above
Naturalization Test

AP Government and Politics: United States a score of 3 or above

AP United States History a score of 4 or above

CLEP: American Government a score of 50 or above

Foreign Language Requirement

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

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

Examination	Minimum Score	Maximum Credit			
French	50	12 cc	MUH 2110	Introduction to Music History	3 cc
	46	9 cc	PHI 2010	Introduction to Philosophy	3 cc
	42	6 cc	PHI 2600	Ethics	3 cc
German	55	12 cc	POS 2041	American National Government	3 cc
	52	9 cc	PSY 2012	General Psychology	3 cc
	43	6 cc			
Spanish	55	12 cc			
	48	9 cc			
	45	6 cc			

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

College-Level Communication and Computation Skills

Per Florida Administrative Code 6A-10.030, prior to receipt of an Associate in Arts degree or prior to entry into the upper division of a public university or college, a student must successfully complete, with a grade of C or higher, the following: 6 semester credit hours of English coursework (ENC1101C and ENC1102) and 6 semester credit hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. PSC designates such courses Writing Emphasis courses. In addition, a student must complete 6 semester credit hours of mathematics coursework at the level of college algebra or higher. The College-Level Communication and Computation Skills requirement was formerly referred to as the Gordon Rule.

Writing Emphasis Courses

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

Associate in Arts Degree

General Studies (Liberal Arts)

The Associate in Arts, General Studies, provides a basic liberal arts education with a curriculum including general education and general electives. It includes flexibility for students to meet requirements for transfer into a baccalaureate degree program and flexibility for career exploration.

To improve articulation and reduce excess credit hours, beginning with students initially entering a Florida College System institution in 2013-2014 and thereafter, each student who is seeking an Associate in Arts degree will indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. The institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest.

Students should consult with an advisor at the college or university they plan to attend for the specific courses recommended by that institution. We strongly encourage you to contact the Pensacola State College Advising Center on any campus for assistance in planning your program of study.

Program Contact:

Dr. Brenda Kelly
Dean, General Studies
(850) 471-4627
bkelly@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

ENC 1101C	English Composition I	3 cc
See Choices	Any Mathematics General Education Course	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
	Natural Science Companion Lab	1 cc
	Any Electives	5 cc

The required companion lab may be taken here or with the Natural Science course in Term 3.

Choose a first level foreign language if the foreign language requirement has not been met.

See general education course list for general education course options.

Term 2 (15 cc)

ENC 1102	English Composition II	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
See Choices	Any Mathematics General Education Course	3 cc
See Choices	Any General Education Elective	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

Choose the second level foreign language if the foreign language requirement has not been met.

See general education course list for general education course options.

Term 3 (15 cc)

See Choices	Humanities (Literature LIT, AML, or ENL prefix)	3 cc
See Choices	Any General Education Elective	3 cc
See Choices	Any Social Sciences General Education Course	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
	Any Electives	3 cc

See general education course list for general education course options.

Term 4 (15 cc)

Any Electives

15 cc

Total Credit Hours: 60

Pensacola State College has created Advising Tracks for many baccalaureate degree majors. The courses listed in the Advising Tracks include the common prerequisites required for the desired baccalaureate degree. The AA Advising Tracks are available at www.pensacolastate.edu on the Academics page.

Associate in Science Degrees with Embedded Technical Certificates

Associate in Science degree programs are designed to prepare students for immediate entry or advancement into employment requiring specialized skills. The programs consist of at least sixty (60) credits in two basic areas. One area is specialized courses in the career area, and the second is General Education courses. General Education courses help students become well-rounded individuals capable of thinking and acting as mature, educated, and enlightened citizens.

Students working toward an Associate in Science degree are not necessarily preparing for transfer to a university. Earning one of the degrees prepares students for a career that requires study beyond high school, but does not require a four year degree. Students who have earned an Associate in Science degree may be qualified to enter into a bachelor's degree program at Pensacola State College. Students deciding to attend a university may be required to do additional work at the freshman or sophomore level. Students are encouraged to discuss career plans and seek advising assistance from a program contact or department head identified for each program.

Technical Certificates (or College Credit Certificates) consist of courses embedded in an Associate in Science degree and prepare a student for immediate employment. These certificates are listed with the associated Associate in Science degree.

General Education Requirements

Minimum Grades

The Associate in Science student must maintain an overall average GPA of 2.0 or higher in work completed at Pensacola State College and must earn a minimum grade of C or better in each course meeting a general education communications requirement and in each mathematics course meeting the general education requirement. If any work has been attempted at any other institution of higher education, the grades earned at the other institution(s) combined with those grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.0. Additionally, some individual programs require a minimum C grade in specific general education courses.

Non-Traditional Credits

The Associate in Science student may not earn more than 9 of his or her general education course credits through non-traditional means. Non-traditional credits include: credits earned through CLEP, departmental exemption exams, or PLA, and all other credits described in Non-Traditional Credits section.

Course Requirements

The student pursuing an Associate in Science degree must complete 15 college credits of general education coursework as indicated in the following table. The basic general education requirements for Associate in Science degree programs are listed below; however, certain degree programs have specified courses required to meet the general education requirements. Please refer to the degree plans on the following pages for more information.

General Education Category	College Credits Required
Communications	3 cc
Humanities	3 cc
Mathematics	3 cc
Natural Sciences	3 cc
Social Sciences	3 cc

General Education Courses for Associate in Science Degree Programs

Communications (3 cc)

Required Communication Course

ENC 1101C	English Composition I	3 cc
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HUMANITIES (3 CC)

Choose one course.

ARH 2000	Humanities Art	3 cc
HUM 2020	Introduction to Humanities	3 cc
MUL 2010	Music Appreciation	3 cc
PHI 2010	Introduction to Philosophy	3 cc
THE 2000	Theatre Appreciation	3 cc

Mathematics (3 cc)

Choose one course.

MAC 1105	College Algebra	3 cc
MAC 2311	Analytic Geometry and Calculus I	4 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
STA 2023	Elementary Statistics	3 cc
MAC 1114	Plane Trigonometry	3 cc
MAC 1140	Precalculus Algebra	3 cc
MAC 1147	Precalculus Algebra/Trigonometry	4 cc
MAC 2233	Calculus with Business Applications I	3 cc
MAC 2312	Analytic Geometry and Calculus II	4 cc
MAC 2313	Analytic Geometry and Calculus III	4 cc
MAP 2302	Differential Equations	3 cc

Natural Sciences (3 cc)

Choose one course.

AST 1002	Descriptive Astronomy	3 cc
BSC 1005	Introduction to Biology	3 cc
BSC 1010	Principles of Biology	3 cc
CHM 1025	Introduction to College Chemistry	3 cc
CHM 1045	General Chemistry I	3 cc
ESC 1000	Earth Science	3 cc
EVR 2001	Introduction to Environmental Science	3 cc
PHY 1025	Introduction to Fundamentals of Physics	3 cc
PHY 1053	General Physics I	3 cc
PHY 2048	Physics I with Calculus	4 cc

Social Sciences (3 cc)

Choose one course.

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

Associate in Science Degree Programs of Study

Associate in Science Degree in Accounting Technology (ACCT-AS)

The Associate in Science Degree in Accounting Technology provides students with the education and skill development for entry-level employment in accounting or bookkeeping or provide supplemental training for individuals previously or currently employed in these areas. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science degree in Accounting Technology includes the College Credit Certificate in:
Accounting Technology Management

Program Contact:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

ACG 2001	Accounting I	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 2 (15 cc)

ACG 2011	Accounting II	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
ECO 2013	Macroeconomics	3 cc
FIN 2100	Personal Finance and Money Management	3 cc
GEB 1011	Introduction to Business	3 cc

Term 3 (15 cc)

ACG 2071	Introduction to Managerial Accounting	3 cc
APA 2147	Accounting Software Applications	3 cc
BUL 2241	Business Law	3 cc
CGS 2510	Spreadsheet	3 cc
COM 2100	Business Communications	3 cc

Term 4 (15 cc)

ACG 2002	Computerized Accounting	3 cc
ACO 1806	Payroll Accounting	3 cc
GEB 2943	Business Internship	3 cc
TAX 2000	Income Tax Procedures	3 cc
	Choose one of the following courses:	
ACG 2949	Accounting Co-op	3 cc
ACO 2943	Accounting Internship	3 cc
MNA 1161	Customer Service	3 cc

Total Credit Hours: 60

ACG2949 and ACO2943 are restricted access courses.

College Credit Certificate in Accounting Technology Management (ACCTG-CT)

The College Credit Certificate in Accounting Technology Management provides students with an entry-level accounting credential that will enhance employability in jobs requiring accounting knowledge. The program is composed of selected college credit courses offered within the Associate in Science degree in Accounting Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

ACG 2001	Accounting I	3 cc
ACG 2002	Computerized Accounting	3 cc
ACG 2011	Accounting II	3 cc
ACO 1806	Payroll Accounting	3 cc
APA 2147	Accounting Software Applications	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
CGS 2510	Spreadsheet	3 cc
FIN 2100	Personal Finance and Money Management	3 cc
TAX 2000	Income Tax Procedures	3 cc

Total Credit Hours: 27

Associate in Science Degree in Architectural Design and Construction Technology (ARCH-AS)

The Associate in Science Degree in Architectural Design and Construction Technology provides students with practical, hands-on training while exploring broad issues such as planning, management, finance, technical and product skills, and safety and environmental issues within the architectural and construction industry. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 hours)

ETD 1310	Survey of Computer Aided Drafting	3 cc
BCN 1001	Building Construction	3 cc
EGN 1123	Engineering Graphics	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

Term 2 (15 cc)

ETD 2340	Computer Drafting	3 cc
ETC 1250	Properties of Materials	3 cc
CGS 2122	Engineering Technical Spreadsheets	3 cc
ETD 2397C	Building Information Management I	3 cc
GIS 2040C	Geographic Information Systems	3 cc

Term 3 (6 cc)

PHI 2100	Logic and Critical Thinking	3 cc
	Program Electives	3 cc

Term 4 (15 cc)

ETD 2398	Building Information Management II	3 cc
ETD 2550	Civil 3D	3 cc
ECO 2013	Macroeconomics	3 cc
See choices	Program Electives	9 cc

ETD 2355	Advanced Computer Drafting	3 cc
	or	
ETD 2364C	3D Parametric Modeling Using SOLIDWORKS I	3 cc

Term 5 (15 cc)

PHY 1025	Introduction to Fundamentals of Physics	3 cc
BCN 2405	Construction Mechanics	3 cc
BCT 2760	Building Codes	3 cc
BCT 2770	Construction Estimating	3 cc
ETD 2930C	AEC/Mechanical Design Capstone	3 cc

Electives (6 hours)

ETD 1542	Structural Drafting	3 cc
ETD 1931	Special Topics in Drafting Design	1 cc
ETD 2332	AutoCAD Customization	2 cc
ETD 2551	Civil Engineering Drafting	3 cc
ETD 2355	Advanced Computer Drafting	3 cc
ETD 2364C	3D Parametric Modeling Using SOLIDWORKS I	3 cc
SUR 2002C	Overview of Surveying	3 cc

Total Credit Hours: 66

Associate in Science Degree in Business Administration (BUS-AS)

The Associate in Science degree in Business Administration provides students with a broad foundation in all areas of business and prepares students for employment in various business fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science in Business Administration includes College Credit Certificates in:

Business Management
Human Resource Administrator

Program Contact:

Dr. Barbara Rodriguez

Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

ACG 2001	Accounting I	3 cc
ECO 2013	Macroeconomics	3 cc
ENC 1101C	English Composition I	3 cc
GEB 1011	Introduction to Business	3 cc

Choose one of the following courses:

MAC 1105	College Algebra	3 cc
STA 2023	Elementary Statistics	3 cc

Term 2 (15 cc)

ACG 2011	Accounting II	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
MAN 2021	Principles of Management	3 cc
SPC 1608	Public Speaking	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 3 (15 cc)

ACG 2071	Introduction to Managerial Accounting	3 cc
FIN 2100	Personal Finance and Money Management	3 cc
GEB 2139	E-Business Management	3 cc
MAR 2011	Marketing	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc

See general education course list for general education course options.

Term 4 (15 cc)

GEB 2430	Business Ethics	3 cc
BUL 2241	Business Law	3 cc
COM 2100	Business Communications	3 cc
	Program Electives	6 cc

Program Electives

MNA 1161	Customer Service	3 cc
MNA 1300	Human Resource Management	3 cc
MNA 2100	Human Relations	3 cc
GEB 2943	Business Internship	3 cc
GEB 2949	Business Co-op	3 cc

Total Credit Hours: 60

College Credit Certificate in Business Management (BUS-CT)

The College Credit Certificate in Business Management provides the student with the practical skills necessary for employment in business management. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

ACG 2001	Accounting I	3 cc
GEB 1011	Introduction to Business	3 cc
MNA 1300	Human Resource Management	3 cc
BUL 2241	Business Law	3 cc
COM 2100	Business Communications	3 cc
MAN 2021	Principles of Management	3 cc
GEB 2139	E-Business Management	3 cc
GEB 2430	Business Ethics	3 cc

Total Credit Hours: 24

College Credit Certificate in Human Resource Administrator (HR-CT)

The College Credit Certificate in Human Resource Administrator provides the student with the practical skills necessary for employment in the human resources area. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

ACG 2001	Accounting I	3 cc
GEB 1011	Introduction to Business	3 cc
GEB 2430	Business Ethics	3 cc
MAN 2021	Principles of Management	3 cc
MAR 2011	Marketing	3 cc
MNA 1300	Human Resource Management	3 cc
ECO 2013	Macroeconomics	3 cc

Total Credit Hours: 21

Associate in Science Degree in Business Entrepreneurship (ENT-AS)

The Associate in Science degree in Business Entrepreneurship provides students with a broad foundation in all areas of business and prepares students for employment in business occupations with an emphasis in entrepreneurship. Through this program of study, the student will develop entrepreneurship skills, including identifying, valuing, and capturing business opportunities. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science degree in Business Entrepreneurship includes College Credit Certificate in:

Business Entrepreneurship

Program Contact:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

ACG 2021	Financial Accounting Principles	3 cc
ECO 2013	Macroeconomics	3 cc
ENC 1101C	English Composition I	3 cc
GEB 1011	Introduction to Business	3 cc
STA 2023	Elementary Statistics	3 cc

Term 2 (15 cc)

ACG 2071	Introduction to Managerial Accounting	3 cc
ECO 2023	Microeconomics	3 cc
MAN 2021	Principles of Management	3 cc
COM 2100	Business Communications	3 cc
ENT 1000	Introduction of Entrepreneurship	3 cc

Term 3 (15 cc)

ENT 1012	Entrepreneurship Management	3 cc
ENT 1411	Small Business Accounting and Finance	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
MAR 2011	Marketing	3 cc
SBM 1000	Small Business Management	3 cc

Term 4 (15 cc)

CGS 1570	Computer Concepts and Applications	3 cc
BUL 2241	Business Law	3 cc
GEB 2139	E-Business Management	3 cc
ENT 1031	Entrepreneurship Marketing and Sales	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc

Total Credit Hours: 60

College Credit Certificate in Business Entrepreneurship (ENT-CT)

The College Credit Certificate in Business Entrepreneurship provides the student with the practical skills necessary for employment in the basic practices of entrepreneurship. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Business Entrepreneurship. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

ENT 1000	Introduction of Entrepreneurship	3 cc
ENT 1012	Entrepreneurship Management	3 cc
ENT 1031	Entrepreneurship Marketing and Sales	3 cc
ENT 1411	Small Business Accounting and Finance	3 cc

Total Credit Hours: 12

Associate in Science Degree in Computer Information Technology (CIT-AS)

The Associate in Science degree in Computer Information Technology provides students with a broad foundation in all areas of computer information technology and prepares students to seek employment in various technology fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Morris Buchanan

Department Head, Mathematics and Computer Science
(850) 484-1128
mbuchanan@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

CGS 1061C	Introduction to Computers in Technology	3 cc
CIS 1350C	Security Awareness	3 cc
CTS 2149	Fundamentals of Project Management	3 cc
ENC 1101C	English Composition I	3 cc
See Choices	Any Mathematics General Education Course	3 cc

See general education course list for general education course options.

Term 2 (15 cc)

CET 1178C	PC Hardware (A+)	3 cc
CET 1179C	PC Operating Systems (A+)	3 cc
CET 1588	Network +	3 cc
CTS 2106C	Linux+	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 3 (15 cc)

CET 2172C	Personal Computers Maintenance, Upgrade and Support	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 2120C	Security +	3 cc
CTS 2433	Database Development and Management	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

Term 4 (15 cc)

CET 2934	CIT Professional Project	3 cc
CTS 1155	Help Desk Technician	3 cc
CTS 1390C	Install & Configure Windows Server	3 cc
CTS 2145C	Cloud Essentials	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

Total Credit Hours: 60

Associate in Science Degree in Computer Programming and Analysis-Programming Support (CPROG-AS)

The Associate in Science degree in Computer Programming and Analysis provides students with a broad foundation in all areas of computer programming and prepares students to seek employment in various technology fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science degree in Computer Programming and Analysis includes College Credit Certificate in:
Computer Programmer

Program Contact:

Morris Buchanan

Department Head, Mathematics and Computer Science
(850) 484-1128
mbuchanan@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

ENC 1101C	English Composition I	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

CGS 1570	Computer Concepts and Applications	3 cc
CIS 1350C	Security Awareness	3 cc
MAC 1105	College Algebra	3 cc

See general education course list for general education course options.

Term 2 (15 cc)

CET 1179C	PC Operating Systems (A+)	3 cc
CGS 2820	HTML	3 cc
COP 1510	Programming Concepts	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

See Choices	Humanities (General Education Core Course)	3 cc
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Term 3 (15 cc)

ACG 2021	Financial Accounting Principles	3 cc
CTS 2433	Database Development and Management	3 cc

COP 2800	Java Programming	3 cc
COP 2842	Programming in PHP	3 cc

Term 4 (15 cc)

CGS 2822	Scripting for the Web	3 cc
COP 2224	C++ Programming	3 cc
	Technical Electives	9 cc

Technical Electives

CGS 2829	Web Design Specialist	3 cc
COP 2332	Visual Basic	3 cc
COP 2420	Robotics Programming	3 cc
COP 2933	Special Topics in Computer Programming	3 cc
CTS 2423	ASP .NET Web Application Development	3 cc

Total Credit Hours: 60

College Credit Certificate in Computer Programmer (COMP-CT)

The College Credit Certificate in Computer Programming prepares students for employment as computer programmer trainee, systems analyst trainee, microcomputer specialist, and software application technician. It also provides supplemental training for persons previously or currently employed in this field. The program is composed of selected college credit courses offered within the Associate in Science degree in Computer Programming and Analysis. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

CGS 1700	Introduction to Operating Systems	3 cc
CGS 2820	HTML	3 cc
CIS 1350C	Security Awareness	3 cc
COP 1510	Programming Concepts	3 cc
CGS 2822	Scripting for the Web	3 cc
COP 2224	C++ Programming	3 cc
COP 2360	C# Programming	3 cc
COP 2650	Mobile Application Programming	3 cc
COP 2800	Java Programming	3 cc
COP 2842	Programming in PHP	3 cc
CTS 2433	Database Development and Management	3 cc

Total Credit Hours: 33

Associate in Science Degree in Criminal Justice Technology (LAW-AS)

The Associate in Science degree in Criminal Justice Technology provides students with a broad foundation in all areas of law enforcement and prepares students to seek employment in various criminal justice fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Students who have had prior Criminal Justice training may be eligible for articulation if they meet the following criteria.

Credit for Approved Prior Training

Credit opportunities are available for individuals who have prior training approved by the Florida Criminal Justice Standards or Training Commission and offered by a Florida Certified Center located at a Community College or a Vocational Center. The maximum credit awarded is fifteen credits. Courses from other training centers will be limited to those nationally recognized including the Southern Police Institute, FBI National Academy, and the Drug Enforcement Administration Drug School.

Program Contact:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

CCJ 1020	Introduction to the Criminal Justice System	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
CJE 1600	Criminal Investigation	3 cc
ENC 1101C	English Composition I	3 cc
	Choose one of the following courses:	
MAC 1105	College Algebra	3 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
STA 2023	Elementary Statistics	3 cc

Term 2 (15 cc)

CCJ 2010	Criminology	3 cc
CJE 1640	Introduction to Criminalistics	3 cc
CJL 1100	Criminal Law	3 cc
CJL 2502	Introduction to Courts	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 3 (15 cc)

CCJ 2055	Ethical Issues	3 cc
CJC 1000	Theory and Practice of Corrections	3 cc
CJC 2162	Probation and Parole	3 cc
CJJ 2002	Juvenile Justice	3 cc
CJL 2403	Criminal Procedure and Evidence	3 cc

Term 4 (15 cc)

CCJ 2645	White Collar Crime	3 cc
CJE 2686	Forensic Cyber Investigation	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
	Program Electives	6 cc

See general education course list for general education course options.

Program Electives

CCJ 2687	Victimology	3 cc
CCJ 2693	The Study of Sex Crimes	3 cc
CCJ 2943	Criminal Justice Internship	3 cc
CCJ 2949	Criminal Justice Co-op	3 cc

Total Credit Hours: 60

College Credit Certificate in Crime Scene Technician (CST-CT)

The College Credit Certificate in Crime Scene Technician provides students with the practical skills necessary for employment as a crime scene technician. This program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Criminal Justice Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

CERTIFICATE REQUIREMENTS

Required Courses

CJE 1600	Criminal Investigation	3 cc
CJE 1640	Introduction to Criminalistics	3 cc
CJE 2644	Crime Scene Safety	2 cc
CJE 1642	Advanced Crime Scene Technology	3 cc
CJE 1673	Crime Scene Photography I	3 cc
CJE 2686	Forensic Cyber Investigation	3 cc
CJE 2676	Biological Evidence	2 cc
CJL 2403	Criminal Procedure and Evidence	3 cc
CJE 1772	Crime Scene Photography II	3 cc
CJE 2671	Latent Fingerprint Development	3 cc

Total Credit Hours: 28

Associate in Science Degree in Culinary Management (CHEF-AS)

The Associate in Science degree in Culinary Management provides students with a broad foundation in all areas of culinary arts and prepares students to seek employment in various culinary fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science degree in Culinary Management includes College Credit Certificate in:
Culinary Arts

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (14 cc)

ENC 1101C	English Composition I	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
FSS 1063C	Professional Baking	3 cc
FSS 1220C	Culinary Techniques	3 cc
MAC 1105	College Algebra	3 cc

Term 2 (12 cc)

FSS 2242L	International/Regional Cuisine	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
FSS 2247C	Advanced Baking	3 cc
HFT 2841C	Dining Room Management American Service	3 cc

Term 3 (12 cc)

FSS 2284C	Catering, Banquet, and Event Management	3 cc
HFT 1860	Bar and Beverage Management	3 cc
HFT 2211	Hospitality Resource Management	3 cc
FSS 2248C	Garde Manger	3 cc

Term 4 (12 cc)

FSS 1222L	Culinary Production	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
HFT 2840C	Dining Room Management French Service	3 cc

Term 5 (10 cc)

FSS 2224L	Classical Cuisine	3 cc
HFT 1000	Introduction to the Hospitality Industry	3 cc
HUN 1201	Elements of Nutrition	3 cc
FSS 2382L	Culinary Management Practical Exam	1 cc

Total Credit Hours: 60

College Credit Certificate Culinary Arts (CHEF-CT)

The College Credit Certificate in Culinary Arts provides the student with the practical skills necessary for employment as a culinary and restaurant employee. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Culinary Management. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

HFT 2212	Food Service Sanitation and Safety	2 cc
FSS 1220C	Culinary Techniques	3 cc
FSS 1063C	Professional Baking	3 cc
HFT 2840C	Dining Room Management French Service	3 cc
HFT 2841C	Dining Room Management American Service	3 cc
FSS 2224L	Classical Cuisine	3 cc
FSS 2242L	International/Regional Cuisine	3 cc
FSS 2247C	Advanced Baking	3 cc
FSS 1222L	Culinary Production	3 cc
FSS 2248C	Garde Manger	3 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
HUN 1201	Elements of Nutrition	3 cc

Total Credit Hours: 35

Associate in Science Degree in Cyber Forensics (CYBFO-AS)

The Associate of Science degree in Cyber Forensics provides student with a broad foundation in all areas of cyber forensics and prepares students to seek employment in various business and industry fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contacts:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

Department Head:

Morris Buchanan
Department Head, Mathematics and Computer Science
(850) 484-1128
mbuchanan@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

CGS 1061C	Introduction to Computers in Technology	3 cc
CIS 1350C	Security Awareness	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
CCJ 1020	Introduction to the Criminal Justice System	3 cc

Term 2 (15 cc)

CET 1178C	PC Hardware (A+)	3 cc
CET 1179C	PC Operating Systems (A+)	3 cc
CET 1588	Network +	3 cc
CTS 2106C	Linux+	3 cc
CTS 1390C	Install & Configure Windows Server	3 cc

Term 3 (12 cc)

CAP 2140C	Digital Forensics I	3 cc
CJE 1600	Criminal Investigation	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 2120C	Security +	3 cc

Term 4 (15 cc)

CAP 2141C	Digital Forensics II	3 cc
CJE 2686	Forensic Cyber Investigation	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
CJL 1100	Criminal Law	3 cc

See general education course for general education course options.

Term 5 (3 cc)

CCJ 2940C	Cyber Forensics Capstone	3 cc
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Total Credit Hours: 60

Associate in Science Degree in Cybersecurity (ITSEC-AS)

The Associate in Science degree in Cybersecurity provides students with a broad foundation in all areas of technology and prepares students to seek employment in various business and industry fields. Course work includes securing network technologies and operating systems, security management, and industry best practices.

Program Contact:

Morris Buchanan
Department Head, Mathematics and Computer Science
(850) 484-1128
mbuchanan@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

STA 2023	Elementary Statistics	3 cc
ENC 1101C	English Composition I	3 cc
CET 1020C	Introduction to Networks	3 cc
CCJ 1020	Introduction to the Criminal Justice System	3 cc
CGS 1061C	Introduction to Computers in Technology	3 cc

See general education course list for general education course options.

Term 2 (15 cc)

CIS 1350C	Security Awareness	3 cc
COP 1510	Programming Concepts	3 cc
CET 1610C	Routing and Switching Essentials	3 cc
CET 2025C	Scaling Networks	3 cc
CAP 2134C	Database Security	3 cc

Term 3 (15 cc)

CTS 1390C	Install & Configure Windows Server	3 cc
CTS 2120C	Security +	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 2149	Fundamentals of Project Management	3 cc
CET 2026C	Connecting Networks	3 cc

Term 4 (15 cc)

CET 2614C	Cisco CCNA Security	3 cc
CET 2934	CIT Professional Project	3 cc
CTS 2318	Information Security Management	3 cc
PHI 2600	Ethics	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

Total Credit Hours: 60

Associate in Science Degree in Dental Hygiene (DH-AS)

The Associate in Science degree in Dental Hygiene provides students with a broad foundation in dental hygiene and is designed to prepare students to master clinical competencies and prepare for all of the roles of a dental hygienist. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Special Admission Requirements

Admission to this program is limited by admission requirements and the availability of clinical space. Therefore, students seeking program admission must complete applications to both the College and the program. Students should not self-advise. Courses are designed to be in sequence. Continued progress in the dental hygiene program depends upon successful completion of courses in this sequence. Application packets are available from the Health Admission Office or the Pensacola State College website at www.pensacolastate.edu.

Admission requirements for eligibility to the program include satisfactory scores on the ATI TEAS, a minimum GPA of 2.75 and 18 credits of specific course work.

When applicants have completed all sections of the application process and meet the minimum criteria, they will move to candidate status and are assigned a ranking number by the date on which they completed the final requirement. Students are selected in that rank order. Therefore, the sooner applicants complete the requirements, the sooner they move to candidate status and the higher their ranking on the list. Contact the Allied Health department at (850) 484-2301 for further details. The program begins each May.

Special Program Requirements

Students must complete all courses in the Dental Hygiene curriculum with a grade of C or higher.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Prerequisites (18 cc)

The following courses MUST be completed with a grade of C or better to be accepted into the Dental Hygiene Program.

ENC 1101C	English Composition I	3 cc
BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
CHM 1045	General Chemistry I	3 cc
CHM 1045L	General Chemistry I Laboratory	1 cc
MAC 1105	College Algebra	3 cc

Term 1 (10 cc)

BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
DES 1000	Dental Anatomy	2 cc
SPC 1006	Study of Speaking and Listening	1 cc
DEP 2004	Human Growth and Development	3 cc

By the end of Term 1, students must possess and maintain a Healthcare Providers CPR card, American Heart or Red Cross only. Certification can be earned by successfully completing W 00753 CPR for Healthcare Providers.

Term 2 (14 cc)

DES 1010	Head and Neck Anatomy	2 cc
DEH 1130	Oral Embryology and Histology	1 cc
DEH 1002	Fundamentals of Dental Hygiene	3 cc
DEH 1002L	Dental Hygiene Pre-Clinic	3 cc
DES 1200C	Dental Hygiene Radiology I	3 cc

DEH 1720	Preventive Dentistry	2 cc
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Term 3 (14 cc)

DEH 1811	Dental Ethics and Jurisprudence	1 cc
DEH 1800	Dental Hygiene I	2 cc
DEH 1800L	Dental Hygiene Clinic I	4 cc
DEH 1400	Oral Pathology	2 cc
DEH 2602	Periodontics	2 cc
SYG 2000	Introduction to Sociology	3 cc

Term 4 (10 cc)

DEH 1802	Dental Hygiene II	1 cc
DEH 1802L	Dental Hygiene Clinic II	3 cc
DEH 2202	Nutrition and Dental Health	2 cc
DES 1100C	Dental Materials	3 cc
DES 1051C	Pain Management	1 cc

Term 5 (14 cc)

DEH 2300	Pharmacology/Dental Office Emergencies	2 cc
DEH 2804	Dental Hygiene III	2 cc
DEH 2804L	Dental Hygiene Clinic III	5 cc
DEH 2702	Dental Public Health	2 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 6 (8 cc)

DEH 2812	Dental Hygiene IV	2 cc
DEH 2812L	Dental Hygiene Clinic IV	5 cc
DEH 2702L	Dental Public Health Lab	1 cc

Total Credit Hours: 88

Associate in Science Degree in Early Childhood Education (CHILD-AS)

The Associate in Science degree in Early Childhood Education provides students with a broad foundation in all areas of early childhood education and prepares students to seek employment in a childcare center, preschool program, or a home child care center. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science degree in Early Childhood Education includes College Credit Certificates in:

- Early Childhood Teacher (Preschool)
- Early Childhood Intervention (Child Development and Early Intervention)
- Infant/Toddler Specialization

Program Contact:

Susan Morgan

Department Head, History, Languages, Social Sciences and Education
(850) 484-2137
smorgan@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

ENC 1101C	English Composition I	3 cc
	Choose one of the following Mathematics General Education Courses:	
MAC 1105	College Algebra	3 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
STA 2023	Elementary Statistics	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
DEP 2001	Child Development	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc

Term 2 (15 cc)

See Choices	Humanities (General Education Core Course)	3 cc
EEC 1312	Creative Experiences for Young Children	3 cc
EEC 2521	Childcare Management	3 cc
EEC 2940C	Early Childhood Practicum	3 cc
EME 2040	Introduction to Technology for Educators	3 cc

See general education course list for general education course options.

Term 3 (15 cc)

See Choices	Natural Sciences (General Education Core Course)	3 cc
EDF 1005	Introduction to the Teaching Profession	3 cc
EEX 1600	Behavior Management	3 cc
EEC 2401	Home and Community	3 cc
HSC 2400	First Aid and Injuries	3 cc
	or	
	Electives	3 cc

If a student has a current CPR/First Aid card, an elective may be chosen.

See general education course list for general education course options.

Term 4 (15 cc)

See Choices	Social Sciences (General Education Core Course)	3 cc
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EDF 2085	Introduction to Diversity for Educators	3 cc
EEC 2500	Infant and Toddler Development	3 cc
EEX 2010	Introduction to Exceptional Children	3 cc
	Electives	3 cc

See general education course list for general education course options.

Total Credit Hours: 60

Some courses require field experience or service learning. Check course descriptions for more information.

College Credit Certificate in Early Childhood Teacher (Preschool) (PREK-CT)

The College Credit Certificate in Early Childhood Intervention provides the students with the practical skills necessary for employment in a preschool or childcare center. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science in Early Childhood Education degree. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 1312	Creative Experiences for Young Children	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc

Some courses require field experience or service learning. Check course descriptions for more information.

****EEC 1100 and DEP 2001 are two of the courses for the Florida Child Care Professional Credential (FCCPC). The FCCPC, awarded by the Florida Department of Children and Families, is a 12 college credit program designed to prepare students as entry-level childcare workers and teachers. It requires completion of 4 courses in addition to 480 hours of work and/or service learning experience.*

Total Credit Hours: 12

College Credit Certificate in Early Childhood Intervention (CHD-CT)

The College Credit Certificate in Early Childhood Intervention provides the students with the practical skills necessary for employment in a preschool or childcare center. This program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science in Early Childhood Education degree. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 1312	Creative Experiences for Young Children	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc
EEC 2401	Home and Community	3 cc
EEC 2500	Infant and Toddler Development	3 cc
EEC 2521	Childcare Management	3 cc
EEC 2940C	Early Childhood Practicum	3 cc
EEX 1600	Behavior Management	3 cc
EEX 2010	Introduction to Exceptional Children	3 cc

	Approved Elective	6 cc
Approved Elective List (choose two)		
EDF 2085	Introduction to Diversity for Educators	3 cc
EME 2040	Introduction to Technology for Educators	3 cc
EDF 1005	Introduction to the Teaching Profession	3 cc
HSC 2400	First Aid and Injuries	3 cc

DEP 2001: This course includes 10 hours of observations. See course description for more information.

Total Credit Hours: 12

Some courses require field experience or service learning. Check course descriptions for more information.

Total Credit Hours: 36

College Credit Certificate in Infant/Toddler Specialization College (BABY-CT)

The College Credit Certificate in Infant/Toddler Specialization provides the student with the practical skills necessary to design a developmentally appropriate environment and curriculum for infants and toddlers. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science in Early Childhood Education degree. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 2500	Infant and Toddler Development	3 cc
EEC 2940C	Early Childhood Practicum	3 cc

Some courses require field experience or service learning. Check course descriptions for more information.

****DEP2001, EEC1100, and EEC2940C are three of the courses required for the Florida Child Care Professional Credential (FCCPC). FCCPC is a 12 college credit program to prepare students as entry-level childcare workers and teachers. It requires completion of 4 courses in addition to 400 hours of work and/or service learning experience.*

Total Credit Hours: 12

Preparation for the Florida Child Care Professional Credential (FCCPC)

The Florida Child Care Professional Credential, Birth to Age 5, is awarded through The Florida Department of Children and Families (DCF). It is designed to equip students with the knowledge and skills necessary to provide quality childcare programs. The completion of these courses coupled with 480 hours of observation or work experience with children birth through 5 qualifies the student for the FCCPC. Additionally these courses can be transferred into Early Childhood College Credit Certificate programs, Associate in Science degree or the Associate in Arts in Early Childhood degree. Contact the department head for additional information and assistance with your FCCPC application.

CREDENTIAL REQUIREMENTS

Required Courses

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 2521	Childcare Management	3 cc
EEC 2940C	Early Childhood Practicum	3 cc

EEC1100 and EEC2521: These courses includes 20 hours of service learning. See course descriptions for more information.

EEC2940C: This course includes 30 hours of service learning. See course description for more information.

Associate in Science Degree in Electronics Engineering Technology (ELEC-AS)

The Associate in Science degree in Electronics Engineering Technology provides students with a broad foundation in the fundamentals of electronics and prepares students to seek employment as technicians in a variety of fields including computer technology, networking, instrumentation, and biomedical. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science degree in Electronics Engineering includes College Credit Certificates in:

- Electronics Aide
- Electronics Technician
- Robotics and Simulation Technician

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (17 cc)

CGS 1061C	Introduction to Computers in Technology	3 cc
	Choose one of the following Mathematics General Education Courses:	
MAC 1105	College Algebra	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
CET 1112C	Digital Fundamentals	3 cc
	Emphasis Electives	2 cc

MAC1105 recommended for students planning to complete a baccalaureate degree.

Term 2 (17 cc)

CET 2113C	Digital Circuits	3 cc
EET 2141C	Electronic Devices and Integrated Circuits I	3 cc
EET 2142C	Linear Circuits	3 cc
ETI 1701	Industrial Safety	3 cc
	Emphasis Electives	2 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 3 (17 cc)

COP 1510	Programming Concepts	3 cc
ENC 1101C	English Composition I	3 cc
	Emphasis Electives	11 cc

Term 4 (17 cc)

See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
	Emphasis Electives	11 cc

See general education course list for general education course options.

EMPHASIS COURSES (26 CC)

Cisco Certified Networking Associate (C.C.N.A.) Emphasis

CET 1020C	Introduction to Networks	3 cc
CET 1610C	Routing and Switching Essentials	3 cc
CET 2025C	Scaling Networks	3 cc
CET 2026C	Connecting Networks	3 cc

Computer Technician Emphasis

CET 1178C	PC Hardware (A+)	3 cc
CET 1179C	PC Operating Systems (A+)	3 cc
CET 1588	Network +	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
CET 2172C	Personal Computers Maintenance, Upgrade and Support	3 cc
CIS 1350C	Security Awareness	3 cc
CTS 1155	Help Desk Technician	3 cc
CTS 2106C	Linux+	3 cc
CTS 2120C	Security +	3 cc

Manufacturing Emphasis

EET 1931	Special Topics in Electronics Engineering Technology	1 cc
EET 1933	Special Topics in Electronics Engineering Technology	3 cc
EET 1084C	Introduction to Electronics	3 cc
EET 2215C	Instrumentation Electronics	3 cc
EGN 1123	Engineering Graphics	3 cc
ETD 2364C	3D Parametric Modeling Using SOLIDWORKS I	3 cc
ETD 2368C	3D Parametric Modeling Using SOLIDWORKS II	3 cc
ETI 1622C	Concepts of LEAN Manufacturing and Six Sigma	3 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc
ETI 1933	Special Topics in Mechanical Design	3 cc
ETI 2411C	Manufacturing Processes CNC Machining/MasterCam-Lathe	4 cc
ETI 2414C	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc
ETS 2511C	Motors and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

Biomedical Emphasis

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
ETS 2406	Biomedical Equipment	4 cc

Cooperative Education

EET 2947	Electronic Technology Co-op	1 cc
EET 2948	Electronic Technology Co-op	2 cc
EET 2949	Electronic Technology Co-op	3 cc

Total Credit Hours: 68

College Credit Certificate in Electronics Aide (ELEC-CT)

The College Credit Certificate in Electronics Aide provides the student with the practical skills necessary for employment as technicians in a variety of fields including computer technology, networking, instrumentation, and biomedical. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Electronic Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
EET 2141C	Electronic Devices and Integrated Circuits I	3 cc
CET 2113C	Digital Circuits	3 cc

Total Credit Hours: 12

This certificate assumes the student has a basic knowledge of digital principles. If not, the student may need to take CET1112C prior to taking CET2113C.

College Credit Certificate in Electronics Technician (ETECH-CT)

The College Credit Certificate in Electronics Technician provides the student with the practical skills necessary for employment in the manufacturing career cluster. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Electronics Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
CET 1112C	Digital Fundamentals	3 cc
CET 2113C	Digital Circuits	3 cc
EET 2141C	Electronic Devices and Integrated Circuits I	3 cc
EET 2142C	Linear Circuits	3 cc
ETI 1701	Industrial Safety	3 cc
COP 1510	Programming Concepts	3 cc
CET 1588	Network +	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
EET 1931	Special Topics in Electronics Engineering Technology	1 cc

Total Credit Hours: 31

College Credit Certificate in Robotics and Simulation Technician (ROBOT-CT)

The College Credit Certificate in Robotics and Simulation provides the student with the practical skills necessary for careers in basic electronics competencies as identified by the electronics industry. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Electronics Engineering. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

Total Credit Hours: 12

Associate in Science Degree in Emergency Medical Services (EMS-AS)

The Associate in Science degree in Emergency Medical Services provides students with a broad foundation in all areas of advanced life support measures and prepares students to seek employment in various emergency medical fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science in Emergency Medical Services includes the College Credit Certificate in:

Paramedic

Program Contact:

Susan Perankovich

Department Head, Nursing and Emergency Medical Services

(850) 484-2253

sperankovich@pensacolastate.edu

DEGREE REQUIREMENTS

Prerequisite Courses (12 cc)

EMS 1119	Emergency Medical Technician	7 cc
EMS 1119L	EMT Lab	2 cc
EMS 1411L	EMT Clinical Internship	2 cc
EMS 1521L	EMT Professional	1 cc

The EMS prefix courses come from the EMT-ATD program, which is a closed program. See this *College Catalog* for entry requirements.

Term 1 (16 cc)

EMS 2613	Patient Assessment	1 cc
EMS 2614	Airway Management and Respiratory Emergencies	3 cc
EMS 1601	Introduction to Advanced Prehospital Care	1 cc
EMS 2231L	Paramedic Lab I	3 cc

Anatomy Requirement

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
	Approved Elective (Consult Program Advisor)	4 cc
	or	
BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc

Anatomy requirement must be met by the end of Term 1.

Term 2 (15 cc)

EMS 1683	Fundamentals of Advanced Prehospital Care	1 cc
EMS 1654L	Paramedic Field/Clinical Experience I	3 cc
EMS 2627	Medical Emergencies	4 cc
EMS 1612	Cardiovascular Emergencies	2 cc
EMS 2232L	Paramedic Lab II	2 cc
ENC 1101C	English Composition I	3 cc

Term 3 (15 cc)

EMS 2681	Special Considerations in Prehospital Care	1 cc
EMS 2680	Behavioral Emergencies	1 cc
EMS 2628	OB/GYN/Neonatal/Pediatric Emergencies	2 cc
EMS 2655L	Paramedic Field/Clinical Experience II	3 cc
EMS 2682	Advanced Prehospital Trauma Management	2 cc

EMS 2236L	Paramedic Lab III	3 cc
MAC 1105	College Algebra	3 cc

Term 4 (15 cc)

EMS 2656L	Paramedic Field/Clinical Internship	5 cc
EMS 2460L	EMS Field Leadership	1 cc
SYG 2000	Introduction to Sociology	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

DEP 2004	Human Growth and Development	3 cc
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See general education course list for general education course options.

Total Credit Hours: 73

College Credit Certificate in Paramedic (PARAM-CT)

The College Credit Certificate in Paramedic provides the student with the practical skills necessary for careers in pre-hospital emergency care. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Emergency Medical Services. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
EMS 2613	Patient Assessment	1 cc
EMS 2614	Airway Management and Respiratory Emergencies	3 cc
EMS 1601	Introduction to Advanced Prehospital Care	1 cc
EMS 2231L	Paramedic Lab I	3 cc
EMS 1683	Fundamentals of Advanced Prehospital Care	1 cc
EMS 1654L	Paramedic Field/Clinical Experience I	3 cc
EMS 2627	Medical Emergencies	4 cc
EMS 1612	Cardiovascular Emergencies	2 cc
EMS 2232L	Paramedic Lab II	2 cc
EMS 2681	Special Considerations in Prehospital Care	1 cc
EMS 2680	Behavioral Emergencies	1 cc
EMS 2628	OB/GYN/Neonatal/Pediatric Emergencies	2 cc
EMS 2655L	Paramedic Field/Clinical Experience II	3 cc
EMS 2682	Advanced Prehospital Trauma Management	2 cc
EMS 2236L	Paramedic Lab III	3 cc
EMS 2460L	EMS Field Leadership	1 cc
EMS 2656L	Paramedic Field/Clinical Internship	5 cc

EMS2627: This course includes field experience or service learning. See course description for more information.

Total Credit Hours: 42

Associate in Science Degree in Engineering Technology - Advanced Manufacturing (ENGR-AS)

The Associate in Science degree in Engineering Technology provides students with a broad foundation in all areas of manufacturing and design and prepares students to seek employment in various manufacturing fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science degree in Engineering Technology-Advanced Manufacturing includes College Credit Certificates in:

- Engineering Technology Support Specialist
- Manufacturing Automation Specialist

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

CET 1112C	Digital Fundamentals	3 cc
EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc

MAC 1105	College Algebra	3 cc
	or	
MGF 1107	Mathematics for Liberal Arts II	3 cc

Term 2 (15 cc)

EET 1084C	Introduction to Electronics	3 cc
EGN 1123	Engineering Graphics	3 cc
ETI 1701	Industrial Safety	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

Term 3 (15 cc)

EET 2215C	Instrumentation Electronics	3 cc
ETI 1110	Introduction to Quality Assurance	3 cc
ETI 1420	Mechanical Processes & Materials	3 cc
ETI 1622C	Concepts of LEAN Manufacturing and Six Sigma	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc

Term 4 (15 cc)

ETI 1110	Introduction to Quality Assurance	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
	Emphasis Electives	3 cc

See general education course list for general education course options.

Program Electives

CET 2113C	Digital Circuits	3 cc
CET 1588	Network +	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
CTS 1155	Help Desk Technician	3 cc
EET 2949	Electronic Technology Co-op	3 cc
ETD 2340	Computer Drafting	3 cc

Total Credit Hours: 60

College Credit Certificate in Engineering Technology Support Specialist (ESPEC-CT)

The College Credit Certificate in Engineering Technology Support Specialist prepares students for employment careers in the manufacturing career cluster. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

EET 1084C	Introduction to Electronics	3 cc
EGN 1123	Engineering Graphics	3 cc
ETI 1110	Introduction to Quality Assurance	3 cc
ETI 1420	Mechanical Processes & Materials	3 cc
ETI 1701	Industrial Safety	3 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc

Total Credit Hours: 18

College Credit Certificate in Manufacturing Automation Specialist (MAUTO-CT)

The College Credit Certificate in Manufacturing Automation Specialist provides the student with the practical skills necessary for careers in maintenance and operation of automated manufacturing systems. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

EET 1084C	Introduction to Electronics	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc
ETS 2511C	Motors and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

Total Credit Hours: 12

Associate in Science Degree in Engineering Technology - Mechanical Design and Fabrication (MECH-AS)

The Associate in Science degree in Engineering Technology provides students with a broad foundation in all areas of manufacturing and design and prepares students to seek employment in various manufacturing fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science in Engineering Technology-Mechanical Design and Fabrication includes College Credit Certificates in:

CNC Machinist/Fabricator
CNC Composite Fabricator/Programmer
CNC Machinist Operator/Programmer
Mechanical Designer/Programmer
Engineering Technology Support Specialist
Digital Manufacturing Specialist

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

EGN 1123	Engineering Graphics	3 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc
ETI 2411C	Manufacturing Processes CNC Machining/MasterCam-Lathe	4 cc
ETI 2415C	Woodworking Processes (MasterCam Router)	4 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc

Term 2 (15 cc)

ETI 1420	Mechanical Processes & Materials	3 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc
ETI 2412C	Fabrication Processes (MasterCam ART)	4 cc
ETI 2414C	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc
MAC 1105	College Algebra	3 cc

Term 3 (15 cc)

ETI 1110	Introduction to Quality Assurance	3 cc
ETI 2416C	Metal Working Processes (Welding & Fabrication)	4 cc
ETI 2419C	Advanced Concepts of CNC Machines and CNC Machining Practices (Multi-Axis)	4 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 4 (15 cc)

EET 1084C	Introduction to Electronics	3 cc
ENC 1101C	English Composition I	3 cc
ETI 1701	Industrial Safety	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc
ETI 2947	Manufacturing Technology Co-op	1 cc

See general education course list for general education course options.

Total Credit Hours: 60

College Credit Certificate in CNC Composite Fabricator / Programmer (CNCW-CT)

The College Credit Certificate in CNC Composite Fabricator/Programmer Installation provides the student with the practical skills necessary for employment in Composite Fabrication, CNC Tool path Operations, Programming, and MasterCam Design. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

EGN 1123	Engineering Graphics	3 cc
ETI 2415C	Woodworking Processes (MasterCam Router)	4 cc
ETI 2412C	Fabrication Processes (MasterCam ART)	4 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc

Total Credit Hours: 12

College Credit Certificate in CNC Machinist/Fabricator (CNC-CT)

The College Credit Certificate in CNC Machinist/Fabricator provides the student with the practical skills necessary for employment as a CNC Machinist/Fabricator. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

EGN 1123	Engineering Graphics	3 cc
ETI 2416C	Metal Working Processes (Welding & Fabrication)	4 cc
ETI 2411C	Manufacturing Processes CNC Machining/MasterCam-Lathe	4 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc

Total Credit Hours: 12

College Credit Certificate in CNC Machinist Operator/Programmer (CNCMO-CT)

The College Credit Certificate in CNC Machinist Operator/Programmer provides the student with the practical skills necessary for employment as a CNC Machinist Operator/Programmer. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATION REQUIREMENTS

Required Courses

EGN 1123	Engineering Graphics	3 cc
ETI 2411C	Manufacturing Processes CNC Machining / MasterCam-Lathe	4 cc
ETI 2414C	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc

Total Credit Hours: 12

College Credit Certificate in Mechanical Designer/Programmer (MECH-CT)

The College Credit Certificate in Mechanical Designer/Programmer provides the student with the practical skills necessary for careers in 3D mechanical design. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

EGN 1123	Engineering Graphics	3 cc
ETI 2414C	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc
ETI 2419C	Advanced Concepts of CNC Machines and CNC Machining Practices (Multi-Axis)	4 cc

Total Credit Hours: 12

College Credit Certificate in Digital Manufacturing Specialist (DMAN-CT)

The College Credit Certificate in Digital Manufacturing provides the students with the practical skills necessary for employment in rapid prototyping, digital manufacturing, and specialized areas of industry that use CNC machining. This program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Engineering Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

Term 1 (14 cc)

EGN 1123	Engineering Graphics	3 cc
ETD 2364C	3D Parametric Modeling Using SOLIDWORKS I	3 cc
ETI 2416C	Metal Working Processes (Welding & Fabrication)	4 cc
ETI 2414C	Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks	4 cc

Term 2 (10 cc)

ETD 2368C	3D Parametric Modeling Using SOLIDWORKS II	3 cc
ETD 2372C	Advanced Rapid Prototyping	3 cc
ETI 2419C	Advanced Concepts of CNC Machines and CNC Machining Practices (Multi-Axis)	4 cc

Total Credit Hours: 24

Associate in Science Degree in Graphics Technology (GRAPH-AS)

The Associate in Science degree in Graphics Technology provides students with a broad foundation in all areas of graphic design and prepares students to seek employment in graphic design fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Krist Lien
Department Head, Visual Arts
(850) 484-2554
klien@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (18 cc)

	Choose one of the following Mathematics General Education Courses:	
MAC 1105	College Algebra	3 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
STA 2023	Elementary Statistics	3 cc
ART 1201C	Two-Dimensional Design	3 cc
ART 1300C	Drawing I	3 cc
ENC 1101C	English Composition I	3 cc
GRA 2151C	Computer Graphics I	3 cc
PGY 2401C	Photography I	3 cc

Term 2 (16 cc)

ART 1301C	Drawing II	3 cc
GRA 1109	History of Graphic Design	3 cc
GRA 2152C	Computer Graphics II	3 cc
GRA 2190C	Graphic Design I	3 cc
PGY 2801C	Digital Photography I	3 cc
	Art Elective (ART, GRA, or PGY prefix only)	1 cc

Term 3 (15 cc)

ART 1400C	Print Making I	3 cc
GRA 2210C	Electronic Prepress	3 cc
GRA 2191C	Graphic Design II	3 cc
GRA 2206C	Typography	3 cc
PGY 2201C	Photographic Lighting Techniques	3 cc

Term 4 (15 cc)

ART 2950C	Portfolio and Resume Development	
ARH 1051	Art History II	3 cc
GRA 2721C	Creative Web Design	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

Total Credit Hours: 64

Note: Students should register in the Visual Arts Department and work out their personal schedules with the department head.

Associate in Science Degree in Health Information Technology (HIT-AS)

The Associate in Science degree in Health Information Technology provides students with a broad foundation in all areas of health information and prepares students to seek employment in health information fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Special Requirements

Persons interested in the program should contact the Health Programs Admissions Office at the Warrington Campus. Applications must be returned to this office.

In order to establish candidacy and eligibility to enter the program, students must earn a C or better in the following prerequisite courses: ENC 1101C English Composition I, CGS 1570 Computer Concepts and MAC 1105 College Algebra. Any remedial courses must be completed before the college credit level courses listed above are completed to progress to the candidates' status for the program.

The Associate in Science in Health Information Technology includes College Credit Certificate in:

Medical Information Coder/Biller

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Prerequisite Courses (9 cc)

The following courses **MUST** be completed, with a grade of C or better, prior to enrolling in any core courses in the Health Information Technology Program:

ENC 1101C	English Composition I	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
MAC 1105	College Algebra	3 cc

Term 1 (13 cc)

HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 2 (14 cc)

HSC 2550	Pathophysiology	3 cc
HIM 2214C	Health Data Management	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1442	Pharmacology	2 cc
CIS 1350C	Security Awareness	3 cc

Term 3 (16 cc)

HIM 1800	Health Information Management Professional Practice I	2 cc
HIM 2229C	Introduction to Coding and Classification	3 cc
HIM 2512	Health Information Management and Supervision	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc
HIM 2810	Health Information Management Professional Practice II	2 cc
PHI 2600	Ethics	3 cc

HIM 1800: Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.

HIM 2620, HIM 2512, and HIM 2810: Certain courses are offered only once a year, therefore it is important that you work with your advisor to determine the most effective course plan and sequencing for graduation from the program.

Term 4 (18 cc)

HIM 2253C	Outpatient Reimbursement Methodologies (CPT Coding)	3 cc
HIM 2284C	Intermediate Coding and Classification Systems	3 cc
HIM 2285C	Advanced Coding and Classifications Systems	3 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HIM 2820L	Health Information Technology Professional Practice III	2 cc
HIM 2932	Special Topics in Health Information Management	2 cc

Total Credit Hours: 70

College Credit Certificate in Medical Information Coder/Biller (HIT-CT)

The College Credit Certificate in Medical Information Coder/Biller provides the student with the practical skills necessary for careers in medical coding and billing. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Health Information Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

HSC 1531	Medical Terminology	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
HSC 2550	Pathophysiology	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 1442	Pharmacology	2 cc
HIM 2229C	Introduction to Coding and Classification	3 cc
HIM 2214C	Health Data Management	3 cc
HIM 2284C	Intermediate Coding and Classification Systems	3 cc
HIM 2253C	Outpatient Reimbursement Methodologies (CPT Coding)	3 cc
HIM 2285C	Advanced Coding and Classifications Systems	3 cc
HSC 2641	Health Care Law	3 cc
HIM 2813C	Coding Professional Practice	2 cc

Total Credit Hours: 37

Upon completion, graduates of the Health Information Coder Certificate program will have the option to transfer into the Associate in Science degree in Health Information Technology.

Associate in Science Degree in Health Services Management (HSM-AS)

The Associate in Science degree in Health Services Management provides students with a broad foundation in all areas of health information and prepares students to seek employment in health information fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 General Education and Support Courses (16 cc)

ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

Term 2 General Education and Support Courses (17 cc)

HLP 1081	Concepts of Life Fitness	3 cc
STA 2023	Elementary Statistics	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences Lab	1 cc
CHM 1025	Introduction to College Chemistry	3 cc
CHM 1025L	Introduction to College Chemistry Laboratory	1 cc
PHI 2600	Ethics	3 cc

Term 3 Core Health Science Courses (15 cc)

CGS 2510	Spreadsheet	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc

Term 4 Core Health Science Courses (12 cc)

ACG 2021	Financial Accounting Principles	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc

Total Credit Hours: 60

Associate in Science Degree in Health Services Management (Dental Hygiene Focus) (HSDH-AS)

The Associate in Science degree in Health Services Management provides students with a broad foundation in all areas of health care administration and prepares students to seek employment in administrative support areas of the health services field. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 General Education and Support Courses (18 cc)

ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
CHM 1045	General Chemistry I	3 cc
CHM 1045L	General Chemistry I Laboratory	1 cc

Term 2 General Education and Support Courses (15 cc)

CGS 1570	Computer Concepts and Applications	3 cc
PHI 2600	Ethics	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
SYG 2000	Introduction to Sociology	3 cc

Term 3 Core Health Science Courses (15 cc)

CGS 2510	Spreadsheet	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc

Term 4 Core Health Science Courses (12 cc)

ACG 2021	Financial Accounting Principles	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc

Total Credit Hours: 60

Associate in Science Degree in Health Services Management (Physical Therapist Assistant Focus) (HSPT-AS)

The Associate in Science degree in Health Services Management provides students with a broad foundation in all areas of health care administrative support and prepares students to seek employment in administrative support areas of the health services field. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 General Education and Support Courses (15 cc)

ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
HLP 1081	Concepts of Life Fitness	3 cc
DEP 2004	Human Growth and Development	3 cc

Term 2 General Education and Support Courses (18 cc)

CGS 1570	Computer Concepts and Applications	3 cc
PHI 2600	Ethics	3 cc
STA 2023	Elementary Statistics	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences Lab	1 cc
CHM 1025	Introduction to College Chemistry	3 cc
CHM 1025L	Introduction to College Chemistry Laboratory	1 cc

Term 3 Core Health Science Courses (15 cc)

CGS 2510	Spreadsheet	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc

Term 4 Core Health Science Courses (12 cc)

ACG 2021	Financial Accounting Principles	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc

Total Credit Hours: 60

Associate in Science Degree in Health Services Management (Radiography Focus) (HSRA-AS)

The Associate in Science degree in Health Services Management provides students with a broad foundation in all areas of health care administrative support and prepares students to seek employment in administrative support areas of the health services field. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 General Education and Support Courses (17 cc)

ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
HSC 1531	Medical Terminology	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
CHM 1025	Introduction to College Chemistry	3 cc
CHM 1025L	Introduction to College Chemistry Laboratory	1 cc

Term 2 General Education and Support Courses (16 cc)

PHY 1025	Introduction to Fundamentals of Physics	3 cc
PSY 2012	General Psychology	3 cc
PHI 2600	Ethics	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences Lab	1 cc

Term 3 Core Health Science Courses (15 cc)

STA 2023	Elementary Statistics	3 cc
CGS 2510	Spreadsheet	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc

Term 4 Core Health Science Courses (12 cc)

ACG 2021	Financial Accounting Principles	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc

Total Credit Hours: 60

Associate in Science Degree in Health Services Management (Registered Nursing Focus) (HSRN-AS)

The Associate in Science degree in Health Services Management provides students with a broad foundation in all areas of health care administration and prepares students to seek employment in administrative support areas of the health services field. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 General Education and Support Courses (17 cc)

ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
HUN 1201	Elements of Nutrition	3 cc

Term 2 General Education and Support Courses (16 cc)

CGS 1570	Computer Concepts and Applications	3 cc
DEP 2004	Human Growth and Development	3 cc
MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
SYG 2000	Introduction to Sociology	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

Term 3 Core Health Science Courses (15 cc)

CGS 2510	Spreadsheet	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc

Term 4 Core Health Science Courses (12 cc)

ACG 2021	Financial Accounting Principles	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc

Total Credit Hours: 60

Associate in Science Degree in Health Services Management (Sonography Focus) (HSSO-AS)

The Associate in Science degree in Health Services Management provides students with a broad foundation in all areas of health care administration and prepares students to seek employment in administrative support areas of the health services field. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 General Education and Support Courses (16 cc)

ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
PHY 1025	Introduction to Fundamentals of Physics	3 cc
SYG 2000	Introduction to Sociology	3 cc

Term 2 General Education and Support Courses (17 cc)

PHI 2600	Ethics	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
STA 2023	Elementary Statistics	3 cc
CHM 1025	Introduction to College Chemistry	3 cc
CHM 1025L	Introduction to College Chemistry Laboratory	1 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences Lab	1 cc

Term 3 Core Health Science Courses (15 cc)

CGS 2510	Spreadsheet	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc

Term 4 Core Health Science Courses (12 cc)

ACG 2021	Financial Accounting Principles	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc

Total Credit Hours: 60

Associate in Science Degree in Health Services Management (Veterinary Technology Focus) (HSVT-AS)

The Associate in Science degree in Health Services Management provides students with a broad foundation in all areas of health care administration and prepares students to seek employment in administrative support areas of the health services field. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 General Education and Support Courses (16 cc)

ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
PHI 2600	Ethics	3 cc
BSC 1010	Principles of Biology	3 cc
	or	
ZOO 2010	General Zoology	3 cc
BSC 1010L	Principles of Biology Laboratory	1 cc
	or	
ZOO 2010L	General Zoology Laboratory	1 cc

PSY 2012	General Psychology	3 cc
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Term 2 General Education and Support Courses (17 cc)

CGS 1570	Computer Concepts and Applications	3 cc
DEP 2004	Human Growth and Development	3 cc
STA 2023	Elementary Statistics	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences Lab	1 cc

Term 3 Core Health Science Courses (15 cc)

CGS 2510	Spreadsheet	3 cc
HSC 2641	Health Care Law	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc

Term 4 Core Health Science Courses (12 cc)

ACG 2021	Financial Accounting Principles	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc

Total Credit Hours: 60

Associate in Science Degree in Hospitality and Tourism Management (HOTEL-AS)

The Associate in Science degree in Hospitality and Tourism Management provides students with a broad foundation in all areas of management in the lodging, restaurant, hospitality, and tourism industry and prepares students to seek employment in various hospitality/tourism fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science degree in Hospitality and Tourism Management includes College Credit Certificates in:

- Event Planning Management
- Food and Beverages Management
- Guest Services Specialist
- Rooms Division Management

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (12 cc)

ENC 1101C	English Composition I	3 cc
HFT 1000	Introduction to the Hospitality Industry	3 cc
HFT 1254	Lodging Operations	3 cc
HFT 1410	Hospitality Industry Accounting	3 cc

Term 2 (12 cc)

ENC 1102	English Composition II	3 cc
HFT 1313	Hospitality Property Management	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
	Elective (Choose a course with PEL or PEM prefix)	1 cc

Term 3 (12 cc)

HFT 1860	Bar and Beverage Management	3 cc
HFT 2211	Hospitality Resource Management	3 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

Term 4 (12 cc)

	Mathematics (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc
See choices	Program Electives	9 cc

Term 5 (12 cc)

See Choices	Natural Sciences (General Education Core Course)	3 cc
FSS 1221C	Introduction to Culinary Production	3 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
HFT 2850C	Management of Dining	3 cc

Program Electives

Choose from the following list of course prefixes: ACG, CGS, ECO, ENC, FOS, FRE, FSS, GEB, HFT, HLP, HUN, LEI, LIS, MAC, MAN, MAR, MAT, MCB, MNA, PEL, PEM, PEN, PEO, PET, PSY, REA, SLS, SPN, STA.

Total Credit Hours: 60

Students planning to transfer to The University of West Florida to complete a bachelor's degree should take the following courses as part of the Associate in Science degree in Hospitality and Tourism Management from Pensacola State College: ECO2013, MAC1105, LIS1004, SPC1608, STA2023, 3 credits of a literature class, 3 credits of a biological science class, and 1 credit of a biological science lab class.

College Credit Certificate in Event Planning Management (EVENT-CT)

The College Credit Certificate in Event Planning Management provides the student with the practical skills necessary for employment in event planning. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Hospitality and Tourism Management. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

FSS 1221C	Introduction to Culinary Production	3 cc
HFT 1860	Bar and Beverage Management	3 cc
HFT 2850C	Management of Dining	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
HFT 2947	Hospitality Management Co-op	1 cc

HFT1860: This course has limited offerings. Students should check the course description in planning their course of study.

Total Credit Hours: 24

College Credit Certificate in Food and Beverages Management (FBMGT-CT)

The College Credit Certificate in Food and Beverages Management provides the student with the practical skills necessary for employment in the food and beverage management area. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Hospitality and Tourism Management. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

HFT 1410	Hospitality Industry Accounting	3 cc
HFT 1860	Bar and Beverage Management	3 cc
HFT 2211	Hospitality Resource Management	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc
HFT 2850C	Management of Dining	3 cc
FSS 1221C	Introduction to Culinary Production	3 cc
HFT 2947	Hospitality Management Co-op	1 cc

HFT1860: This course has limited offerings. Students should check the course description in planning their course of study.

Total Credit Hours: 30

College Credit Certificate in Guest Services Specialist (GUEST-CT)

The College Credit Certificate in Guest Services Specialist provides the student with the practical skills necessary for employment in hospitality and tourism related positions in the hospitality industry. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Hospitality and Tourism Management. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

HFT 1254	Lodging Operations	3 cc
HFT 1313	Hospitality Property Management	3 cc
HFT 1410	Hospitality Industry Accounting	3 cc
HFT 2211	Hospitality Resource Management	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc

HFT1313: This course has limited offerings. Students should check the course description in planning their course of study.

Total Credit Hours: 15

College Credit Certificate in Rooms Division Management (ROOMS-CT)

The College Credit Certificate in Rooms Division Management provides the student with the practical skills necessary for careers in the hospitality industry. This certificate program also provides supplemental training to individuals currently employed in the field. The program is composed of selected college credit courses offered within the Associate in Science degree in Hospitality and Tourism Management. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

CERTIFICATE REQUIREMENTS

Required Courses

HFT 1000	Introduction to the Hospitality Industry	3 cc
HFT 1254	Lodging Operations	3 cc
HFT 1313	Hospitality Property Management	3 cc
HFT 1410	Hospitality Industry Accounting	3 cc
HFT 2211	Hospitality Resource Management	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
HFT 2600	Concepts of Hospitality Law	3 cc
	Two Hospitality Management Electives	6 cc

Hospitality Management Electives: See department head for approval of Hospitality Management electives.

Total Credit Hours: 30

Associate in Science Degree in Nursing Registered Nurse (RN-AS)

The Associate in Science degree in Nursing - Registered Nurse provides students with a broad foundation in all areas of the health care system and prepares students to seek employment in health care fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

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 to faculty ratios and availability of clinical resources. All application requirements must be completed before a student will be considered for admission to the nursing program. Once all admission requirements are complete, candidates are ranked according to a points system based on GPA and HESI test scores. A complete explanation of the points system may be found in the Associate Degree Nursing Student Information Packet which may be accessed on the Nursing RN page of the College website. Students are required to pass a criminal background check and a urine drug screen prior to clinical experiences. Applicants who have an arrest record (other than a minor traffic violation) should be aware that they may not be permitted to sit for the licensing examination NCLEX-RN after graduation. The Florida Board of Nursing determines eligibility for NCLEX-RN after receiving an individual's application to take NCLEX-RN. Refer to www.doh.state.fl.us/mqa/nursing/nur_faq.html for questions.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current (American Heart Association only) CPR certification at the Health Care provider level.

Admission Requirements

A minimum 2.75 cumulative grade point average in all college courses taken in the past 8 years.

Completion of all required prerequisite courses with a grade of C or better and an overall grade point average of these courses of 2.75.

A minimum score of 75 on each of the HESI A² components (reading, grammar, vocabulary, math, anatomy and physiology) in one sitting.

Requirements for Progression

Progression through the Associate in Science degree in Nursing (AND) program requires the following:

A grade of C or higher in courses in the curriculum;

A grade of C or higher in all corequisites and prerequisites;

A current CPR certification at the Health Care Provider level, American Heart Association only;

A minimum score of 90% on a dosage calculation examination term 1 and 3 of nursing courses prior to clinical rotations;

A satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing and ability to meet Performance Standards; and

Passing a criminal background check and a urine drug screen prior to clinical experience.

Students who do not meet progression requirements must withdraw from the program and apply for readmission.

We strongly encourage you to contact an Admissions Specialist for assistance in the application process.

Program Contact:

Susan Perankovich

Director, Nursing and Emergency Medical Services
(850) 484-2253
sperankovich@pensacolastate.edu

DEGREE REQUIREMENTS

Prerequisite Courses (11 cc)

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
	MAC 1105 or higher	3 cc

STA2023 recommended.

Term 1 Core Courses (17 cc)

DEP 2004	Human Growth and Development	3 cc
HUN 1201	Elements of Nutrition	3 cc
NUR 1020C	Introduction to Nursing	8 cc
NUR 1143C	Nursing Math and Pharmacology	3 cc

Term 2 (15 cc)

MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
NUR 1211C	Adult Health Nursing I	8 cc
NUR 2523C	Mental Health II	3 cc

Term 3 (17 cc)

NUR 2214C	Adult Health Nursing II	8 cc
NUR 2440C	Maternal-Child Health Nursing	6 cc
SYG 2000	Introduction to Sociology	3 cc

Term 4 (12 cc)

ENC 1101C	English Composition I	3 cc
NUR 2810C	Transitional Practice/Preceptorship	6 cc
See Choices	Humanities (General Education Core Course)	3 cc

Total Credit Hours: 72

Requirements for Readmission

Students who interrupt the specified progression through the program of study must apply for readmission to the program. Contact the Department of Nursing and Emergency Medical Services for specific instructions.

Career Mobility Option (LPN to RN and Paramedic to RN)

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. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Admission Requirements

Admission to this program is limited by student to faculty ratios and availability of clinical resources; therefore, students seeking admission to this program option must complete an application to both the College and the program. All application requirements must be completed before a student will be considered for admission to this program option. Once all admission requirements are completed, candidates are ranked according to a points system based on GPA and HESI test scores. A complete explanation of the points system may be found in the Associate Degree Nursing Student Information Packet which may be accessed on the Nursing RN page of the College website. Students are required to pass a criminal background check and a urine drug screen prior to clinical experiences.

Eligibility for admission requires

A minimum 2.75 cumulative grade point average in all college courses taken in the past 8 years.

Completion of all required prerequisite courses with a grade of C or better and an overall grade point average on these courses of 2.75.

A minimum score of 75 on each of the HESI A² components (reading, grammar, vocabulary, math, anatomy and physiology) in one sitting.

A current unencumbered Florida licensure as a Practical Nurse or current unencumbered Florida certification as a Paramedic.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination, immunization forms and current CPR certification at the Health Care Provider level, American Heart Association only.

For information on the requirements for Progression, Readmission and Academic Eligibility, see Associate in Science degree in Nursing program.

Program Contact:

Susan Perankovich

Director, Nursing and Emergency Medical Services
(850) 484-2253
sperankovich@pensacolastate.edu

Associate in Science degree in LPN to RN Career Mobility Option (RNCM-AS)

Required Prerequisite Courses (11 cc)

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
MAC 1105	College Algebra	3 cc

Term 1 (21 cc)

DEP 2004	Human Growth and Development	3 cc
HUN 1201	Elements of Nutrition	3 cc
NUR 1143C	Nursing Math and Pharmacology	3 cc
NUR 1211C	Adult Health Nursing I	8 cc
NUR 2003C	Career Mobility Nursing Concepts	4 cc

Term 2 (15 cc)

MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
NUR 2214C	Adult Health Nursing II	8 cc
SYG 2000	Introduction to Sociology	3 cc

Term 3 (15 cc)

ENC 1101C	English Composition I	3 cc
NUR 2523C	Mental Health II	3 cc
NUR 2810C	Transitional Practice/Preceptorship	6 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Associate in Science degree in Paramedic to RN Career Mobility Option (RNP-AS)

Required Prerequisite Courses (11 hours)

BSC 1093	Anatomy and Physiology I	3 cc
BSC 1093L	Anatomy and Physiology I Laboratory	1 cc
BSC 1094	Anatomy and Physiology II	3 cc
BSC 1094L	Anatomy and Physiology II Laboratory	1 cc
MAC 1105	College Algebra	3 cc

Term 1 (17 cc)

DEP 2004	Human Growth and Development	3 cc
HUN 1201	Elements of Nutrition	3 cc
NUR 1020C	Introduction to Nursing	8 cc
NUR 1143C	Nursing Math and Pharmacology	3 cc

Term 2 (15 cc)

MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
NUR 1211C	Adult Health Nursing I	8 cc
NUR 2523C	Mental Health II	3 cc

Term 3 (17 cc)

NUR 2212C	Adult Health Nursing II	8 cc
NUR 2440C	Maternal-Child Health Nursing	6 cc
SYG 2000	Introduction to Sociology	3 cc

Term 4 (12 cc)

ENC 1101C	English Composition I	3 cc
NUR 2811C	Transitional Practice/Preceptorship	6 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Upon completion of the Career Mobility Option LPN to RN, an additional 10 term hours are granted. Thus, the student graduating from the Career Mobility Option LPN to RN earns 72 term credits for the Associate in Science degree.

Associate in Science Degree in Paralegal Studies (Legal Assisting) (LEGAL-AS)

The Associate in Science degree in Paralegal Studies provides students with a broad foundation in all areas of legal assisting and prepares students to seek employment in various legal fields. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Dr. Barbara Rodriguez
Department Head, Business
(850) 484-2504
brodriguez@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

ENC 1101C	English Composition I	3 cc
PLA 1003	The Legal Profession	3 cc
PLA 1104	Legal Research and Writing I	3 cc
PLA 1700	Legal Ethics	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 2 (16 cc)

ENC 1102	English Composition II	3 cc
PLA 1203	Civil Litigation	3 cc
PLA 1273	Torts	3 cc
PLA 2880	Constitutional Law	3 cc
SPC 1006	Study of Speaking and Listening	1 cc

Choose one of the following Mathematics General Education Courses:

MAC 1105	College Algebra	3 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
STA 2023	Elementary Statistics	3 cc

MAC1105 is recommended.

Term 3 (18 cc)

PLA 2730	Computers in Law	3 cc
See Choices	Any Natural Sciences General Education Course	3 cc
See Choices	Any Social Sciences General Education Course	3 cc
	Program Electives	9 cc

See general education course list for general education course options.

Term 4 (15 cc)

PLA 2114	Legal Research and Writing II	3 cc
PLA 2944	Paralegal Practicum	3 cc
	Program Electives	9 cc

Program Electives

PLA 1303	Criminal Law and Procedure	3 cc
PLA 2260	Evidence	3 cc
PLA 2276	Automobile Insurance, Workers' Compensation, and Administrative Law	3 cc
PLA 2423	Contracts	3 cc
PLA 2433	Business Organizations	3 cc
PLA 2601	Probate	3 cc
PLA 2610	Real Estate Law	3 cc
PLA 2800	Domestic Relations	3 cc
PLA 2943	Law Office Internship	3 cc
	or	
PLA 2949	Paralegal Studies Co-op	3 cc
CGS 1570	Computer Concepts and Applications	3 cc

Only students who are not familiar with the Microsoft Office products (Word, Excel, PowerPoint and Access) should take CGS1570.

Total Credit Hours: 64

Associate in Science Degree in Pharmacy Management (PHM-AS)

The Associate in Science degree in Pharmacy Management provides students with a broad foundation in all areas of pharmacy management and prepares students to seek employment as a Pharmacy Technician Specialist. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore
Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (16 cc)

CHM 1025	Introduction to College Chemistry	3 cc
CHM 1025L	Introduction to College Chemistry Laboratory	1 cc
ENC 1101C	English Composition I	3 cc
SPC 2300	Interpersonal Communication	3 cc
MAC 1105	College Algebra	3 cc
SLS 1353	Generations at Work	3 cc

Term 2 (15 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
GEB 1011	Introduction to Business	3 cc
PHI 2600	Ethics	3 cc
PTN 1001	Introduction to Pharmacy	3 cc
PTN 1017	Pharmacy Technician Math	3 cc

Term 3 (12 cc)

BSC 2033	Ethical Issues in Biology	2 cc
CGS 1570	Computer Concepts and Applications	3 cc
HSC 1531	Medical Terminology	3 cc
PTN 1121	Therapeutic Agents I	3 cc
PTN 1132C	Basic Business Skills for the Pharmacy Technician	1 cc

Term 4 (15 cc)

PTN 1122C	Therapeutic Agents II	3 cc
PTN 1131	Applied Pharmacy Practice	3 cc
PTN 1131L	Applied Pharmacy Practice Lab	3 cc
PTN 1930	Pharmacy Seminar	1 cc
PTN 1940L	Pharmacy Practicum I	2 cc
PSY 2012	General Psychology	3 cc

Term 5 (12 cc)

MAN 2021	Principles of Management	3 cc
ACG 2001	Accounting I	3 cc
PTN 1941L	Pharmacy Practicum II	3 cc
PTN 1942L	Pharmacy Practicum III	3 cc

Total Credit Hours: 70

Associate in Science Degree in Photographic Technology (PHOTO-AS)

The Associate in Science degree in Photographic Technology provides students with a broad foundation in all areas of commercial/fine art photography and prepares students to seek employment in the field of commercial/fine art photography. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Krist Lien

Department Head, Visual Arts
(850) 484-2554
klien@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

Choose one of the following Mathematics General Education Courses:

MAC 1105	College Algebra	3 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
STA 2023	Elementary Statistics	3 cc

ENC 1101C	English Composition I	3 cc
ART 1300C	Drawing I	3 cc
GRA 2151C	Computer Graphics I	3 cc
PGY 2401C	Photography I	3 cc

Term 2 (16 cc)

ART 1201C	Two-Dimensional Design	3 cc
PGY 1000	History of Photography	3 cc
PGY 1110C	Color, Materials, and Methods	3 cc
PGY 2404C	Photography II	3 cc
PGY 2801C	Digital Photography I	3 cc
	Art Elective (ART, GRA, or PGY prefix only)	1 cc

Term 3 (18 cc)

See Choices	Social Sciences (General Education Core Course)	3 cc
PGY 2201C	Photographic Lighting Techniques	3 cc
PGY 2107C	Large Format Camera	3 cc
PGY 2802C	Digital Photography II	3 cc
	Art Electives (ART, GRA, or PGY prefix only)	6 cc

See general education course list for general education course options.

Term 4 (15 cc)

PGY 2220C	Commercial Photography	3 cc
PGY 2272C	Photography Seminar	3 cc
ART 2950C	Portfolio and Resume Development	
ARH 1051	Art History II	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

Total Credit Hours: 64

Note: Students should register in the Visual Arts Department and work out their personal schedules with the department head.

Associate in Science Degree in Physical Therapist Assistant (PTA-AS)

The Associate in Science degree in Physical Therapist Assistant provides students with a broad foundation in all areas of technical health care and prepares students to seek employment as a Physical Therapy Assistant. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Special Admissions Requirements

Enrollment in the program is limited. The number of students in each class will be determined by the availability of space, equipment, qualified faculty, and hospital and clinical facilities necessary for a meaningful education. Only one class per year is accepted. Program acceptance is based on selection from all qualified applicants meeting the minimum criteria on a first-qualified/first served basis. After the allotted seats for each class are filled, the applicants meeting the minimum criteria will be guaranteed a seat in the next available class. All applicants who meet the established criteria will be accepted into the program. However, not all will be guaranteed seats in the class of their choice if the application is not completed in a timely fashion. Minimum requirements for eligibility include high school diploma or GED. Applications for both the College and program must be complete and the appropriate transcripts must be on file. Applicants must have a GPA of 2.5 or higher and have completed prerequisite course work with "C's" or better. Finally, applicants must provide documentation of 48 hours of observation of physical therapy in three different venues. Final admission to the program is contingent upon submission of a satisfactory federal criminal background check and a drug screen. Admissions information packets are available on the Pensacola State College website.

The interested student should contact the Allied Health Department for assistance in planning the program of study.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Prerequisite Courses (12 cc)

Students must complete prerequisite courses with a C or better to be accepted into the Physical Therapist Assistant Program.

BSC 1080	Essentials of Anatomy and Physiology	3 cc
ENC 1101C	English Composition I	3 cc
HLP 1081	Concepts of Life Fitness	3 cc
MAC 1105	College Algebra	3 cc

Term 1 (18 cc)

DEP 2004	Human Growth and Development	3 cc
PHI 2600	Ethics	3 cc
PHT 1000	Introduction to Physical Therapy	3 cc
PHT 1120	Functional Anatomy and Kinesiology	3 cc
PHT 1120L	Functional Anatomy and Kinesiology Laboratory	2 cc
PHT 1251	Basic Skills in Patient Care	2 cc
PHT 1251L	Basic Skills in Patient Care Laboratory	2 cc

Before the start of Term 2, students must possess and maintain a Healthcare Providers CPR card, American Heart or Red Cross only. Certification can be earned by successfully completing W 00753 CPR for Healthcare Providers.

DEP2004 must be completed prior to Term 3.

Term 2 (17 cc)

LIS 2005	Information and Internet Research	3 cc
PHT 1210C	Therapeutic Modalities	3 cc
PHT 1253	Neuromuscular Therapeutic Techniques I	3 cc
PHT 1253L	Neuromuscular Therapeutic Techniques I Laboratory	2 cc
PHT 1224	Musculoskeletal Therapeutic Techniques I	3 cc
PHT 1224L	Musculoskeletal Therapeutic Techniques I Laboratory	2 cc
PHT 1801L	PTA Clinic I	1 cc

Term 3 (14 cc)

PHT 2162	Neuromuscular Therapeutic Techniques II	1 cc
PHT 2162L	Neuromuscular Therapeutic Techniques II Laboratory	2 cc
PHT 2301	Pathological Conditions in Physical Therapy I	3 cc
PHT 2227C	Musculoskeletal Therapeutic Techniques II	2 cc
PHT 2810L	PTA Clinic II	6 cc

Term 4 (13 cc)

PHT 2020	Trends and Issues in PTA	2 cc
PHT 2304	Pathological Conditions in Physical Therapy II	3 cc
PHT 2401	Psychosocial Issues of the Disabled	2 cc
PHT 2820L	PTA Clinic III	6 cc

Total Credit Hours: 74

Associate in Science Degree in Radiography (XRAY-AS)

The Associate in Science degree in Radiography provides students with a broad foundation in developing and mastering basic clinical competencies and theoretical concepts of current radiographic practice and prepares students to seek employment in radiography practice. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Special Admissions Requirements

Admission is limited. All program entry requirements must be met before students are eligible for admission. One class per year is accepted. Seats are allotted to qualified students on a first qualified/first served basis.

Minimum requirements for eligibility to the program include high school diploma or GED and satisfactory scores on diagnostic tests in reading and math computation skills.

Application packets are available from the Admissions Office (850) 484-2210 on the Warrington Campus or the Pensacola State College website at www.pensacolastate.edu/healthprograms. Next, scroll to the Radiography Information Packet.

When students complete all sections of the application process and meet minimum criteria, they will be provisionally accepted into the program and assigned a seat in the next available class. Therefore, it is important to complete the application, testing, and transcript acquisition process as soon as possible. Applicants will be notified of their provisional acceptance in a timely manner. Final admission into the program is contingent upon submission of satisfactory physical examination/immunization forms, drug screen, and criminal background check.

Core courses with an RTE prefix may not be taken on a Pass/Fail option.

Requirements for the Associate in Science Degree for Hospital Based Radiographer graduates:

Pensacola State College provides a means for a graduate of JRCERT accredited Hospital-based two-year programs who are currently registered Radiologic Technologist to pursue an associate degree. To qualify, applicants must submit an application to the College and the

Allied Health Department. Applicants must also submit an official transcript to the College and hold a current, unrestricted RT registration. Once applicants have completed the required general education courses, they would receive 62 credits and would be awarded the Associate in Science degree. Please contact the Allied Health Department for advising.

Program Contact:

Sandy Moore
Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Prerequisite Courses (16 cc)

Students must complete prerequisite courses with a C or better to be accepted into the Radiography Program.

CHM 1025	Introduction to College Chemistry	3 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
HSC 1531	Medical Terminology	3 cc

Term 1 (15 cc)

RTE 1000	Introduction to Radiologic Technology	2 cc
RTE 1111C	Radiographic Nursing Procedures	3 cc
RTE 1418C	Principles of Radiographic Exposure	3 cc
RTE 1503C	Radiographic Positioning I	3 cc
RTE 1804L	Radiography Clinic I	4 cc

Before the start of clinics (Term 2), students must possess and maintain a Healthcare Providers CPR card, American Heart or Red Cross only. Certification can be earned by successfully completing W 00753 CPR for Healthcare Providers.

Term 2 (13 cc)

RTE 1513C	Radiographic Positioning II	3 cc
RTE 1814L	Radiography Clinic II	5 cc
RTE 2473	Radiation Biology, Safety and Quality Assurance	2 cc
RTE 2601	Radiographic Imaging	3 cc

Term 3 (7 cc)

RTE 1562C	Radiographic Special Procedures	2 cc
RTE 1824L	Radiography Clinic III	5 cc

Term 4 (13 cc)

RTE 2523C	Radiographic Positioning III	2 cc
RTE 2563	Advanced Radiographic Procedures II	3 cc
RTE 2782	Applied Radiographic Pathophysiology	3 cc
RTE 2844L	Radiography Clinic IV	5 cc

Term 5 (13 cc)

PSY 2012	General Psychology	3 cc
PHI 2600	Ethics	3 cc
RTE 2061	ARRT Review	2 cc
RTE 2854L	Radiography Clinic V	5 cc

Total Credit Hours: 77

Associate in Science Degree in Sonography (Diagnostic Medical Sonography) (SON-AS)

The Associate in Science degree in Sonography provides students with a broad foundation in exercise initiative and independent judgment in the performance of sonographic examinations and prepares students to seek employment in sonography. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Each graduate is encouraged to pursue registry and is eligible to sit for the American Registry for Radiologic Technology (ARRT) sonography exam upon graduation. The American Registry for Diagnostic Medical Sonography (ARDMS) is another national registry that graduates can qualify for by different pathways. The information packet has more information about registry.

Special Requirements

Admission is limited by the availability of clinical assignments. All program requirements must be met before students are eligible for admission. One class per year is accepted. Seats are allotted to qualified students on a first qualified, first admitted basis. All qualified students will be accepted into the program, but their seats may not be available in the year of their choice.

The minimum requirements include application to both the College and program, high school diploma or GED, appropriate transcripts on file, minimum score of 55 on all 5 subcategories segments of the Test of Essential Academic Skills V for Allied Health (TEAS-VAH), pre-orientation/information sheet, completion of all pre-requisite courses with a minimum grade of "C" or better in each course and a minimum GPA in these courses combined of 2.75, and a minimum composite (all college credits attempted) of 2.50.

Applicants who have completed a program in an allied health care field that is patient care related at an associate degree level or higher may qualify for special admission requirements. The information packet details this articulation agreement.

Immediately prior to the clinical portion of the program, all students must satisfactorily pass a federal criminal background check, drug screen, physical examination/immunization record, and hold a current American Heart Association CPR for Health Care Provider card. There is a technical standard for the clinical portion of the program and other clinical restrictions may apply.

Details of the program requirements and all forms needed are available from the Admissions Office or on the Pensacola State College website, www.pensacolastate.edu.

Program Contact:

Sandy Moore
Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DEGREE REQUIREMENTS

Prerequisites (10 cc)

ENC 1101C	English Composition I	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
MAC 1105	College Algebra	3 cc

Term 1 (13 cc)

PHI 2600	Ethics	3 cc
PHY 1025	Introduction to Fundamentals of Physics	3 cc
SON 1004C	Basic Procedures	4 cc
SYG 2000	Introduction to Sociology	3 cc

Term 2 (8 cc)

SON 1100C	Principles and Protocols of Sonography	5 cc
SON 1170	Sonography of the Circulatory System	3 cc

Term 3 (18 cc)

SON 1211	Medical Sonography Physics I	3 cc
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SON 1111	Abdominal Sonography I	3 cc
SON 1121	OB/GYN Sonography I	3 cc
SON 1214	Practical Aspects of Sonography I	3 cc
SON 1804L	Sonography Clinic I	6 cc

Term 4 (18 cc)

SON 1212	Medical Sonography Physics II	3 cc
SON 1112	Abdominal Sonography II	3 cc
SON 1122	OB/GYN Sonography II	3 cc
SON 1215	Practical Aspects of Sonography II	3 cc
SON 1814L	Sonography Clinic II	6 cc

Term 5 (10 cc)

SON 1144	Superficial Structures (Small Parts)	3 cc
SON 1824L	Sonography Clinic III	6 cc
SON 2009	Diagnostic Medical Sonography Review	1 cc

Total Credit Hours: 77

Associate in Science Degree in Sport, Fitness, and Recreation Management (REC-AS)

The Associate in Science degree in Sport, Fitness, and Recreation Management provides students with a broad foundation in sports recreation and prepares students to seek employment as recreation leaders, activity directors, group recreation workers, or recreation facility staff. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Susan Morgan
Department Head, History, Languages, Social Sciences and Education
(850) 484-2137
smorgan@pensacolastate.edu

DEGREE REQUIREMENTS

Term 1 (15 cc)

ENC 1101C	English Composition I	3 cc
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Choose one of the following Mathematics General Education Courses:

MAC 1105	College Algebra	3 cc
MGF 1106	Mathematics for Liberal Arts I	3 cc
MGF 1107	Mathematics for Liberal Arts II	3 cc
STA 2023	Elementary Statistics	3 cc

LEI 1141	Introduction to Recreation and Leisure Services	3 cc
PEO 1011	Team Sports	3 cc
SLS 1101	College Success	3 cc

Term 2 (15 cc)

HSC 2400	First Aid and Injuries	3 cc
LEI 1541	Outdoor Recreation Management	3 cc
PEO 1031	Individual Sports	3 cc
PEO 2013C	Sports Officiating	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

Term 3 (15 cc)

LEI 2730	Adaptive/Therapeutic Recreation	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
HLP 1081	Concepts of Life Fitness Electives	3 cc

See general education course list for general education course options.

Term 4 (15 cc)

PET 2604	Basic Care and Prevention of Athletic Injuries	3 cc
	Electives	12 cc

Recommended Electives:

HSC 2100	Personal and Community Health	3 cc
HUS 2400	Drugs and Behavior	3 cc
MAR 2011	Marketing	3 cc
	PEL, PEM or PEO Activity Courses	

Total Credit Hours: 60

Associate in Science Degree in Veterinary Technology (VET-AS)

The Associate in Science degree in Veterinary Technology provides students with a broad foundation in veterinary clinical work and prepares students to seek employment as a veterinary technician. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:**Sandy Moore**

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

Email Contact:

veterinarytech@pensacolastate.edu

DEGREE REQUIREMENTS**General Education Courses (16 cc)**

The following prerequisite courses must be completed prior to enrolling in any core courses of the Veterinary Technology Program and completed with a grade of C or better in each course and a cumulative grade of 2.0 or higher.

BSC 1010	Principles of Biology	3 cc
BSC 1010L	Principles of Biology Laboratory	1 cc
	or	
ZOO 2010	General Zoology	3 cc
ZOO 2010L	General Zoology Laboratory	1 cc
ENC 1101C	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
PHI 2600	Ethics	3 cc

DEP 2004	Human Growth and Development	3 cc
	or	
PSY 2012	General Psychology	3 cc

Term 1 (12 cc)

ATE 1050	Canine and Feline Behavior	2 cc
ATE 1110	Animal Anatomy and Physiology	3 cc
ATE 1110L	Animal Anatomy and Physiology Lab	1 cc
ATE 1311	Veterinary Office Procedures and Terminology	3 cc
ATE 1650C	Introduction to Clinical Procedures	3 cc

Term 2 (15 cc)

ATE 1612	Large Animal Medicine	3 cc
ATE 1636	Large Animal Clinical Procedures	3 cc
ATE 1636L	Large Animal Clinical Procedures Lab	1 cc
ATE 1941L	Clinical Work Experience	1 cc
ATE 2632	Small Animal Clinical Procedures II	3 cc
ATE 2632L	Small Animal Clinical Procedures II Lab	1 cc
ATE 2648	Radiography	3 cc

Term 3 (6 cc)

ATE 1942L	Clinical Work Experience II	1 cc
ATE 2671	Laboratory Animal Medicine	2 cc
ATE 2671L	Laboratory Animal Medicine Lab	1 cc

ATE 2722	Avian, Exotic, Small Mammals and Fish	2 cc
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Term 4 (12 cc)

ATE 2630	Pharmacology	4 cc
ATE 2634	Small Animal Clinical Procedures III	3 cc
ATE 2634L	Small Animal Clinical Procedures III Lab	1 cc
ATE 2710	Veterinary Emergency Medicine	3 cc
ATE 2943L	Clinical Work Experience III	1 cc

Term 5 (12 cc)

ATE 2501	Professional Development	2 cc
ATE 2511	The Human Animal Bond	2 cc
ATE 2618	Small Animal Diseases	3 cc
ATE 2635	Small Animal Clinical Procedures IV	3 cc
ATE 2635L	Small Animal Clinical Procedures IV Lab	1 cc
ATE 2944L	Clinical Work Experience IV	1 cc

Total Credit Hours: 73

Note: Clinical Work Experience will require that the student spend four hours per week at an approved clinical site each semester.

Applied Technology Diploma (ATD) Programs

The Applied Technology Diploma program prepares students for immediate entry into a career in the workforce. The program requires prescribed technical courses. For students who meet requirements for admission to an associate degree, college credit hours earned in an Applied Technology Diploma program are applicable towards a related Associate in Science degree. The Applied Technology Diploma does not contain a separate general education component.

Applied Technology Diploma in Emergency Medical Technician (EMT-ATD)

The program is designed to provide an opportunity for persons interested in pre-hospital emergency care to become skilled in basic emergency care to save lives and reduce injury. The Florida Department of Health, Bureau of EMS, has approved Pensacola State College as a training center for EMT and Paramedic programs.

Graduates are eligible to take the State and National EMT Certification examination.

All application requirements must be completed by the established deadlines before a student will be considered eligible for admission to this program. Background and drug screen must be completed by the established deadlines.

Minimum requirements for eligibility to the program include high school diploma or GED and 18 years of age. All applicants to the EMT program must provide a current, valid CPR (basic Life Support for healthcare provider or professional rescuer) course completion card at the time of application. Applicants must earn a score of 83 or above on the PERT exam and score at the 10th grade reading level. Acceptable cards include American Heart Association, American Red Cross, and American Safety and Health Institute. This completion card must remain current through the program, once the applicant has been accepted. For questions regarding this requirement, please email the program contact.

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. All 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.

Program Contact:

Susan Perankovich

Director, Nursing and Emergency Medical Services
(850) 484-2253
sperankovich@pensacolastate.edu

DIPLOMA REQUIREMENTS

Required Courses

EMS 1119	Emergency Medical Technician	7 cc
EMS 1119L	EMT Lab	2 cc
EMS 1411L	EMT Clinical Internship	2 cc
EMS 1521L	EMT Professional	1 cc

Total Credit Hours: 12

Applied Technology Diploma in Pharmacy Technician (PHRM-ATD)

The program prepares graduates to work in both institutional and community pharmacy settings under the supervision of a pharmacist. Pharmacy technicians assist pharmacists in dispensing medications and are accountable to the supervising pharmacist who is legally responsible through state licensure for the care and safety of patients served by the pharmacy.

Pharmacy technician job duties include providing medication and other health care products to patients and working with third party agents and physicians in resolving adjudication of patients' insurance or state program. Pharmacy technicians often do the routine tasks associated with preparing and providing prescribed medications to patients, but may also do compounding of medications, doctor calls, expense and medication orders, returns and expired credits, and non-licensed pharmacy management. State rules and regulations as well as job policies and procedures define the functions and responsibilities of pharmacy technicians.

Special Admission Requirements

Student enrollment in the program is limited. The number of students in each class shall be determined by the availability of space, equipment, qualified faculty, and institutional and community clinical facilities necessary for a meaningful education. Only one class per year is accepted. Program acceptance is based on selection from all qualified applicants meeting the minimum criteria on a first-qualified/first-seated basis. All applicants who meet the established criteria will be accepted into the program. However, not all will be guaranteed seats in the class of their choice if the application is not completed in a timely fashion.

Minimum requirements for eligibility to the program include high school diploma or GED. Applications for both the College and program must be on file. Applicants must have a GPA of 2.0 or higher and be at least 17 years of age. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms, a federal background check, and a drug screen. Admissions information packets are available on the Pensacola State College website.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

DIPLOMA REQUIREMENTS

The following courses must be completed with a grade of C or better.

Term I-Spring (12 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
ENC 1101C	English Composition I	3 cc
PTN 1001	Introduction to Pharmacy	3 cc
PTN 1017	Pharmacy Technician Math	3 cc

BSC1080: Students who have completed BSC1093 and BSC1094 may request these two courses to be substituted for the BSC1080 requirement. See an Advisor to discuss the course substitution.

Term 2-Summer (10 cc)

CGS 1570	Computer Concepts and Applications	3 cc
HSC 1531	Medical Terminology	3 cc
PTN 1121	Therapeutic Agents I	3 cc
PTN 1132C	Basic Business Skills for the Pharmacy Technician	1 cc

Term 3-Fall (12 cc)

PTN 1122C	Therapeutic Agents II	3 cc
PTN 1131	Applied Pharmacy Practice	3 cc
PTN 1131L	Applied Pharmacy Practice Lab	3 cc
PTN 1930	Pharmacy Seminar	1 cc
PTN 1940L	Pharmacy Practicum I	2 cc

Term 4-Spring (6 cc)

PTN 1941L	Pharmacy Practicum II	3 cc
PTN 1942L	Pharmacy Practicum III	3 cc

Total Credit Hours: 40

Note: CPR for Health Care Providers must be taken prior to starting clinicals. All courses must be completed with a grade of C or higher. Additionally, Test of Adult Basic Education (TABE) scores must be on file, if required. Please check with the Testing Center for more information.

Career Certificates

Career Certificate or Vocational Certificate (Clock Hour) Programs

The Career Certificate programs prepare students for careers that provide direct entry into the workforce. The programs require prescribed vocational clock hour courses, and the student is required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE) before graduation.

Certificate Graduation Requirements

1. A student must earn a cumulative grade point average of 2.0 or better in all courses applicable to the program of study from which the student wishes to graduate.
2. A student must achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) for Applied Technology Diploma and vocational certificates with 450 clock hours or more. A student pursuing a certificate may be exempted from the TABE requirement based on prior attainment of an Associate in Arts or higher degree.
3. A student must meet academic residence requirement of completing at least 25% of the program with classes at Pensacola State College.

Career Certificate in Advanced Esthetics (ESTHE-VC)

The Career Certificate in Advanced Esthetics is designed for the individual who is already working as a registered Facial Skin Care Specialist. This 600 clock hour program is a continuation of the Facials/Skin Care Specialty program and is designed for Facial Skin Care Specialist/Estheticians needing the advanced skills required for employment within the spa industry, medical offices including dermatologist and plastic surgeons, and the medi-spa industry. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (600 CH)

Required Courses

CSP 0105C	Advanced Skin Care I	150 ch
CSP 0106C	Advanced Skin Care II	150 ch
CSP 0264C	Facial Treatments	150 ch
CSP 0931C	Specialty Topics	60 ch
CSP 0505	Ethical Business Practices	30 ch
CSP 0940L	Internship	60 ch

Career Certificate in Advanced Welding Technology (AWELD-VC)

The Career Certificate in Advanced Welding Technology prepares students for entry as a class B level welder. This 750 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Strong emphasis is placed on safety as well as specific welding techniques and skills in an effort for students to obtain industry certifications. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (750)

Required Courses

PMT 0077C	Advanced Welder 1A	375 ch
PMT 0078C	Advanced Welder 1B	225 ch
PMT 0076C	Advanced Welder II	150 ch

Career Certificate in Commercial Vehicle Driving (CVD-VC)

The Career Certificate in Commercial Vehicle Driving prepares students for licensure and employment into the trucking industry. This 320 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (320 CH)

Required Courses

TRA 0080C	Tractor Trailer Truck Driver	320 ch
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Career Certificate in Barbering (BARB-VC)

The Career Certificate in Barbering prepares students for licensure and employment as a barber. This 1200 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1200 CH)

Term 1

COS 0421C	Barbering I	240 ch
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Term 2

COS 0422C	Barbering II	240 ch
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Term 3

COS 0423C	Barbering III	240 ch
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Term 4

COS 0424C	Barbering IV	240 ch
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Term 5

COS 0425L	Barbering V	210 ch
COS 0920	Barbering-State Board Preparation	30 ch

Career Certificate in Carpentry (CARP-VC)

The Career Certificate in Carpentry prepares students for a career in the carpentry trade by focusing on broad, transferable skills that stress both theory and hands-on training. This 1200 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS

Required Courses (1200 ch)

Term 1 (450 ch)

BCV 0003C	Introductory to Craft Skills	150 ch
BCV 0112C	Introduction to Carpentry	150 ch
BCV 0123C	Building Layout and Foundations	150 ch

Term 2 (450 ch)

BCV 0122C	Carpentry Rough Framing	300 ch
BCV 0126C	Carpentry Exterior Finishes	150 ch

Term 3 (300 ch)

BCV 0127C	Interior Finish and Trim	300 ch
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Total Credit Hours: 1200

Career Certificate in Cosmetology (COSM-VC)

The Career Certificate in Cosmetology prepares students for State licensure and employment in the areas of hair, nail, and skin care. This 1200 clock hour program is uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1200 CH)

Term 1 (450 ch)

COS 0010	Cosmetology I	300 ch
COS 0010L	Cosmetology I Lab	150 ch

Term 2 (450 ch)

COS 0088	Cosmetology II	150 ch
COS 0088L	Cosmetology II Lab	300 ch

Term 3 (300 ch)

COS 0089	Cosmetology III	60 ch
COS 0089L	Cosmetology III Lab	240 ch

Career Certificate in EKG Technician (EKG-VC)

The Career Certificate in EKG Technician prepares students for a career as an electrocardiograph technician by focusing on broad, transferable skills that stress both theory and hands-on training. This 465 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

CERTIFICATE REQUIREMENTS (465 CH)

Required Courses

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0540C	EKG Aide	75 ch
MEA 0541C	EKG Technician	300 ch

Career Certificate in Electricity (ELECT-VC)

The Career Certificate in Electricity prepares students for a career in the electricity trade by focusing on broad, transferable skills that stress both theory and hands-on training. This 1200 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1200 CH)

Required Courses

Term 1 (390 ch)

BCV 0003C	Introductory to Craft Skills	150 ch
BCV 0670C	Introduction to Electricity Level 1	120 ch
BCV 0671C	Intermediate Electricity Level 1	120 ch

Term 2 (420 ch)

BCV 0672C	Introduction to Electricity Level 2	180 ch
BCV 0673C	Intermediate Electricity Level 2	120 ch
BCV 0674C	Introduction to Electricity Level 3	120 ch

Term 3 (390 ch)

BCV 0675C	Intermediate Electricity Level 3	120 ch
BCV 0676C	Introduction to Electricity Level 4	150 ch
BCV 0677C	Intermediate Electricity Level 4	120 ch

Total Credit Hours: 1200

Career Certificate in Facials Specialty (FACE-VC)

The Career Certificate in Facials Specialty prepares students for a career as a facials/skin care specialist by focusing on broad, transferable skills that stress both theory and hands-on training. This 300 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (300 CH)

Required Courses

CSP 0005	Introduction to Facials	30 ch
CSP 0263C	Facial Specialty Services	60 ch
CSP 0201C	Introduction to Skin Care	30 ch
CSP 0300L	Facials/Make-up Clinic	90 ch
CSP 0331C	Make-up/Salon Management	30 ch
CSP 0370	Professional Practices in Esthetics	30 ch
CSP 0031	Anatomy & Physiology for Facial Specialty	30 ch

Career Certificate in Heating, Ventilation and Air Conditioning (HVAC-VC)

The Career Certificate in Heating, Ventilation and Air Conditioning prepares students for a career in the HVAC industry by focusing on broad, transferable skills that stress both theory and hands-on training. This 1350 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1350 CH)

Required Courses

Term 1 (450 ch)

BCV 0003C	Introductory to Craft Skills	150 ch
ACR 0641C	Introduction to HVAC Level 1	150 ch
ACR 0641C	Intermediate HVAC Level 1	150 ch

Term 2 (450 ch)

ACR 0642C	Introduction to HVAC Level 2	150 ch
ACR 0643C	Intermediate HVAC Level 2	150 ch
ACR 0644C	Introduction to HVAC Level 3	150 ch

Term 3 (450 ch)

ACR 0645C	Intermediate HVAC Level 3	150 ch
ACR 0646C	Introduction to HVAC Level 4	150 ch
ACR 0647C	Intermediate HVAC Level 4	150 ch

Career Certificate in Massage Therapy (MT-VC)

The Career Certificate in Massage Therapy prepares students for a career as a Florida licensed massage therapist by focusing on broad, transferable skills that stress both theory and hands-on training. This 750 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

FULL-TIME DAY TRACK REQUIRED COURSES (750 CH)

The full-time day track will consist of the following course sequence:

Term 1

MSS 0205C	Massage Therapy I	375 ch
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Term 2

MSS 0206C	Massage Therapy II	375 ch
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PART-TIME EVENING TRACK REQUIRED COURSES (750 CH)

The part-time evening track will consist of the following course sequence:

Term 1

MSS 0207C	Massage Therapy A	270 ch
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Term 2

MSS 0262C	Massage Therapy B	210 ch
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Term 3

MSS 0263C	Massage Therapy C	270 ch
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Career Certificate in Medical Assisting (MEDAS-VC)

The Career Certificate in Medical Assisting prepares students for a career as a medical assistant by focusing on broad, transferable skills that stress both theory and hands-on training. This 1300 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1300 CH)

Term 1 (505 ch)

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0002C	Introduction to Medical Assisting	250 ch
MEA 0501C	Medical Office Procedures	75 ch
MEA 0506C	Administrative Office Procedures	90 ch

Term 2 (520 ch)

MEA 0530C	Pharmacology for Medical Assisting	90 ch
MEA 0543C	EKG Aide, MA	75 ch
MEA 0573C	Laboratory Procedures	125 ch
MEA 0581C	Clinical Assisting	230 ch

Term 3 (275 ch)

MEA 0521C	Phlebotomist, MA	75 ch
MEA 0942L	Practicum Experience	200 ch

Career Certificate in Nails Specialty (NAILS-VC)

The Career Certificate in Nails Specialty prepares students for a career in the area of manicuring, pedicuring, and nail extension services by focusing on broad, transferable skills that stress both theory and hands-on training. This 240 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENT (240 CH)

Required Course

CSP 0015C	Nail Technology	240 ch
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Career Certificate in Nursing Assistant (NA-VC)

The Vocational Certificate in Nursing Assistant prepares students for a career in the area of nursing assistant by focusing on broad, transferable skills that stress both theory and hands-on training. This 165 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Susan Perankovich

Director, Nursing and Emergency Medical Services
(850) 484-2253
sperankovich@pensacolastate.edu

CERTIFICATE REQUIREMENTS (165 CH)

Required Courses

HSC 0003C	Basic Healthcare Worker	90 ch
HCP 0121C	Nursing Aide	75 ch

Career Certificate in Patient Care Technician (PCT-VC)

The Career Certificate in Patient Care Technician prepares students for employment as advanced cross trained nursing assistants (patient care technicians). This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

Program Contact:

Susan Perankovich

Director, Nursing and Emergency Medical Services
(850) 484-2253
sperankovich@pensacolastate.edu

CERTIFICATE REQUIREMENTS (600)

Term 1

HSC 0003C	Basic Healthcare Worker	90 ch
HCP 0020C	Patient Care Assistant	75 ch
HCP 0121C	Nursing Aide	75 ch
HCP 0332C	Advanced Home Health Aide	50 ch

Term 2

HCP 0006C	Patient Care Technician	60 ch
HCP 0016C	Allied Health Assistant	150 ch
MEA 0567C	Advanced Allied Health Assistant	100 ch

Career Certificate in Phlebotomy (PHLEB-VC)

The Career Certificate in Phlebotomy Technician prepares students for a career in phlebotomy by focusing on broad, transferable skills that stress both theory and hands-on training. This 285 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Sandy Moore

Department Head, Allied Health
(850) 484-2301
smoore@pensacolastate.edu

CERTIFICATE REQUIREMENTS (285 CH)

Required Courses

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0520C	Phlebotomist	75 ch
MEA 0522L	Phlebotomy Clinic	120 ch

Career Certificate in Plumbing (PLUMB-VC)

The Career Certificate in Plumbing Technology prepares students for a career in the plumbing industry by focusing on broad, transferable skills that stress both theory and hands-on training. This 1080 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1080 CH)

Required Courses

BCV 0508C	Helper, Plumber, Pipefitter	360 ch
BCV 0540C	Residential Plumber	240 ch
BCV 0562C	Commercial Plumber	240 ch
BCV 0596C	Plumbing Applications	240 ch

Career Certificate in Nursing - Practical Nursing (LPN-VC)

The Career Certificate in Practical Nursing prepares students to perform safe nursing care as a practical nurse under the direction of a Registered Nurse or a licensed physician. This 1350 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Susan Perankovich

Director, Nursing and Emergency Medical Services
(850) 484-2253
sperankovich@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1350 CH)

Term 1 (600 ch)

PRN 0098C	Practical Nursing Foundations I	300 ch
PRN 0099C	Practical Nursing Foundations II	300 ch

Term 2 (300 ch)

PRN 0290C	Medical Surgical Nursing I	300 ch
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Term 3 (450 ch)

PRN 0291C	Medical Surgical Nursing II	300 ch
PRN 0690C	Comprehensive Nursing and Transitional Skills	150 ch

Career Certificate in Surgical Technology (SURG-VC)

The Career Certificate in Surgical Technology prepares students for a career in the medical/surgical industry by focusing on broad, transferable skills that stress both theory and hands-on training. This 1335 clock hour program uses a combination of theoretical, simulation, and hands-on instruction. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

Program Contact:

Susan Perankovich

Director, Nursing and Emergency Medical Services
(850) 484-2253
sperankovich@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1335 CH)

Term 1 (450 ch)

HSC 0003C	Basic Healthcare Worker	90 ch
STS 0015C	Central Supply Technician	210 ch
STS 0010	Surgical Technologist 1	150 ch

Term 2 (450 ch)

STS 0011C	Surgical Technologist 2	450 ch
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Term 3 (435 ch)

STS 0012L	Surgical Technologist 3	435 ch
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Requirements for Readmission

Students who interrupt the specified progression through the program of study must apply for readmission to the program. A discussion of requirements for readmission will be given to the student at the time of the Exit Interview from the program by the Program Director.

Career Certificate in Welding Technology (WELD-VC)

The Career Certificate in Welding Technology prepares students for entry level work in the welding field in both the manufacturing and construction sectors. The program uses a combination of theoretical, simulation and hands on instruction. Strong emphasis is placed on safety as well as specific welding techniques and skills in an effort for students to obtain industry certifications. Students successfully progressing through the program are prepared to take National Center for Construction Education and Research (NCCER) welding certification exams as well as test to become certified through the American Welding Society. The full program is designed to be completed in 1050 clock hours. Students are responsible for supplying personal protective equipment (PPE) and basic hand tools that are standard in the welding profession.

Program Contact:

Mike Listau

Department Head, Applied Technology and Professional Services
(850) 484-2586
mlistau@pensacolastate.edu

CERTIFICATE REQUIREMENTS (1050 CH)

Required Courses

Term 1 (450 ch)

PMT 0070C	Welder Assistant 1	150 ch
PMT 0071C	Welder Assistant 2	150 ch
PMT 0072C	Welder, SMAW 1	150 ch

Term 2 (450 ch)

PMT 0073C	Welder, SMAW 2	150 ch
PMT 0080C	Welder I	150 ch
PMT 0081C	Welder II	150 ch

Term 3 (450 ch)

PMT 0082C	Welder III	150 ch
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Developmental Education

Developmental education is instruction through which a high school graduate may attain the communication and computation skills necessary to successfully complete college credit instruction.

The College offers developmental education courses in English, reading, and mathematics. According to the Florida Administrative Code, an entering student who is not exempt from common placement testing and developmental education must take Florida's placement test, the PERT (Postsecondary Education Readiness Test). A non-exempt student whose PERT scores in English, reading, or mathematics fall below the minimum in these areas must take developmental education courses.

Per s. 1008.30, F.S., the following students are **exempt** from the requirement to take the common placement test and to enroll in developmental education:

1. Students who entered Grade 9 in a Florida public school in 2003-2004 or thereafter and earned a Florida standard high school diploma; and
2. Students who are serving as active duty members of any branch of the United States Armed Services.

However, a student who is not required to take the common placement test nor to enroll in developmental education courses may choose to be assessed and enroll in developmental education instruction.

A student who is not exempt from common placement testing and who tests into developmental education and subsequently enrolls in developmental courses must successfully complete the required developmental education courses by the time he or she has accumulated 12 credit hours of college coursework or must maintain continuous enrollment in developmental coursework each term until the requirements are completed while performing satisfactorily in the degree earning coursework. A student who is required to take two or more developmental education courses must also complete SLS 1101 College Success.

Developmental education courses do not satisfy any requirements for graduation. Each developmental education course is designated in the course description to indicate the number of college preparatory (c.p.) credits awarded. For assistance in college credit course selection or for additional information about this state requirement, contact an advisor.

In accordance with Florida law, a student may use Adult Education, Adult Secondary Education, private provider instruction, or approved documented student achievements as an alternative to traditional developmental education instruction. For information on these options, contact Mr. Morris Buchanan in the Mathematics and Computer Science Department at (850)484-1128 or Dr. Tracy Peyton in the English and Communications Department at (850) 484-1400.

Adult Education

The Adult Education Department offers classes for any adult who wants to improve his or her basic academic skills, prepare for the General Education Development (GED) examinations, 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. Classes are scheduled at convenient locations throughout the community and on all Pensacola State College campuses, during the morning, afternoon, and evening.

Tuition

The Adult Education Department provides several options for students.

1. Adult Basic Education classes are provided for adults whose academic skills are below ninth grade level. The program covers basic reading, math, and language skills. Pre-GED review, family literacy, workforce readiness, and life coping skills may also be addressed.
2. General Education Development (GED) classes are offered for students who do not have a high school diploma and whose academic skills are at or above ninth grade level. Classes prepare students for all areas of the GED Examinations.
3. English for Speakers of Other Languages (ESOL) classes are available for non-native speakers of English who wish to improve their English language skills. Everyday survival skills and a basic knowledge of the English language are covered.

The GED Examinations are offered at the Test Center on the Pensacola campus. For information about test registration and fees, call the Test Center at (850) 484-1656 or visit GED.com.

Florida law requires all students (Florida residents, Alabama residents and all other out-of-state students) to pay \$30 per term.

Director:

Joseph Kyle
(850) 484-2130
jkyle@pensacolastate.edu

A - ADULT EDUCATION

9900131 - GED Reasoning Through Language Arts

A non-credit class designed to prepare adult learners on all aspects of the GED Reasoning Through Language Arts examination.

Prerequisite: Individual must be functioning at or above a 9.0 grade level.

9900134 - GED Mathematical Reasoning

A non-credit class designed to prepare adult learners for the GED Mathematical Reasoning examination.

Prerequisite: Individual must be functioning at or above a 9.0 grade level.

9900135 - GED Comprehensive

A non-credit course designed to prepare adult learners for all aspects of the GED examinations.

Prerequisite: Individual must be functioning at or above a 9.0 grade level.

A 099EA-ESOL Foundation - ESOL Foundation

ESOL Foundation, Low Beginner and High Beginner are non-credit course designed to help students develop and build on vocabulary, pronunciation, spelling, and reading skills. In addition, students are exposed to communication and writing skills necessary for citizenship and job enhancement.

A 099EB - ESOL Low Beginner

A non-credit course designed to help students develop and build on vocabulary, pronunciation, spelling, and reading skills. In addition, students are exposed to communication and writing skills necessary for citizenship and job enhancement.

A 099EC - ESOL High Beginner

A non-credit course 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 non-credit course designed to fine tune skills in grammar, contextual reading, and paragraph writing. Science, health, social studies, and consumer education help prepare the student for a high school or college diploma. Written and oral communication is strengthened to help the student achieve goals in the workplace and/or academic arena.

A 099EE - ESOL High Intermediate

A non-credit course designed to fine tune skills in grammar, contextual reading, and paragraph writing. Science, health, social studies, and consumer education help prepare the student for a high school or college diploma. Written and oral communication is strengthened to help the student achieve goals in the workplace and/or academic arena.

A 099EF - ESOL Advanced

A non-credit course designed to fine tune 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.

ABX

ABX 0100 - Mathematics for Adult Education

A non-credit class designed to develop an understanding of mathematical foundations, conceptual understandings, procedural skills, and fluency.

Prerequisite: Individual must be functioning at the 0.0-8.9 level for Adult Basic Education skills.

Offered: FA, SP, SU.

ABX 0200 - Reading for Adult Education

A non-credit class designed to develop basic word decoding skills and the understanding of the structure of complex text required for reading comprehension.

Prerequisite: Individual must be functioning at the 0.0 – 8.9 level for Adult Basic Education skills.

Offered: FA, SP, SU.

ABE 0300 - Language Arts for Adult Education

A non-credit class designed to develop writing capacities of crafting arguments, writing to inform and explain, and fashioning narratives about real or imagined experiences or from research.

Prerequisite: Individual must be functioning at the 0.0 – 8.9 level for Adult Basic Education skills.

Offered: FA, SP, SU.



COURSE DESCRIPTIONS

SECTION VI: COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System

Courses in this *College Catalog* are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as statewide course profiles.

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component for this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and the same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example,

ENC1101 is offered at a community college. The same course is offered at a state university as ENC2101. A student who has successfully completed ENC1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC2101 at the state university if the student transfers. The student cannot be required to take ENC2101 again since ENC1101 is equivalent to ENC2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the (semester) term-term system. For example, 4.0 quarter hours often transfers as 2.67 (semester) term hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Per s. 1007.24(7), F.S., any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer, transferability is at the discretion of the receiving institution:

Courses not offered by the receiving institution;

For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question;

Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as

special topics, internships, apprenticeships, practica, study abroad, theses, and dissertations;

Applied academics for adult education courses;

Graduate courses;

Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999; and

Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page at <http://sens.fldoe.org> a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Office of the Dean of Baccalaureate Studies and Academic Support, Pensacola State College, or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

College Credit and Vocational Credit (Clock Hour) Courses

Courses are listed alphabetically and are organized by numerical order within each discipline. Each course is designated as college credit (cc), vocational clock hours (ch), developmental education credit (cp), or institutional credit (ic).

The first number following the course prefix indicates the level of the course. If the first number is a zero (0), for example, BSC

0070, the course is a vocational certificate (clock hour) course (ch) or developmental education credit (cp), such as MAT 0028. A course with a number beginning with a 1 or 2, such as ENC1102 or PHI2070, is a college credit (cc) course. Baccalaureate college credit courses begin with a 3 or 4, such as MAN3303 or NUR4636. In general, vocational certificate (clock hour) courses and developmental education courses are not transferable to baccalaureate programs; college credit courses are usually transferable. College credit courses with the "AS Only" designation in the course description may be transferable to baccalaureate programs at Pensacola State College and schools with which Pensacola State College has developed specific articulation agreements. Questions about these issues should be addressed with a counselor, the appropriate departmental head, or the Registrar's Office. See also the section entitled Florida's Statewide Course Numbering System.

Selected courses may be offered online by means of distance learning. Not all courses are offered at all campuses or during all terms. A student should consult the current course schedule to determine which courses are available. Course sections may be added or canceled based on enrollment.

Course Section Term Schedule

The term during which a course will be offered is included in the course description with the following indicators

- FA = Fall Term;
- SP = Spring Term;
- SU = Summer Term; and
- TBA = To Be Announced (consult with the appropriate department).

College Credit and Clock Hour Course Descriptions

ACG - ACCOUNTING: GENERAL

ACG 2001 - Accounting I 3 cc

Study of accounting terminology, concepts, techniques, methods, principles, practices, and procedures as applied to sole proprietorship. Typical financial transactions are analyzed in relation to the basic accounting equation and recorded in the books of the business. Business financial statements are prepared and interpreted by the student.

Offered: FA, SP, SU.

ACG 2002 - Computerized Accounting 3 cc

Introduces the student to computerized integrated accounting procedures found in microcomputer office environments. QuickBooks accounting program is used to record financial transactions. Topics include managing revenue and expenses, payroll setup and processing, bank reconciliation, reports, and graphs, inventory, adjustments and year-end procedures, and company file setup and maintenance.

Prerequisite: ACG 2001 and ACG 2011 or ACG 2021.

Corequisite: CGS 1570.

Offered: FA, SP.

AS only.

Lab Fee.

ACG 2011 - Accounting II 3 cc

Continuation of the study of accounting including long-term assets, partnerships, corporations, long-term liabilities, the statement of cash flows, and financial statement analysis.

Prerequisite: ACG 2001.

Offered: FA, SP, SU.

ACG 2021 - Financial Accounting Principles 3 cc

Approaches accounting as an information or decision support system. Emphasis 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". Addresses basic logic and principles associated with preparation and/or critical evaluation of accounting information.

Offered: FA, SP, SU.

ACG 2071 - Introduction to Managerial Accounting 3 cc

Study of the accounting tools required in the decision making process in a business environment.

Prerequisite: ACG 2011 or ACG 2021.

Offered: FA, SP, SU.

ACG 2949 - Accounting Co-op 3 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.

AS only.

ACG 3024 - Accounting for Non-Financial Majors 3 cc

Introduces the student to the principles used in measuring organization performance and reporting the results of organizational activities. For non-business majors only.

Offered: FA, SP, SU.

ACO - ACCOUNTING: OCCUPATIONAL/ TECHNICAL

ACO 1806 - Payroll Accounting 3 cc

Trains the student to complete all payroll activities of any business. Topics include payroll and personnel records, federal payroll laws, payroll accounting systems, payroll operations, and preparation of payroll records, such as payroll registers, individual earnings records, and federal, state, and local payroll tax forms.

Prerequisite: ACG 2001 or ACG 2021 or permission required.

Offered: FA, SP.

AS only.

ACO 2943 - Accounting Internship 3 cc

Accounting related work experience in the offices of various employers in the Pensacola area. This course should be taken the last semester of enrollment. Student must have "B" average in accounting courses.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

ACR - HVACR: HEAT/VENTILATION/AC/ RERIGATION: TECH/TRADES

ACR 0640C - Introduction to HVAC Level 1 150 ch

Introduces the student to the field of Heating, Ventilation, and Air Conditioning. Part of the National Center for Construction Education and Research (NCCER) certification program, helps prepare the student for Level I certification. Content includes Introduction to HVAC, Trade Mathematics, Copper and Plastic Piping Practices, Soldering and Brazing, and Ferrous Metal Piping Practices.

Prerequisite: BCV 0003C or permission required.

Offered: TBA.

Lab Fee.

ACR 0641C - Intermediate HVAC Level 1 150 ch

Prepares the student for Level 1 Certification. Part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation, and Air Conditioning (HVAC) Program. Content includes basic electricity, introduction to cooling and heating, and air distribution systems.

Prerequisite: BCV 0003C or permission required.

Offered: TBA.

Lab Fee.

ACR 0642C - Introduction to HVAC Level 2 150 ch

Prepares the student for Level II Certification. Part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) Program. Content includes Commercial Airside Systems, Chimneys, Vents and Flues, Introduction to Hydronic Systems, Air Quality Equipment, Leak Detection - Evacuation - Recovery and Charging, Alternating Current, and Basic Electronics.

Prerequisite: BCV 0003C or permission required.

Offered: TBA.

Lab Fee.

ACR 0643C - Intermediate HVAC Level 2 150 ch

Prepares the student for Level III Certification. Part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) Program. Content includes Refrigerants and Oils, Compressors, Metering Devices, Retail Refrigeration Systems, Commercial Hydronic Systems and Steam Systems.

Prerequisite: BCV 0003C or permission required.

Offered: TBA.

Lab Fee.

ACR 0644C - Introduction to HVAC Level 3 150 ch

Prepares the student for Level III Certification. Part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) Program. Content includes Planned Maintenance, Water Treatment, Troubleshooting Electronic Controls Troubleshooting Oil Heating, and Troubleshooting Accessories.

Prerequisite: BCV 0003C or permission required.

Offered: TBA.

Lab Fee.

ACR 0645C - Intermediate HVAC Level 3 150 ch

Prepares the student for Level III Certification. Part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) Program. Content includes Planned Maintenance, Water Treatment, Troubleshooting Electronic Controls Troubleshooting Oil Heating, and Troubleshooting Accessories.

Prerequisite: BCV 0003C or permission required.

Offered: TBA.

Lab Fee.

ACR 0646C - Introduction to HVAC Level 4 150 ch

Prepares the student for Level IV Certification. Part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) Program. Content includes System Startup and Shutdown, Heating and Cooling System Design, Commercial and Industrial Refrigeration Systems, Alternative Heating and Cooling Systems, and Introduction to supervisory Skills.

Prerequisite: BCV 0003C or permission required.

Offered: TBA.

Lab Fee.

ACR 0647C - Intermediate HVAC Level 4 150 ch

Prepares the student for Level IV Certification. Part of the National Center for Construction Education and Research (NCCER) certified Heating, Ventilation and Air Conditioning (HVAC) Program. Content includes System Startup and Shutdown, Heating and Cooling System Design, Commercial and Industrial Refrigeration Systems, Alternative Heating and Cooling Systems, and Introduction to supervisory Skills.

Prerequisite: BCV 0003C or permission required.

Offered: TBA.

Lab Fee.

AMH - AMERICAN HISTORY**AMH 2010 - American History to 1877 3 cc**

Survey of the history of the American experience from the Colonial period to 1877. Emphasizes the development and adoption of the Constitution, the major events resulting in the democratization of American society, the sectional struggle over the nature of America's destiny, and the Reconstruction Era.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General Education, Social Sciences. A writing emphasis course.

Offered: FA, SP, SU.

AMH 2020 - American History from 1877 3 cc

Survey of the history of the American experience from 1877 to the present. Emphasizes the growth of American industry and business and the social and economic reforms connected with that growth. Also emphasizes the emergence of the United States as a world power during the 20th century and the ramifications that rise has had on foreign and domestic policy.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General Education Core, Social Sciences. A writing emphasis course. Satisfies the State of Florida civic literacy requirement.

Offered: FA, SP, SU.

AMH 2091 - African-American History and Culture 3 cc

Study of the history of the African-American experience from 1619 to the present. Emphasizes the growth of an African-American community from slavery to freedom and examines the socio-political, cultural, and artistic aspects of American life for Blacks in America.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Social Sciences.

Offered: FA, SP.

AML - AMERICAN LITERATURE

These courses meet the general education literature requirement. Literature courses further the ability to understand literary devices and language; to appreciate a text and its socio-cultural and historical contexts; to evaluate a text, whether fiction or non-fiction, for its literal and figurative meanings; and to synthesize and communicate the understanding of a text. Further, literature enriches understanding of and appreciation for the diversity of human experience.

AML 2010 - American Literature to 1870 3 cc

Study of selected American literature from beginning to the mid-nineteenth century.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets A.A. general education literature requirement. A writing emphasis course.

Offered: FA, SP, SU.

AML 2020 - American Literature from 1870 3 cc

Study of selected American literature from the mid-nineteenth century to the present.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets A.A. general education literature requirement. A writing emphasis course.

Offered: FA, SP, SU.

AML 2600 - Introduction to African American Literature 3 cc

Study of selected African American and related literature from the Colonial period to the present. Considers both African and European influences, covers a variety of genres, and relates African American literary works to historical present-day concerns.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets A.A. general education literature requirement.

A writing emphasis course.

Offered: FA, SP.

ANT - ANTHROPOLOGY**ANT 2000 - Introduction to Anthropology 3 cc**

Surveys the biological and cultural development of the human species, using the research tools of anthropology as both a scientific and humanistic approach. Topics include sub-disciplines of anthropology, human evolution, and the concept of cultural adaptation with examination of past and present cultures in terms of survival, socialization, social systems, communication, subsistence, power, spirituality, and cultural change.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education Core, Social Sciences.

Offered: FA, SP.

ANT 2410 - Cultural Anthropology 3 cc

Study of anthropology founded on the principle that humans are best understood holistically, by examining the entirety of their biological, environmental, and cultural condition. A comparative, cross-cultural approach used to study the economic, political, religious, and family systems of past and present cultures.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Social Sciences.

Offered: SP.

APA - APPLIED ACCOUNTING**APA 2147 - Accounting Software Applications 3 cc**

Study of accounting principles, practices, and procedures as applied to a computerized environment reinforcement of fundamentals learned in financial accounting course(s). Topics covered include accounting cycles of service and merchandising businesses, bank reconciliations, voucher system and budgeting, accounts payable, accounts receivable, payroll, partnerships, corporations, financial statement analysis, departmentalized accounting and accounting system setup.

Prerequisite: ACG 2001 or ACG 2021.

Corequisite: CGS 1570, ACG 2011.

Offered: FA, SP.

AS only.

Lab Fee.

ARH - ART HISTORY**ARH 1002 - Art for Non-Majors 3 cc**

Study of the creative process for non art majors. Enables the student to develop an understanding of the contexts within which artists work, modern and historical, the technical processes they use, and the means by which art is evaluated. May include lectures, films, videos, gallery and studio visits, class discussions. No artistic skill required.

Distribution: General Education, Humanities.

Offered: FA, SP.

ARH 1050 - Art History I 3 cc

Chronological study of art history to and including the Middle Ages.

Distribution: General Education, Humanities.

Offered: FA, SP.

ARH 1051 - Art History II 3 cc

Continuation of the chronological study of art history from the Middle Ages to the present day. May be taken prior to ARH 1050.

Distribution: General Education, Humanities.

Offered: FA, SP.

ARH 2000 - Humanities Art 3 cc

Survey course covering painting, sculpture, architecture, and the arts of Western Civilization from antiquity to the present.

Distribution: General Education Core, Humanities.

Offered: FA, SP, SU.

ART - ART**ART 1150C - Jewelry I 3 cc**

Involves the fundamentals of jewelry construction. Projects assigned cover fabrication, cutting, soldering, lost wax casting, and stone setting, using silver and non-ferrous metals.

Offered: FA, SP, SU.

Lab Fee.

ART 1151C - Jewelry II 3 cc

Advanced jewelry making techniques building on those learned in Jewelry I. Processes include enameling, raising, and forging.

Prerequisite: ART 1150C.

Offered: FA, SP, SU.

Lab Fee.

ART 1201C - Two-Dimensional Design 3 cc

Introduces the student to the elements of design. Line, texture, shape, value, and color are used to give substance to visual expression on the two-dimensional plane. Basic course for art majors.

Offered: FA, SP, SU.

ART 1203C - Three-Dimensional Design 3 cc

Introduces the elements and principles of three dimensional design. Open and closed forms are examined as they apply to sculpture. A variety of materials will be used to construct three-dimensional forms.

Offered: FA, SP.

Lab Fee.

ART 1300C - Drawing I 3 cc

Introduces the student to the concept of the drawing process and two-dimensional composition. Basic analytical and expressive approaches are applied to still life, interiors, and landscape.

Offered: FA, SP, SU.

Lab Fee.

ART 1301C - Drawing II 3 cc

Introduces the student to figure drawing, including study of the skeletal and muscular compositions of the human form, interspersed with sessions of drawing from the nude model. A variety of media, including color, is also explored during both gesture and extended drawings of the figure. Drawings exhibit the design concepts learned in ART1300C.

Prerequisite: Grade of C or better in ART 1300C.

Offered: FA, SP, SU.

Lab Fee.

ART 1400C - Print Making I 3 cc

Introduces the fundamentals of printmaking. Processes include relief (linoleum and woodblock), calligraphy, etching, monotypes, and solar prints.

Prerequisite: Grade of C or better in ART 1201C, ART 1300C.
Offered: FA, SP.
Lab Fee.

ART 1401C - Print Making II 3 cc

Continued focus on the fundamentals of printmaking. Processes may include relief (linoleum and woodblock), calligraphy, etching, monotypes, solar prints and screen printing.

Prerequisite: Grade of C or better in ART 1400C.
Offered: TBA.
Lab Fee.

ART 1750C - Ceramics I 3 cc

Introduces the student to the methods and techniques of making pottery using both the potter's wheel and hand-built procedures. Lectures in theory and practical experience in the use of clay, glazes, and firing techniques.

Offered: FA, SP, SU.
Lab Fee.

ART 1751C - Ceramics II 3 cc

Continued exploration of techniques of pottery making.

Prerequisite: Grade of C or better in ART 1750C.
Offered: FA, SP, SU.
Lab Fee.

ART 2183C - Glass Blowing 3 cc

Introduces the student to off-hand glass blowing, concerned with preparing, forming, and finishing glass, understanding of glass as an art form, and operation and maintenance of a glass studio.

Offered: FA, SP.
Lab fee.

ART 2500C - Painting I 3 cc

Instructs the student in the academic methods of painting and encourages the student to explore other methods.

Prerequisite: Grade of C or better in ART 1201C and ART 1300C.
Offered: TBA.
Lab Fee.

ART 2501C - Painting II 3 cc

Continuation of ART 2500C in exploration of traditional painting methods. Emphasis on mixed media and current development.

Prerequisite: Grade of C or better in ART 2500C.
Offered: TBA.
Lab Fee.

ART 2701C - Sculpture I 3 cc

Introduces the fundamentals of sculpture: site, context, process, psychology, and the aesthetics of the object as well as the object's relation to the body. Emphasizes sculpture as an art of the extraordinary as well as the every day. Experimentation, observation, verbal articulation, and professional presentation of projects are stressed.

Prerequisite: Grade of C or better in ART 1203C.
Offered: FA, SP.
Lab Fee.

ART 2702C - Sculpture II 3 cc

Continuation of ART 2701C with investigation of sculptural media. Emphasis on advanced theories and techniques. Individual interests and personalized projects are encouraged.

Prerequisite: Grade of C or better in ART 2701C.
Offered: FA, SP.
Lab Fee.

ART 2900 - Independent Study 3 cc

Independent study courses are available for most studio offerings. Contact the department head for information about any required prerequisites or about repeating this course for credit.

Prerequisite: Permission required.
Offered: TBA.
Lab Fees.

ART 2901 - Independent Study 3 cc

Independent study courses are available for most studio offerings. Contact the department head for information about any required prerequisites or about repeating this course for credit.

Prerequisite: Permission required.
Offered: TBA.
Lab Fees.

ART 2943 - Arts Internship 3 cc

Several professional internships are available on a competitive basis in various studio areas. These positions provide on-the-job training for college credit in local art-related businesses. Only advanced students are eligible. Contact the department head for details on availability as internships vary from semester to semester.

Offered: TBA.
Lab Fee.

ART 2950C - Portfolio and Resume Development 3 cc

Emphasizes the development of a professional portfolio and the skills required to effectively market the student and his or her work.

Prerequisite: GRA 2191C or PGY 2802C.
Offered: FA, SP.

ASL - AMERICAN SIGN LANGUAGE

ASL 1140 - American Sign Language I 4 cc

Introduces the student to the syntax and vocabulary of American Sign Language with examination of the differences between American Sign Language and the English language. Describes the history, values, and culture of deaf persons in America. Emphasizes receptive skills rather than expressive skills.

Offered: TBA.

ASL 1150 - American Sign Language II 4 cc

Focuses on the expansion of American Sign Language vocabulary and grammatical structures. Particular emphasis on proficiency in expressive signing, receptive skills, and knowledge of Deaf culture. Meets foreign language requirement.

Prerequisite: Grade of C or better in ASL 1140 within the last 3 years, or departmental approval.
Distribution: General Education, Humanities.
Offered: TBA.

AST - ASTRONOMY**AST 1002 - Descriptive Astronomy 3 cc**

Introduces the student to the study of the celestial sphere, constellations, time, telescopes, properties of light, the solar system, stars, and galaxies. Requires a working knowledge of arithmetic and simple algebra.

Distribution: General Education Core, Natural Sciences (Physical Sciences).

Offered: FA, SP, SU.

AST 1002L - Descriptive Astronomy Laboratory 1 cc

Illustrates the laws and principles presented in AST1002. Includes computer simulations, Internet astronomy, and calculations using the latest research. Requires a working knowledge of arithmetic and simple algebra.

Corequisite: AST 1002.

Offered: FA, SP, SU.

Lab Fee.

ATE - ANIMAL SCIENCE TECHNOLOGY**ATE 1050 - Canine and Feline Behavior 2 cc**

Focuses on common canine and feline behavior issues. Emphasis on the client's role in behavior issues and how common behavior problems can lead to the choice of euthanasia for the patient.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better.

Offered: FA.

AS only.

ATE 1110 - Animal Anatomy and Physiology 3 cc

Focuses on fundamentals of anatomy and physiology of domestic animals, especially the canine. Emphasis on locating and identifying the anatomical regions and landmarks. Teaches the student to communicate to colleagues on a professional level.

Prerequisite: Completion of general education requirements as outlined in the program curriculum with a C or better and acceptance into the Veterinary Technology Program.

Corequisite: ATE 1110L.

Offered: FA.

AS only.

ATE 1110L - Animal Anatomy and Physiology Lab 1 cc

Focuses on fundamental techniques in animal dissection and necropsy techniques. Correlates concepts taught in anatomy and physiology and gives the student hands-on experience. Animal handling, personal safety, and OSHA standards demonstrated and practiced.

Prerequisite: Completion of general education requirements with a C or better and acceptance into the Veterinary Technology Program.

Corequisite: ATE 1110

Offered: FA.

AS only.

Lab Fee.

ATE 1311 - Veterinary Office Procedures and Terminology 3 cc

Covers information related to the field of veterinary technology and clinical practice management, office and hospital procedures, client relations, and communication. Introduces the student to medical terminology and veterinary terminology, including the foundation of medical language, such as word roots, prefixes, suffixes and combination of forms.

Prerequisite: Completion of general education requirements with a grade of C or better and acceptance into the Veterinary Technology Program.

Offered: FA.

AS only.

Lab Fee.

ATE 1612 - Large Animal Medicine 3 cc

Focuses on the common diseases, conditions, and patient care in the equine, bovine, swine, camelid, and small ruminants.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better.

Corequisite: ATE 1636, ATE 1636L.

Offered: SP.

AS only.

ATE 1636 - Large Animal Clinical Procedures 3 cc

Focuses on large animal nursing skills related to farm animals, including farm animal nutrition related to farm animal production. Covers reproduction and lactation in selected farm animal species. Emphasis on herd health and husbandry.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better.

Corequisite: ATE 1612, ATE 1636L.

Offered: SP.

AS only.

ATE 1636L - Large Animal Clinical Procedures Lab 1 cc

Focuses on safe handling and restraint techniques used with large animals and production animals. Exposes the student to selected farm animal species, performing various tasks related to husbandry, nutrition, therapeutic and dentistry procedures. Animal handling, personal safety, and OSHA standards demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better.

Corequisite: ATE 1612, ATE 1636.

Offered: SP.

AS only.

Lab Fee.

ATE 1650C - Introduction to Clinical Procedures 3 cc

Covers entry level nursing skills and clinical laboratory skills with detailed instruction and development of occupational safety. Animal handling, personal safety, and OSHA standards demonstrated and practiced.

Prerequisite: Completion of general education requirements with a C or better and acceptance into the Veterinary Technology Program.

Offered: FA.

AS only. Lab Fee.

ATE 1941L - Clinical Work Experience 1 cc

Offers the student supervised clinical experience in a work place approved by the instructor. Minimum of 64 hours per semester in a full-service veterinary clinic required.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better.

Offered: SP.

AS only.

ATE 1942L - Clinical Work Experience II 1 cc

Offers the student supervised clinical experience in a work place approved by the instructor. Minimum of 64 hours in a full-service veterinary clinic required.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one and two core courses, with a C or better.

Offered: SP.

AS only.

ATE 2501 - Professional Development 2 cc

Focuses on current credentialing information and testing of veterinary technicians. Emphasis on the pursuit of employment in a professional environment and life-long learning.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four core courses, with a C or better.

Offered: SP.

AS only.

ATE 2511 - The Human Animal Bond 2 cc

Focuses on animal end of life issues covering euthanasia and bereavement and impacts on veterinary healthcare team, including shelter medicine and the importance of early education of clients.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four core courses with a C or better.

Offered: SP.

AS only.

ATE 2618 - Small Animal Diseases 3cc

Develops the student's basic knowledge of small animal diseases with emphasis on dogs and cats. Highlights Clinical Signs, diagnostic tests, and client information.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better.

Offered: SP.

AS only.

ATE 2630 - Pharmacology 4 cc

Focuses on importance of safety and efficacy when prescribing medication to patients. Covers the federal and state regulations that govern prescription of medications.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses, with a C or better.

Offered: FA.

AS only.

ATE 2632 - Small Animal Clinical Procedures II 3 cc

Focuses on preventative medicine, diagnostic sampling, and therapeutic techniques performed with small animals. Diagnostic sampling includes pathology, parasitology, and microbiology. Emphasizes safety and OSHA standards.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better.

Corequisite: ATE 2632L.

Offered: SP.

AS only.

ATE 2632L - Small Animal Clinical Procedures II Lab 1 cc

Focuses on laboratory procedures regularly performed by veterinary technicians in a clinical setting. Covers clinical pathology and radiology. Animal handling, personal safety, and OSHA standards demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one core courses with a C or better.

Corequisite: ATE 2632.

Offered: SP.

AS only.

Lab Fee.

ATE 2634 - Small Animal Clinical Procedures III 3 cc

Focuses on small animal anesthetic procedures. Offers the student an understanding in patient assessment and risk status to help determine appropriate perianesthetic and anesthetic protocols to provide effective pain management and maximum safety.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses, with a C or better.

Corequisite: ATE 2634L.

Offered: FA.

AS only.

ATE 2634L - Small Animal Clinical Procedures III Lab 1 cc

Provides the student with psychomotor skills required for small animal anesthesia, dental prophylaxis, and radiology. Animal handling, personal safety, and OSHA standards demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses, with a C or better.

Corequisite: ATE 2634.

Offered: FA.

AS only.

Lab Fee.

ATE 2635 - Small Animal Clinical Procedures IV 3 cc

Focuses on surgical nursing.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four core courses with a C or better.

Corequisite: ATE 2635L.

Offered: SP.

AS only.

ATE 2635L - Small Animal Clinical Procedures IV Lab 1 cc

Focuses on surgical nursing with skills gained in ATE 2634 demonstrated. Animal handling, personal safety, and OSHA standards demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four core courses with a C or better.

Corequisite: ATE 2635.

Offered: SP.

AS only.

Lab Fee.

ATE 2648 - Radiography 3 cc

Presents the principles of radiation. Provides the student with technical skills needed to perform radiological procedures. Alternative imaging techniques included.

Prerequisite: Acceptance into the Veterinary Technology program and completion of the program's semester one core courses with a grade of C or better.

Offered: SP.

AS only.

ATE 2671 - Laboratory Animal Medicine 2 cc

Focuses on the basic principles of animal research including understanding the utilization of laboratory animals in animal research. Provides the student with a working knowledge of federal, state, and local animal welfare regulations.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one and two core courses with a C or better.

Corequisite: ATE 2671L.

Offered: SU.

AS only.

ATE 2671L - Laboratory Animal Medicine Lab 1 cc

Focuses on the basic principles of animal research including understanding the utilization of laboratory animals in animal research. Provides the student with a working knowledge of federal, state, and local animal welfare regulations. Animal handling, personal safety, and OSHA standards demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one and two core courses with a C or better.

Corequisite: ATE 2671.

Offered: SU.

AS only.

Lab Fee.

ATE 2710 - Veterinary Emergency Medicine 3 cc

Focuses on the fundamentals of veterinary emergency medicine. Emphasis on nursing skills, triaging, complications, and CPR.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses with a C or better.

Offered: FA.

AS only.

ATE 2722 - Avian, Exotic, Small Mammals and Fish 2 cc

Focuses on the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets. Animal handling, personal safety, and OSHA standards demonstrated and practiced.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one and two core courses with a C or better.

Offered: SU.

AS only.

ATE 2943L - Clinical Work Experience III 1 cc

Offers the student supervised clinical experience in a work place approved by the instructor. Minimum of 64 hours in a full-service veterinary clinic required.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, and three core courses with a C or better.

Offered: FA.

AS only.

ATE 2944L - Clinical Work Experience IV 1 cc

Offers the student supervised clinical experience in a work place approved by the instructor. Minimum of 64 hours in a full-service veterinary clinic required.

Prerequisite: Acceptance into the Veterinary Technology Program and completion of the program's semester one, two, three, and four and core courses with a C or better.

Offered: SP.

AS only.

BCN - BUILDING CONSTRUCTION**BCN 1001 - Building Construction 3 cc**

Introduces the student to the terminology, methods, procedures, materials, sequences of operations, and types of construction.

Offered: FA, SP.

AS only.

BCN 2405 - Construction Mechanics 3 cc

Introduces the student to structural design for Building Construction, Drafting and Design, and Civil Engineering Technology. Emphasizes problem solving. Includes resultants and equilibrium of force systems-beams, trusses, frames and centroids, shear, and moment diagrams. Rigorous mathematical treatment not required.

Prerequisite: BCN 1001 or permission required.

Corequisite: MAT 1033C or MAC 1105 or permission required.

Offered: SP.

AS only.

BCN 2948 - Building Construction Technology Co-op 2 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.

AS only.

BCT - BUILDING CONSTRUCTION TRADES**BCT 2760 - Building Codes 3 cc**

A study of the Building Codes designed to acquaint the student with the requirements for commercial construction based on occupancy classification and construction type.

Prerequisite: BCN 1001 or permission required.

Offered: FA.

AS only.

BCT 2770 - Construction Estimating 3 cc

Involves systems of accounting, material inventory, and the critical path method of planning and scheduling. Designed specifically for cost estimating in heavy construction, but upon completion, the student is prepared for light construction or commercial estimating. Completion of, or simultaneous enrollment in, ETD 1399 or the ability to read blueprints will aid the student. Some computer assisted estimating is used.

Prerequisite: BCN 1001.

Corequisite: MAT 1033C or MAC 1105.

Offered: FA.

AS only.

Lab Fee.

BCV - BUILDING CONSTRUCTION: VOCATIONAL**BCV 0003C - Introductory to Craft Skills 150 ch**

Introduces the student to the proper use and care of hand and power tools, and OSHA compliant shop and jobsite safety practices. Students are provided training to obtain their 2 year CPR, First Aid, and AED certification. Emphasis is placed on rigging, handling, and transport techniques to safely load, move, install, store, and care for building materials and jobsite equipment. Includes useful construction math skills to accurately calculate building material quantities, to measure and cut, and layout building structures, components, and other building projects. Reading and interpreting various types of construction drawings and written specifications are essential to properly constructing building projects.

Offered: FA, SP, SU.

Lab Fee.

BCV 0112C - Introduction to Carpentry 150 ch

Emphasizes skills necessary to construct, erect, install, and repair residential and small commercial structures and building projects made from wood and other materials. Carpentry tasks involve working from construction drawings, performing construction math and geometry calculations, laying out building components, measuring, cutting, and assembling structures or building projects. Students will learn to identify and select appropriate sustainable building materials, methods of construction, and systems and technologies for durable construction for specific climate zones.

Corequisite: BCV 0003C, BCV 0123C.

Offered: FA, SP, SU.

Lab Fee.

BCV 0121C - Rigging and Concrete 180 ch

The third in a series of courses which leads to the Florida Vocational Certificate in Carpentry. The curriculum will enable the student earn NCCER certification. Emphasizes Rigging Equipment, Rigging Practices, Properties of Concrete, Reinforcing Concrete, Handling and Placing Concrete, Trenching and Excavating, Foundations and Slab-On-Grade, Vertical Formwork, Horizontal Formwork, and Tilt-Up Wall Panels.

Prerequisite: BCV 0120C or permission required.

Offered: FA, SP, SU.

Lab Fee.

BCV 0122C - Carpentry Rough Framing 300 ch

Learn to identify, select, and layout wood and metal, framing members, and construct wood and metal framed structures. Advanced framing techniques will be stressed. Learn to identify, select and install air, moisture, vapor and thermal barriers, and code compliant fasteners and connectors. Knowing how to handle, store and care for framing materials are important skills to learn. Students will perform building material takeoffs, and apply appropriate building codes and performance guidelines to construct durable wood frame structures and building projects.

Corequisite: BCV 0126C.

Offered: SP.

BCV 0123C - Building Layout and Foundations 150 ch

Emphasizes strategies to select appropriate building sites, properly orient and layout a building, and choose climate specific foundation types and construction. Students will also learn strategies and techniques to select and install foundations, water management systems, vapor barriers, concrete and block assemblies, and other foundation systems. Students will learn to perform building site and foundation building material takeoffs and apply appropriate building codes and performance guidelines and construct durable foundations.

Corequisite: BCV 0003C, BCV 0112C.

Offered: FA, SP, SU.

Lab Fee.

BCV 0124C - Advanced Carpentry 210 ch

The last in a series of courses which leads to the Florida Vocational Certificate in Carpentry. Enable the student to earn NCCER certification. Emphasizes topics including Site Layout Distance Measurement and Leveling, Site Layout Angular Measurement, Advanced Roof Systems, Advanced Wall Systems, Advanced Stair Systems, Introduction to Light Equipment, Welding, Commercial Finish Work, Site Preparation, and Introductory Skills for the Crew Leader.

Prerequisite: BCV 0123C or permission required.

Offered: FA, SP, SU.

Lab Fee.

BCV 0126C - Carpentry Exterior Finishes 150 ch

Emphasizes appropriate exterior (climate specific) weather resistant barriers and finishes: air barrier materials; drainage plane systems; moisture management systems; cladding types and trim, and techniques to properly install these systems. Students will identify, select, and install exterior claddings, hardware and trim, windows and doors, flashings, roofing products, decking materials, and stair components. Students will be introduced to renewable energy systems and installation techniques for fastening these systems to various roofing products, materials, and assemblies. Material take-offs, building code requirements, and third party performance practices are also emphasized.

Corequisite: BCV 0122C.

Offered: SP.

BCV 0127C - Interior Finish and Trim 300 ch

Focuses on the selection and installation of thermal barriers, interior finish trim and doors, stair assemblies, paint and sealers, finish flooring, cabinets, door hardware, and plumbing accessories. Includes testing ductwork and building enclosures for air leakage and building commissioning. Students will create punch-out lists and learn how to delegate responsibilities to complete items on the list. Perform building material take-offs, apply pertinent building codes on a residential building.

Offered: SU.

BCV 0508C - Helper, Plumber, Pipefitter 360 ch

Prepares students to enter the workforce as a plumber helper or pipefitter helper with a basic knowledge of the pipe-trade industry.
Offered: FA, SP, SU.

BCV 0510C - Introduction to Pipefitting 120 ch

Introduces the student to the pipefitting trade with instruction on entry level job skills. Emphasizes the basic use and tools and reading and interpreting blueprints and building codes, as applicable in the trade.

Prerequisite: BCV 0500C or permission required.
Offered: FA, SP, SU.

BCV 0524C – Intermediate Plumbing Level 2 120 ch

Prepares the student for Level 2 certification as part of the National Center for Construction Education and Research (NCCER) certification program. Key content includes installing fixtures – valves and faucets, introduction to electricity, installing water heaters, fuel gas systems and servicing of fixtures – valves and faucets.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0540C - Residential Plumber 240 ch

Prepares students to enter the plumbing industry as an entry level residential plumber.

Prerequisite: BCV 0508C.
Offered: FA, SP, SU.

BCV 0562C - Commercial Plumber 240 ch

Prepares students to enter the pipe-trade industry as an entry level commercial plumber.

Prerequisite: BVC0508C, BCV0540C.
Offered: FA, SP, SU.

BCV 0596C - Plumbing Applications 240 ch

Covers additional skilled related to the pipe-trade. Prepares students to repair and service plumbing services. Additional topics covered will include medical gas, fuel gas, solar and pool systems.

Prerequisite: BCV 0508C, BCV 0540C, BCV 0562C.
Offered: FA, SP, SU.

BCV 0670C - Introduction to Electricity Level 1 120 ch

Introduces the student to the field of electricians including installation of electrical systems in structures, wiring, and other electrical components, such as circuit breaker panels, switches, and light fixtures, and following blueprints, the National Electrical Code(r), and state and local codes. Emphasis on electrical theory. The student will gain proficiency with hands-on lab work. Initial course in Electricity leading to a Florida Vocational Certificate within NCER's 4-level Electrical.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0671C - Intermediate Electricity Level 1 120 ch

Part of a sequence of instruction in Electricity leading to a Florida Vocational Certificate. Emphasis on electrical theory. The student will gain proficiency with hands-on lab work. Prepares the student for NCCER's Level 1 certification.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0672C - Introduction to Electricity Level 2 180 ch

Part of a planned sequence of instruction in Electricity leading to a Florida Vocational Certificate. Emphasis on electrical theory. The student will gain proficiency with hands-on lab work. Prepares the student for the NCCER's Level 2 certification test.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0673C - Intermediate Electricity Level 2 120 ch

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Continued study of NCCER Level 2 topics, with emphasis on electrical theory. The student will gain proficiency with hands-on lab work. Prepares the student for the NCCER's Level 2 certification test.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0674C - Introduction to Electricity Level 3 120 ch

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Continued study of NCCER Level 3 topics. The student will gain proficiency with hands-on lab work. Prepares the student for the NCCER's Level 3 certification test.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0675C - Intermediate Electricity Level 3 120 ch

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Continued study of NCCER Level 3 topics. The student will gain proficiency with hands-on lab work. Prepares the student for the NCCER's Level 3 certification test.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0676C - Introduction to Electricity Level 4 150 ch

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Emphasis on electrical theory. The student will gain proficiency with hands-on lab work. Prepares the student for the NCCER's Level 4 certification test.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0677C - Intermediate Electricity Level 4 120 ch

Part of the sequence of courses in Electricity leading to a Florida Vocational Certificate. Emphasis on electrical theory. The student will gain proficiency with hands-on lab work. Prepares the student for the NCCER's Level 4 certification test.

Prerequisite: BCV 0003C or permission required.
Offered: FA, SP, SU.
Lab Fee.

BCV 0931C - Special Topic in Building Construction 30 ch

Designed to allow flexibility to present a wide variety of topics related to the construction field trades to the student.

Prerequisite: Permission required.
Offered: FA, SP, SU.

BCV 0932C - Special Topic in Building Construction 60 ch

Designed to allow flexibility to present a wide variety of topics related to the construction field trades to the student.

Prerequisite: Permission required.
Offered: FA, SP, SU.

BOT - BOTANY**BOT 2010 - General Botany 3 cc**

Introduces the student to basic concepts applicable to all plants including cell theory, biosynthetic processes, development and reproduction, systematics, and evolution. Topics include morphological, physiological, and taxonomic aspects of plants and structures and functions of cells, tissues, and organs of plants. Emphasis on the economic and ecological roles of these organisms. Significant plant groups are surveyed to illustrate basic biological principles.

Prerequisite: Placement at the college level or completion of exit-level developmental course(s) with a grade of C or better.

Corequisite: BOT 2010L.

Offered: SP.

BOT 2010L - General Botany Laboratory 1 cc

Includes microscopy, experimental exercises, and dissection.

Prerequisite: Grade of C or better in BSC 1010 and BSC 1010L.

Corequisite: BOT 2010.

Offered: SP.

Lab Fee.

BSC - BIOLOGICAL SCIENCES**BSC 0070 - Structure and Function 60 ch**

Introduces the student to basic normal anatomy and physiology and explores humankind's need to maintain homeostasis in his environment. The foundation for subsequent learning involving human structure and physiology is emphasized. Medical terminology for each system is integrated throughout the course.

Offered: FA, SP, SU.

BSC 1005 - Introduction to Biology 3 cc

Survey of biological principles as they apply to lifestyle choices, health and nutrition, bioenergetics, environmental impact, heredity, physiology, and organismal change over time; and the application of these principles to issues of current interest. **NOT RECOMMENDED FOR BIOLOGY MAJORS.**

Distribution: General Education Core, Natural Sciences (Biological Sciences).

Offered: FA, SP, SU.

BSC 1005L - Introduction to Biology Laboratory 1 cc

Illustrates the biological principles as they apply to lifestyle choices, health and nutrition, bioenergetics, environmental impact, heredity, physiology, and organismal change over time.

Corequisite: BSC 1005.

Offered: FA, SP, SU.

Lab Fee.

BSC 1010 - Principles of Biology 3 cc

Study of the cellular, genetic, and evolutionary principles which form the foundation of biology. Emphasis on biomolecules, cell structure and function, protein synthesis, genetics and organic evolution. The first course for biology majors.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Corequisite: BSC 1010L. Distribution: General Education Core, Natural Sciences (Biological Sciences).

Offered: FA, SP, SU.

BSC 1010L - Principles of Biology Laboratory 1 cc

Provides the student with hands-on exercises to complement the material in BSC 1010. Required for biology majors.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Corequisite: BSC 1010.

Offered: FA, SP, SU.

Lab Fee.

BSC 1011 - Principles of Biological Diversity 3 cc

Explores the diversity of life including bacteria, protists, fungi, plants and animals at the introductory level covering the basic functional morphology and physiology at the organismal level. Introduces the student to ecological interactions at the population and community level.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Natural Sciences (Biological Sciences).

Offered: FA, SP.

BSC 1011L - Principles of Biological Diversity Laboratory 1 cc

Provides the student with hands-on exercises to complement the concepts discussed in lecture. In particular, the diversity of life including bacteria, protists, fungi, plants and animals are covered at the introductory level. Introduces the student to basic functional morphology and physiology at the organismal level as well as ecological interactions at the population and community level.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Corequisite: BSC 1011.

Offered: FA, SP.

Lab fee.

BSC 1080 - Essentials of Anatomy and Physiology 3 cc

Survey course consisting of lectures and demonstrations covering the basic structures and functions of the human body. Not recommended for students who intend to major in biology, medicine, or registered nursing.

Distribution: General Education, Natural Sciences (Biological Sciences).

Offered: FA, SP.

BSC 1080L - Essentials of Anatomy and Physiology Laboratory 1 cc

Reinforces concepts presented in BSC 1080 using dissected materials, microscopy, models, and other supplemental materials.

Corequisite: BSC 1080.

Offered: FA, SP.

Lab Fee.

BSC 1093 - Anatomy and Physiology I 3 cc

Intensive study of human anatomy with emphasis on normal physiology and disease states that result when normal homeostatic mechanisms are compromised. Topics covered include basic cellular function, tissue components of the body, cellular metabolism, integumentary, skeletal, muscular, and nervous systems, and special senses.

Prerequisite: Placement at the college level in reading and writing.

Corequisite: BSC 1093L.

Offered: FA, SP, SU.

BSC 1093L - Anatomy and Physiology I Laboratory 1 cc

Uses laboratory exercises in anatomy and physiology intended to enhance topics covered in BSC 1093. Models, dissection material, and other media used to explore the structure of the cell, tissues, integumentary, skeletal, muscular, and nervous systems.

Corequisite: BSC 1093.

Offered: FA, SP, SU.

Lab Fee.

BSC 1094 - Anatomy and Physiology II 3 cc

Continuation of BSC 1093. Topics covered include the endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems, including genetics, general developmental concepts, and pregnancy. Normal and pathological conditions of fluid, acid-base, and electrolyte balance are also surveyed.

Prerequisite: Grade of C or better in BSC 1093 and BSC 1093L.

Corequisite: BSC 1094L.

Offered: FA, SP, SU.

BSC 1094L - Anatomy and Physiology II Laboratory 1 cc

Uses laboratory exercises in anatomy and physiology to enhance topics covered in BSC 1094. Models, dissection material, and other media are used to explore the structure of the sensory, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems, including genetics.

Prerequisite: BSC 1093L.

Corequisite: BSC 1094. Continuation of BSC 1093L.

Offered: FA, SP, SU.

Lab Fee.

BSC 1931 - Special Topics in Biological Sciences 1 cc

Designed to allow flexibility for presenting a variety of topics in biological sciences, such as biotechnology, environment, and natural history. The course may be repeated for credit when content varies.

Offered: FA, SP, SU.

Some sections may require Lab Fees.

BSC 2033 - Ethical Issues in Biology 2 cc

Explores the complex interactions occurring at the overlap between ethics and modern biology. In recent years, the life sciences have produced numerous techniques and laboratory devices whose applications have produced challenging ethical dilemmas for modern society. Topics to be presented will include the use of genetic information, genetic testing, genetic engineering, gene therapy, medical ethics, use of reproductive technologies, abortion, euthanasia, xenotransplantation, and cloning.

Prerequisite: BSC 1005 or BSC 1010 or BSC 1080 or BSC 0070 or BSC 1093 and BSC 1094.

Offered: SP, SU.

BUL - BUSINESS LAW**BUL 2241 - Business Law 3 cc**

Introduces the student to Business law including 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 on logical reasoning and the application of rules of law to everyday business affairs.

Offered: FA, SP, SU.

BUL 3130 - Legal Environment 3 cc

Covers issues such as contracts, torts, legal/political/economic aspects of ethics and the Law, antitrust law, employment law, administrative law, securities law, and international business law topics.

Offered: FA, SP, SU.

CAP - COMPUTER APPLICATIONS**CAP 2134C - Database Security 3 cc**

Provides the student skills and knowledge of Information Technology security professional to protect technology infrastructures, intellectual property, business functions, and protect the company's most valuable assets, the databases. Emphasizes proper techniques and methodologies in securing and protecting databases beginning with database installation and testing to auditing and SQL Injection.

Prerequisite: CGS 1061C.

Offered: FA, SP.

AS only.

Lab fee.

CAP 2140C - Digital Forensics I 3 cc

Provides the student information on forensic lab set up, how to acquire tools and software necessary for a forensics investigation, identification of inappropriate uses of information, gathering electronic evidence of wrongdoing, securing corporate systems from further misuse, manage corporate computer forensic operations, gathering electronic evidence, and protection from intentional or accidental modification.

Prerequisite: CET 1178C, CET 1179C, CTS 1300C, CTS 1390C, CTS 2106C.

Offered: FA.

AS only.

Lab fee.

CAP 2141C - Digital Forensics II 3 cc

Provides the student information on advanced computer forensics, how to prepare and conduct a computer investigation, use of advanced computer forensics software such as Access Data's Forensic Toolkit FTK, Guidance Software's Encase, Forensic Recovery Evidence Device (FRED), Ultimate Took Kit write blocker suite, Voom Hardcopy II, and windows registry analysis using FTK's registry analyzer. The student will learn how to recover forensic data from various digital devices such as cell phones using PARABEN's Cell and PDA Seizure, password recovery tools including Access Data's PRTK, and analysis of windows and Linux operating systems.

Prerequisite: CAP 2140C.

Offered: SP.

AS only.

Lab fee.

CCJ - CRIMINOLOGY AND CRIMINAL JUSTICE**CCJ 1020 - Introduction to the Criminal Justice System 3 cc**

Introduces the student to the criminal justice system with emphasis on the nature, functions, and limits of law. Special attention is given to the criminal justice process from arrest to final disposition.

Distribution: General Education, Social Sciences.

Offered: FA, SP, SU.

CCJ 2010 - Criminology 3 cc

Provides the student opportunity to study the nature of criminal and delinquent behavior. Emphasis on the many diverse views that characterize criminology, the study of crime and delinquency, and reflect the interdisciplinary nature of this field.

Offered: FA, SP, SU.

CCJ 2055 - Ethical Issues 3 cc

Covers various ethical issues common to the field of criminal justice today. Current issues such as lying, moral responsibility, and abuse of force and authority will be covered in detail including current laws that govern these issues.

Offered: FA, SP.

CCJ 2645 - White Collar Crime 3 cc

Examines broad range of criminal activities and financial crimes committed by individuals in the course of their legitimate employment, with emphasis on the intersection of white-collar crime and organized/transnational organized crime. Topics include the study of theories advanced to explain such behavior and the widespread nature of the problem.

Offered: FA, SP.

CCJ 2687 - Victimology 3 cc

Introduces the student to the academic discipline relatively new in the United States, including the continual movement through states to enact laws giving victims of crimes more opportunities to participate in the criminal justice system. Provides the student with an understanding in working with victims covering the legal, psychological, and social aspects of victimology.

Offered: FA, SP.
AS only.

CCJ 2693 - The Study of Sex Crimes 3 cc

Covers the nature and extent of sexual crimes committed in America today including the prominent theories of causation. Emphasis on the review the current sex offender laws and the legal challenges facing law enforcement and the courts.

Offered: FA, SP.

CCJ 2940C - Cyber Forensics Capstone 3 cc

Provides the student with an integrative experience in a law enforcement and business information security environment incorporating the Certified Digital Forensic Examiner (C)DFE certification exam.

Prerequisite: Permission required.
Offered: FA, SP, SU.
AS only.

CCJ 2943 - Criminal Justice Internship 3 cc

Provides the student with practical Criminal Justice experience working in field of study as a trainee. This is a non-paid position that involves working in a Criminal Justice position 145 hours during the semester. The student will receive a pass/fail grade based upon the employer's evaluation of the student.

Prerequisite: Permission of the Criminal Justice program coordinator, forty-five completed credit hours, enrolled in the Criminal Justice AS program, and a 3.0 GPA.
Offered: FA, SP, SU.

CCJ 2949 - Criminal Justice Co-op 3 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.
AS only.

CCJ 4664 - White Collar Crime and Economics 3 c.c.

Explores white collar crime and the cost it has on the United States' economy. Analyzes the cost factors to businesses and society and means to prevent white collar crime.

Offered: FA, SP, SU.

CET - COMPUTER ENGINEERING TECHNOLOGY**CET 1020C - Introduction to Networks 3 cc**

The first course of two in the Cisco CCENT curriculum, introduces the student to the architecture, structure, functions, components, and modules of the Internet and other computer networks. Key topics include the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations.

Offered: FA, SP, SU.
Lab fee.

CET 1112C - Digital Fundamentals 3 cc

Covers introductory concepts of digital circuits. Material covered in theory and lab includes number systems, digital codes, logic circuits, Boolean -algebra, Karnagh mapping, Demorgan's Theorem, arithmetic circuits, code converters, multiplexers, and demultiplexers.

Offered: FA, SP.
AS only.
Lab Fee.

CET 1178C - PC Hardware (A+) 3 cc

Prepares the student to take the A+ Certification exam, teaches the student basic technical skills needed to understand the function and operation of the major elements of personal computer systems, and how to localize and correct common hardware and software problems.

Prerequisite: CGS 1061C.
Offered: FA, SP, SU.
AS only.
Lab Fee.

CET 1179C - PC Operating Systems (A+) 3 cc

Prepares the student for the A+ Certification exam through proficiency in personal computer operating systems including DOS, Win 98/2000/XP. Key topics include disk, file and memory management, system configurations, menu driven processing, graphical user interfaces, boot files, disk caching, virtual memory, device drivers, TSRs, and basic system errors.

Prerequisite: CGS 1061C.
Offered: FA, SP, SU.
AS only.
Lab Fee.

CET 1588 - Network + 3 cc

Introduces the student to the foundation in current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. Prepares the student to take the CompTIA Network+ certification exam and provides introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. Topics covered include LAN-user concepts and the basic functions of system administration and operation.

Prerequisite: CGS 1061C or permission required.

Offered: FA, SP, SU.

AS only.

Lab Fee.

CET 1610C - Routing and Switching Essentials 3 cc

The second courses of two in the Cisco CCENT curriculum. Key topics include architecture, components, and operations of routers and switchers in a small network. The student will learn how to configure a router and a switch for basic functionality. Completes the Cisco CCENT curriculum and prepares the student for the Cisco CCENT certification exam.

Prerequisite: CET 1020C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

CET 1634C - Telecommunications Distribution Systems 3 cc

Provides the student with the fundamentals of structured cabling systems, and the fundamentals of grounding and protection for telecommunications systems, and an introduction to telecommunications cabling infrastructure for a customer-owned outside plant.

Offered: FA, SP, SU.

AS only.

Lab Fee.

CET 2025C - Scaling Networks 3 cc

The first course of two in the Cisco Routing and Switching curriculum. The student will learn about the architecture, components, and operations of routers and switches in a larger and more complex network including how to configure routers and switches for advanced functionality.

Prerequisite: CET 1610C.

Offered: FA, SP, SU.

Lab fee.

CET 2026C - Connecting Networks 3 cc

The final course of two in the Cisco Routing and Switching curriculum. The student will learn about the WAN technologies and network services required by converged applications in a complex network and understand the selection criteria of network devices and WAN technologies to meet network requirements. Prepares the student for the Cisco CCNA Routing and Switching certification exam.

Prerequisite: CET 2025C.

Offered: FA, SP, SU.

Lab fee.

CET 2113C - Digital Circuits 3 cc

A theory-lab course which covers additional digital electronics circuits and concepts. Circuits included are latches, flip-flops, counters, registers, multivibrators, timers, digital-to-analog converters (DAC), analog to digital converters (ADC), and common memory technologies (R/WR and ROM).

Prerequisite: CET 1112C.

Offered: SP.

AS only.

Lab Fee.

CET 2172C - Personal Computers Maintenance, Upgrade and Support 3 cc

Introduces the student to maintenance of microcomputers through combination theory and laboratory structure. Prepares the student in maintenance, upgrade, and support of PC's. Major topics include hardware/software/firmware concepts, troubleshooting, repair, support of the PC, LAN/WAN network applications, and operating systems.

Prerequisite: CET 1178C or departmental waiver based on documented personal experience.

Offered: FA, SP.

AS only.

Lab Fee.

CET 2614C - Cisco CCNA Security 3 cc

Focuses on the overall security process based on a security policy and its relation to the router IOS firewall and maps to the Cisco CCNA Security Exam.

Prerequisite: CET 2026C, CTS 2120C.

Offered: FA, SP.

AS only.

Lab Fee.

CET 2854C - Wireless LANS 3 cc

Focuses on wireless LANS, topology, infrastructure, and site survey techniques. Mathematics and physics are held to a minimum to allow for the broadest possible audience.

Prerequisite: CET 1588C or CET 2620C.

Offered: FA, SP.

AS only.

Lab Fee.

CET 2890C - Network Defense and Countermeasures 3 cc

Focuses on one of the most important and urgent concepts in protecting computers and networks: intrusion detection.

Prerequisite: CET 2026C, CTS 2120C.

Offered: SP, SU.

AS only.

Lab Fee.

CET 2934 - CIT Professional Project 3 cc

Culmination of the student's Computer Information Technology degree program and represents an opportunity for the student to complete a project and present an integrated summary of what he/she learned. Emphasis on planning and working through the specific details of the project and creating a personal presentation. Suggested projects include, but are not limited to, network design, risk assessment, wiring design, security awareness program, developing security policies. Recommended to be taken in the last semester.

Prerequisite: CTS 2149.

Offered: TBA.

AS only.

Lab Fee.

CGS - COMPUTER GENERAL STUDIES**CGS 1061C - Introduction to Computers in Technology 3 cc**

Introduces technology students to a working knowledge of computer hardware and software related to their vocation. Key concepts are basic keyboarding, word processing, computer hardware, operating systems, and basic computer maintenance.

Offered: FA, SP, SU.

AS only.

Lab Fee.

CGS 1570 - Computer Concepts and Applications 3 cc

Covers computer and networking concepts, computer applications, and productivity software (word processing, spreadsheet, graphics, and database).

Distribution: General Education, Communications.

Offered: FA, SP, SU.

Lab Fee.

CGS 1700 - Introduction to Operating Systems 3 cc

Covers concepts concerning hardware design, data representation, and operating systems without regard to any particular type of computer and examines the "what" and "why" of an operating system and its responsibility to hardware applications.

Prerequisite: CGS 1570 or CGS 1061C.

Offered: FA, SP.

CGS 2122 - Engineering Technical Spreadsheets 3 cc

An intermediate spreadsheet course using Microsoft Excel software which provides the student with skills necessary to solve engineering problems. Emphasizes a mathematic foundation for engineering calculations including geometry and trigonometry. The student will navigate through the Excel software program in a systematic approach describing intermediate commands and procedures in detail.

Prerequisite: ETD 1310 and appropriate mathematics placement score or completion of MAT 1033C with a grade of C or better.

Offered: FA.

AS only.

Lab Fee.

CGS 2510 - Spreadsheet 3 cc

Emphasis on spreadsheet applications through lecture and hands-on experience. Electronic spreadsheet and data management applications covered.

Prerequisite: CGS 1570.

Offered: FA, SP, SU.

Lab Fee.

CGS 2820 - HTML 3 cc

Emphasizes essential Web page development skills. The student will develop Web sites using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS), learn to write HTML code manually, use graphical user interface (GUI) authoring tools, create Web pages using the HTML structure tags, embed video and audio, and develop cross-browser user-input forms. Use of CSS to position and format content, and to create effects such as transformations, transitions, and animation. The student will use techniques for code validation and testing, inline form field validation, and mobile design for browsers and apps, including Responsive Web Design (RWD).

Offered: FA, SP.

Lab fee.

CGS 2822 - Scripting for the Web 3 cc

Introduces the student to the basics of writing scripts for use on the World Wide Web. Emphasis will be placed on the student learning to program with Javascript, with a brief survey of several other scripting languages.

Prerequisite: COP 1510.

Offered: SP.

Lab Fee.

CGS 2829 - Web Design Specialist 3 cc

Builds on the skills acquired in the previous two web creation courses while introducing advanced skills for designing and coding responsive web sites. Integration of industry standard software will be utilized. The student will build upon basic Web authoring skills to learn the essentials and best practices of Web design, including design theory, tools, and technologies.

Prerequisite: CGS 2822.

Offered: SP.

Lab fee.

CGS 2933 - Special Topics in Computer Science 3 cc

Designed to allow flexibility to present a wide variety of topics related to the application of microcomputer software to business, economics, and managerial decision-making in rapidly changing environments.

Offered: TBA.

Lab Fee.

CGS 3812 - Business Continuity and Disaster Recovery 3 cc

A study of disaster recovery and business continuity planning. Emphasizes business critical operations, especially IT infrastructure focusing on keeping critical operations of the business running. Prepares the student to work with businesses to create and implement disaster recovery and business continuity plans. Prepares the student for the Mile2 Certified Disaster Recovery Engineer (C)DRE certification exam. The National Security Agency has validated the (C)DRE for the CNSSI-4016: National Information Assurance Training Standards for Risk Analysis.

Prerequisite: CET 2614C.

Offered: FA.

Lab fee.

CHD - HOME ECONOMICS: CHILD DEVELOPMENT**CHD 2949 - Child Development Co-op 3 cc**

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP.

CHM - CHEMISTRY**CHM 1025 - Introduction to College Chemistry 3 cc**

Introduces the students to the field of chemistry. Emphasis is on the language, fundamental concepts, and problem solving in chemistry.

Distribution: General Education, Natural Sciences (Physical Sciences).

Offered: FA, SP, SU.

CHM 1025L - Introduction to College Chemistry Laboratory 1 cc

An optional laboratory course to accompany CHM 1025, with emphasis on basic laboratory skills and practical applications of chemistry. Activities performed by the student in CHM 1025L will help reinforce concepts presented in CHM 1025. Lab safety exam is required. (Students taking CHM 1025 concurrently are required to withdraw from CHM 1025L if they withdraw from CHM 1025.)

Corequisite: CHM 1025.

Offered: FA, SP, SU.

Lab Fee.

CHM 1045 - General Chemistry I 3 cc

Introduces the student to basic principles in chemistry with emphasis on scientific measurement, atomic and molecular structure, periodic properties, chemical reactions, stoichiometry, and kinetic molecular theory of gases. Mastery of basic algebra skills is essential for successful completion of this course.

Prerequisite: CHM 1025 or high school chemistry.

Corequisite: MAC 1105, CHM 1045L.

Distribution: General Education Core, Natural Sciences (Physical Sciences).

Offered: FA, SP, SU.

CHM 1045L - General Chemistry I Laboratory 1 cc

A laboratory course to accompany CHM 1045, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1045L will both complement and supplement the concepts presented in CHM 1045. Lab safety exam is required. (Students taking CHM 1045 concurrently are required to withdraw from CHM 1045L if they withdraw from CHM 1045.)

Corequisite: CHM 1045.

Offered: FA, SP, SU.

Lab Fee.

CHM 1046 - General Chemistry II 3 cc

Key topics include physical states of matter, the nature and physical properties of solutions, acids and bases, kinetics, chemical equilibrium, thermodynamics, electrochemistry, coordination compounds, and nuclear chemistry.

Prerequisite: Grade of C or better in CHM 1045.

Corequisite: CHM 1046L.

Offered: FA, SP, SU.

CHM 1046L - General Chemistry II Laboratory 1 cc

A laboratory course to accompany CHM 1046, with emphasis on the development of laboratory skills in chemistry which are fundamental to students of science. Experiments performed by the student in CHM 1046L will both complement and supplement the concepts presented in CHM 1046. Lab safety test required. (Students taking CHM 1046 concurrently are required to withdraw from CHM 1046L if they withdraw from CHM 1046.)

Prerequisite: Grade of C or better in CHM 1045L.

Corequisite: CHM 1046.

Offered: FA, SP, SU.

Lab Fee.

CHM 2210 - Organic Chemistry I 3 cc

A study of carbon compounds with emphasis placed on reaction mechanisms, functional group behavior, synthesis, and structure determination.

Prerequisite: Grade of C or better in CHM 1046.

Corequisite: CHM 2210L.

Offered: FA, SP.

CHM 2210L - Organic Chemistry I Laboratory 1 cc

Experiments designed to provide hands-on experience to reinforce topics covered in the lecture course. Lab safety test required. (Students taking CHM 2210 concurrently are required to withdraw from CHM 2210L if they withdraw from CHM 2210.)

Prerequisite: Grade of C or better in CHM 1046L.

Corequisite: CHM 2210.

Offered: FA, SP.

Lab Fee.

CHM 2211 - Organic Chemistry II 3 cc

A continuation of CHM 2210.

Prerequisite: Grade of C or better in CHM 2210.

Corequisite: CHM 2211L.

Offered: SP, SU.

CHM 2211L - Organic Chemistry II Laboratory 1 cc

A continuation of CHM 2210L. Lab safety test required. (Students taking CHM 2211 concurrently are required to withdraw from CHM 2211L if they withdraw from CHM 2211.)

Prerequisite: Grade of C or better in CHM 2210L.

Corequisite: CHM 2211.

Offered: SP, SU.

Lab Fee.

CIS - COMPUTER SCIENCE AND INFORMATION SYSTEMS**CIS 1350C - Security Awareness 3 cc**

Provides a broad overview of practical computer security for all users.

Offered: TBA.

AS only.

Lab Fee.

CIS 2120C - Principles of Information Assurance 3 cc

Focuses on evaluation of information systems: security, analysis, lifecycle management, computer operations/management, legal and ethical issues, and business applications.

Prerequisite: CIS 1350, CTS 2120C, CTS 1300C and CTS 2106C.

Offered: TBA.

AS only.

CIS 3361 - Security Testing and Auditing 3 cc

A presentation of proven, hands-on, penetration testing methodologies, based on the five key elements of 'Pen Testing': Information Gathering, Scanning, Enumeration, Exploitation and Reporting. Upon completion, the student will have the knowledge to perform penetration tests and be prepared to take the C/PTE certification exam. The course is accredited by the NSA CNSSI-4013: National Information Assurance Training.

Prerequisite: CET 2614C.

Offered: FA.

Lab fee.

CIS 3367C - Operating Systems Security 3 cc

A presentation of the nature of attacks against operating systems and security related issues. Examines various operating systems, including Windows systems and servers, Linux, Netware, Red Hat Linux, and Mac OS X; and tools and techniques for securing those operating systems. The student will acquire knowledge and skills to perform audit assessments and implement enterprise-wide operating system security.

Prerequisite: CTS 1390C.

Offered: SP.

Lab fee.

CIS 3615C - Secure Software Development 3 cc

A study of the perspectives and techniques used to ensure the security of essential software with emphasis on the methodologies and principles that reduce security risk early in the software development life cycle. Implementation-level issues are discussed and applied through code samples. Secure software risk assessment, design, coding, and testing are covered.

Prerequisite: COP 1510.

Offered: TBA.

Lab fee.

CIS 4201 - Laws and Legal Aspects of Information Technology 3 cc

Provides the student with an overview of the rights, responsibilities, and liabilities associated with IT systems today. Key topics include statutes, case histories, regulations. Research topics will be assigned.

Prerequisite: CTS 2120C.

Offered: SP.

CIS 4253 - Ethics in Information Technology 3 cc

Examination of the impact ethical issues have on the use of information technology in the modern business world. Topics include Cloud computing, cyberterrorism, social networking Web sites, and infringement of intellectual property, security risks, identity theft, employee surveillance, privacy, compliance, and ethics of IT corporations.

Offered: SP.

CIS 4357 - Advanced Security Practitioner 3 cc

Examination of critical thinking and problem solving strategies used across a broad spectrum of security disciplines. Emphasizes required knowledge and skills necessary to implement clear solutions in complex environments and supports the growing demand for advanced IT security in the enterprise. Prepares the student for the CompTIA Advanced Security Practitioner (CASP) CAS-002 exam. The CASP certification is approved by the U.S. Department of Defense (DoD) to meet 8570.01-M and 8140 technical and management directives. It is compliant with government regulations under the Federal Information Security Management Act (FISMA).

Prerequisite: CTS 2318.

Offered: TBA.

Lab fee.

CIS 4385 - Computer Forensics and Investigations 3 cc

An analysis of the technical issues used to acquire computer evidence and popular file systems. Topics include reporting issues in the legal system, digital evidence collection and evaluation, and legal issues involved in network forensics are examined. Prepares the student for the Mile2 Certified Digital Forensics Examiner certification C)DFE. The Mile2 C)DFE is an FBI preferred degree and work experience extended certificate.

Prerequisite: CTS 1300C.

Offered: FA.

Lab fee.

CIS 4512 - Information Security and Risk Management 3 cc

An in-depth examination on how to manage and reduce IT-associated risks. Provides a thorough overview of risk management and its implications on IT infrastructures.

Prerequisite: CTS 2318.

Offered: FA.

CIS 4596 - Cybersecurity Capstone 3 cc

A presentation of a broad range of industry best practices and knowledge and skills expected of a security manager/officer. Includes in-depth theory of the practical implementation of core security concepts, practices, monitoring and compliance in the full panorama of IS management. Through the use of a risk-based approach, the Information Systems Security Officer is able to implement and maintain cost-effective security controls that are closely aligned with both business and industry standards. Prepare the student for the Mile2 C)ISSO certification exam. The C)ISSO is an FBI Tier III preferred degree and work experience extended certificate. The C)ISSO certification has been validated by the NSA CNSSI-4012, National Information Assurance as well as the Training Standard for Senior System Managers and NSTISSI - 4011, National Training Standard for Information Systems Security (INFOSEC).

Prerequisite: CIS 4357C.

Offered: SP.

Lab fee.

CJC - CORRECTIONS**CJC 1000 - Theory and Practice of Corrections 3 cc**

A comprehensive view of the history and philosophy of corrections at the federal, state and local levels. Presents types and classifications of correctional facilities; temporary problems in corrections; and a career orientation.

Offered: FA, SP, SU.

CJC 2162 - Probation and Parole 3 cc

Explores the theories and practices of correcting behavior in the community setting including discussion on the differences and the range of restrictions that can be placed on the parolee or probationer in attempts to guide his/her behavioral modification.

Offered: FA, SP, SU.

CJE - LAW ENFORCEMENT**CJE 1500 - Police Operations 3 cc**

A study of the principles and purposes of divisional functions of police agencies-line, auxiliary, and administrative-and analysis of the major activities of each division, including communications, record keeping, public relations, selection processes, and specialized units.

Offered: FA, SP, SU.

CJE 1600 - Criminal Investigation 3 cc

Provides the student with a survey of the methods and techniques employed by law enforcement officers in the detection and investigation of crime.

Offered: FA, SU.

AS only.

CJE 1640 - Introduction to Criminalistics 3 cc

Application of scientific methods including the examination of documents, firearms identification, toxicology, pathology, photography, fingerprinting, and the basic capabilities of local, state, and federal crime laboratories.

Offered: FA, SP.

CJE 1642 - Advanced Crime Scene Technology 3 cc

Advanced principles, theories, and applications in crime scene technology with an overview of specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter, and recovery of buried bodies and surface skeletons included.

Corequisite: CJE 1600, CJE 1640.

Offered: FA.

CJE 1673 - Crime Scene Photography I 3 cc

Introduces the student to basic photographic skills including hands-on camera operation and exposure control to build basic proficiency in documenting a crime scene. The student should have personal access to a digital camera and software to process photographs.

Corequisite: CJE 1600, CJE 1640.

Offered: FA.

AS only.

Lab Fee.

CJE 1772 - Crime Scene Photography II 3 cc

Advanced photographic skills including hands-on camera operation and exposure control to build proficiency in documenting a crime scene building on skills and techniques taught in CJE 1673 Crime Scene Photography. The student should have access to a digital camera and software to process the photographs.

Prerequisite: CJE 1673.

Offered: SP.

AS only.

CJE 2030 - Writing and Reviewing Criminal Reports 3 cc

Provides a focused review and practice of the basic elements necessary for effective writing in any situation or any type of report in the Law Enforcement environment. Recommended for Criminal Justice, law enforcement personnel, paralegals, and pre-law students.

Prerequisite: ENC1101C.

Offered: FA, SP.

CJE 2644 - Crime Scene Safety 2 cc

Introduces the student to the proper protective techniques to minimize risk to self and others in dealing with potential health and safety hazards one will encounter at a crime scene. Emergency procedures and state and federal regulations are included. 32 contact hours.

Corequisite: CJE 1600, CJE 1640.

Offered: FA.

CJE 2671 - Latent Fingerprint Development 3 cc

Covers techniques involved in detection, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods taught for use on varying surfaces.

Offered: SP.

CJE 2676 - Biological Evidence 2 cc

Exposes the student to the forensic value, collection, handling, preservation, testing, and documentation of biological evidence while addressing safety issues in handling biological evidence.

Corequisite: CJE 1600, CJE 1640.

Offered: SP.

CJE 2686 - Forensic Cyber Investigation 3 cc

Introduces the student to the field of cyber-crime and evidence recovery. Upon completion of the course the student will understand what portions of a computer can be used to successfully prosecute an offender in court together with the laws that govern such retrieval.

Offered: FA, SP.

CJE 3310 - Law Enforcement Administration I 3 cc

A study of the organization, management, and administration of law enforcement agencies. Topics include police administration in the political arena, organizational theory, police organizational structure, leadership, organizational communication, police subsystem tasks, decision-making, performance evaluation, and organizational improvement.

Prerequisite: COM 2100, MAN 2021, MNA 1300.

Offered: SP.

CJE 3311 - Law Enforcement Administration II 3 cc

Provides methods for dealing with problem personnel through progressive discipline. Topics include the budgeting process for public safety units, disaster planning and implementation of response, and various methodologies for training personnel.

Prerequisite: CJE 3310, COM 2100, MAN 2021, MNA 1300

Offered: SP.

CJE 4610 - Crime Detection and Investigation 3 cc

Provides an explanation of lawful gathering and evaluation of information concerning criminal acts, with attention to the fundamentals of investigation, the organization and management of the investigative process, and the knowledge and skills necessary for investigation.

Offered: FA, SP, SU.

CJE 4694 - Cybercrime 3 cc

Explores topics in cybercrime and computer forensics.

Offered: FA, SP, SU.

CJE 4696 - Criminal Justice System Responses to Cyber Crimes 3 cc

Explores the major types of cybercrimes and their criminological motivations. Topics include current law enforcement and prosecutorial responses to cybercrime, protected rights of computer users, procedural law protections of the accused (cyberlaw), current prosecution of cybercrimes, existing punishment mandates, and transnational issues in cybercrime enforcement and prosecution.

Offered: FA, SP, SU.

CJJ - JUVENILE JUSTICE**CJJ 2002 - Juvenile Justice 3 cc**

Presents the student with the influence of political, economic, and environmental factors pertaining to adolescents and treatment of delinquent children. Surveys youth crimes and the police role in programs of prevention and control.

Offered: FA, SP, SU.

CJL - LAW AND PROCESS**CJL 1100 - Criminal Law 3 cc**

Introduces the student to specific rules of criminal law generally in force in the United States and the State of Florida. Topics include fundamentals of criminal law; essential elements of a crime; criminal liability; responsibility and capacity; defenses and criminal jurisdiction.

Offered: FA, SP, SU.

CJL 2403 - Criminal Procedure and Evidence 3 cc

Emphasis on the following topics: arrests, search warrants, probable cause, admissions and confessions, stop and frisk, pretrial identification procedures and preparation of cases for courts.

Offered: FA, SP.

CJL 2500 - Introduction to Courts 3 cc

Offers the student an understanding of the process and functions of the U.S. court system. Defines and identifies different aspects of law and crime, examines aspects of federal and state court systems, the trial process, roles of court workers, and the sentencing process.

Offered: FA, SP.

CLT - CLASSICAL CULTURE IN TRANSLATION OR TRANSLATION SKILLS**CLT 1500 - Classical Mythology 3 cc**

Introduces the student to the major deities and heroes of Greco-Roman mythology, including Greco-Roman literature involving these. Follows a chronological examination (beginning with Greece to the present) of how artists and poets thematically used classical mythology in their works and involves lectures, correlated readings and illustrations or representative works from each period studied.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Humanities.

Offered: FA, SP, SU.

CNT - COMPUTER NETWORKS**CNT 3411 - Security Operations 3 cc**

A study of cyber warfare, including the knowledge and skills necessary to prevent it as well as the tools used to minimize its impact. Examines relevant examples of cyber warfare with emphasis on designing an effective Security Operations Center.

Prerequisite: CTS 2318.

Offered: SP.

CNT 3421 - Securing the Cloud 3 cc

An analysis of cloud computing from a business and technical perspective. Includes the process of moving to the cloud and governing the cloud. Prepares the student for the CompTIA Cloud+ certification exam (CVO-001).

Prerequisite: CTS2120C or CompTIA Security+ certification.

Offered: FA.

CNT 3524 - Mobile Security 3 cc

Covers issues relating to information security for mobile devices in today's society. Topics include mobile risk model, cellular network security, jailbreak and rooting, information leakage, mobile malware, mobile device management, and mobile application threat modeling.

Prerequisite: CET 1588 or CET 2026C.

Offered: FA.

COM - COMMUNICATION**COM 2100 - Business Communications 3 cc**

Designed to improve the student's skills in all aspects of organizational communication. Systems, practices, and media included as well as aspects of the behavioral sciences. Emphasizes composing and arranging effective written communications.

Prerequisite: ENC 1101C.

Offered: FA, SP, SU.

COP - COMPUTER PROGRAMMING**COP 1510 - Programming Concepts 3 cc**

Provides the beginning programmer with a guide to developing structured program logic and assumes no programming language experience. Emphasis on programming concepts, design solutions, algorithms, pseudocode, flow charts, debugging, and documentation using a high-level language. Successful completion of this course enables the student to enroll in specific programming languages such as Java, C++, C#, Visual Basic.Net, etc.

Prerequisite: MAT 1033C.

Distribution: General Education Elective, Mathematics.

Offered: FA, SP, SU.

Lab Fee.

COP 2224 - C++ Programming 3 cc

Covers the features of C++ with emphasis on program design and problem solving using procedural and object oriented programming. Covers structured data, classes, arrays, pointers, abstract data types, binary files, sorting, searching, and the Standard Template Library.

Prerequisite: MAC 1105, COP 1510.

Offered: FA, SP, SU.

Lab Fee.

COP 2332 - Visual Basic 3 cc

Introduces the student to object-based, event-driven programming in Microsoft Visual Basic. Use of controls, objects, events, methods, procedures, functions, statements, properties, and data types. Development of business-related applications.

Prerequisite: MAC 1105, COP 1510.

Offered: FA.

Lab Fee.

COP 2360 - C# Programming 3 cc

Emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of C# to create both console and windowed applications.

Prerequisite: MAC 1105, COP 1510.

Offered: FA, SP.

Lab Fee.

COP 2420 - Robotics Programming 3 cc

Introduces the student to hardware/software interaction through the use of robots. The student will use multiple robots to complete various projects that include emphasis on basic programming logic, algorithm analysis and design, program testing and debugging, and hardware management.

Prerequisite: COP 1510.

Offered: SP, SU.

Lab fee.

COP 2650 - Mobile Application Programming 3 cc

Covers mobile platform programming with emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of mobile programming languages to create both applications and applets.

Prerequisite: COP 2800.

Offered: FA.

COP 2800 - Java Programming 3 cc

Emphasis on basic programming logic, structured and object oriented programming, documentation, and utilization of the unique capabilities of Java to create both applications and applets.

Prerequisite: MAC 1105 or COP 1510.

Offered: FA, SP.

Lab Fee.

COP 2842 - Programming in PHP 3 cc

Introduces the student to basic to intermediate programming aspects of the server-side, HTML-embedded scripting language PHP. Emphasis on programming techniques required to create web pages using PHP scripting language features and MySQL database. Upon completion, the student should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language. PHP can be used to create all types of dynamic web interfaces, and because of its open-source robustness, has become one of the most widely used programming languages for the Internet.

Prerequisite: CGS 2820, CTS 2433 or permission of instructor.

Offered: FA.

Lab fee.

COP 2933 - Special Topics in Computer Programming 3 cc

Designed to allow flexibility to present a wide variety of topics related to programming applications and languages.

Prerequisite: COP 1510 or permission required.

Offered: TBA.

Lab Fee.

COS - COSMETOLOGY**COS 0010 - Cosmetology I 300 ch**

Focus on theoretical principals of cosmetology skills and knowledge as required by the Florida State Board of Cosmetology including proper sanitation procedures, universal precautions, bacteriology, anatomy, physiology, diseases and disorders of the scalp, hair and nails, artificial nail enhancements, chemistry of water and its effects with shampoo and conditioners, chemical texture services, and basic knowledge in electricity as it pertains to salon appliances. Introduces the student to product knowledge for proper usage and prevention of waste. Exploration of career opportunities, effective communication skills, development of positive human relations and portfolio development.

Corequisite: COS 0010L.

Offered: FA, SP, SU.

COS 0010L - Cosmetology I Lab 150 ch

Application and technical skills as applied to proper draping, handling of shears (scissors), thinning shears, razors, combs, brushes, clips, clippers, shampooing, conditioning, scalp manipulations, up-do hair arranging, braiding, wet setting, blow dry styling, hair cutting, clipper cutting, creating styles to suit client's facial structures, client consultations. Relaxer, rodding of permanent wave.

Corequisite: COS 0010.

Offered: FA, SP, SU.

Lab Fee.

COS 0088 - Cosmetology II 150 ch

Focus on theoretical principals in product costs, knowledge of waste, and setting service charges, application, proper mixing techniques, and correct product selection for permanent waving and in-depth study of color theory and chemistry in permanent color, semi-permanent color, temporary color, decolorizing products, high-lift colors and toners. Topics include hair extensions and the making of wigs and continued development of professional portfolio, resume development, and job interview skills.

Prerequisite: Grade of C or better in COS 0010, COS 0010L.

Corequisite: COS 0088L.

Offered: FA, SP, SU.

COS 0088L - Cosmetology II Lab 300 ch

Develops application techniques and proper procedures for mixing in sanitation, draping, permanent waving, permanent color, highlighting, low lighting, and decolorizing, toning and manicures. Dispensary duties assigned to the student in preparation for the salon environment. The student develops beginning dispensary awareness, inventory protocols, product rotation, and reception desk skills to include phone etiquette, proper appointment setting procedures, and maintenance of client files. Emphasis on keeping accurate client service records, basic manicuring and pedicuring services. Continuation of hairstyling techniques and introduction to customer service in real world applications of services with clients in a salon setting.

Prerequisite: Grade of C or better in COS 0010, COS 0010L.

Corequisite: COS 0088.

Offered: FA, SP, SU.

Lab Fee.

COS 0089 - Cosmetology III 60 ch

Emphasizes the business side of cosmetology. The student will research and develop business and marketing components to be implemented in a mock salon presentation applying previous knowledge to salon ownership including sales, management, budgets, advertising, public relations, staff development, community awareness and involvement. Additionally, the student will be presented with written mock State Board testing and applicable remediation in preparation for the Florida State Board Exam.

Prerequisite: Grade of C or better in COS 0088, COS 0088L.

Corequisite: COS 0089L.

Offered: FA, SP, SU.

COS 0089L - Cosmetology III Lab 240 ch

The student will develop advanced techniques in wigs, hair extensions, both glued and sewn in, advanced color and foil placements, specialty perm wraps, and continued practice of all previously learned concepts with attention to detail, quality, and timeliness. The students is required to take a mock practical exam and complete applicable remediation in preparation for the Florida State Board exam.

Prerequisite: Grade of C or better in COS 0088, COS 0088L.

Corequisite: COS 0089.

Offered: FA, SP, SU.

Lab fee.

COS 0421C - Barbering I 240 ch

Provides the student with beginning theoretical and practical procedures of barbering. Basic topics and tasks performed includes History of Barbering; Professional Image and Ethics; Bacteriology; Sterilization and Sanitation; Safe and Efficient Work Practices; and Implements, Tools, And Equipment. In addition, skin, scalp, and hair structure; disorders and treatments of hair and skin; and manipulations and facial treatments will be addressed in this course. The student is instructed in draping, shampooing/rinsing men's hair, haircutting and hairstyling, shaving, beard and mustache trims, women's haircutting and hairstyling.

Offered: FA, SP, SU.
Lab Fee.

COS 0422C - Barbering II 240 ch

Provides the student with beginning theoretical and practical procedures of barbering. Basic topics and tasks introduced include non-chemical and chemical hair processing in permanent waving and finish work as the students expand their skill base in both men and women's hair design techniques. Provides the student with a continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approved by the clinic instructor. Covers hair piece and wig fitting and care including thinning hair care.

Prerequisite: Grade of C or better in COS 0421C.
Offered: FA, SP, SU.
Lab Fee.

COS 0423C - Barbering III 240 ch

Provides the student with additional theoretical and practical procedures of barbering. Continuation of proper barbering techniques as assigned in the supervised classroom. Covers hair piece and wig fitting and care including thinning hair care.

Prerequisite: Grade of C or better in COS 0422C.
Offered: FA, SP, SU.
Lab Fee.

COS 0424C - Barbering IV 240 ch

Provides the student with continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approved by the clinic instructor.

Prerequisite: Grade of C or better in COS 0423C.
Offered: FA, SP, SU.
Lab Fee.

COS 0425L - Barbering V 210 ch

Provides the student with continuation of proper barbering techniques as assigned in the supervised clinical classroom. All services will be monitored with individualized instruction and approved by the clinic instructor.

Prerequisite: Grade of C or better in COS 0424C.
Offered: FA, SP, SU.

COS 0920 - Barbering-State Board Preparation 30 ch

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. Designed to review pertinent areas in Barbering in order to prepare the student for the State Board examination for licensure. Focus on and highlights the learning materials for both theory and practical examinations questions and provides the student with a practice in evaluating and answering State Board situational problems.

Prerequisite: Grade of C or better in COS 0424C or permission required.
Offered: FA, SP, SU.
Lab Fee.

COS 0941 - Internship 30 ch

Provides the student 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. Offered at the junior/senior cosmetology/barbering level and is designed to strengthen specific skill development to prepare the student for the Florida Board of Cosmetology/Barbering Examination.

Offered: FA, SP, SU.

COS 0942 - Internship 60 ch

Provides the student 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. Offered at the junior/senior cosmetology/barbering level and is designed to strengthen specific skill development to prepare the student for the Florida Board of Cosmetology/Barbering Examination.

Offered: FA, SP, SU.

COS 0943 - Internship 90 ch

Provides the student 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. Offered at the junior/senior cosmetology/barbering level and is designed to strengthen specific skill development to prepare the student for the Florida Board of Cosmetology/Barbering Examination.

Offered: FA, SP, SU.

CRW - CREATIVE WRITING

CRW 2100 - Creative Writing: Fiction 3 cc

Designed to aid the student in the clear, effective expression of ideas with emphasis upon imaginative work in prose. Group discussions of students' papers and selected literary works. Elective only.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.
Offered: FA, SP.

CRW 2300 - Creative Writing: Poetry 3 cc

Designed to aid the student in the clear, effective expression of ideas with emphasis upon imaginative work in poetry. Group discussions of students' papers and selected literary works. Elective only.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.
Offered: FA, SP.

CSP - COSMETOLOGY - SPECIALIZED**CSP 0005 - Introduction to Facials 30 ch**

Introduces the student the history of skin care, professionalism, sanitation, and disinfection.

Prerequisite: Permission of Instructor.

Offered: FA.

Lab Fee.

CSP 0015C - Nail Technology 240 ch

Provides the manicure, pedicure, nail specialist with techniques and practice in nail care.

Offered: FA, SP, SU.

Lab Fee.

CSP 0031 - Anatomy & Physiology for Facial Specialty 30 ch

Overview of the structure and function of the human body systems to provide foundational knowledge for the theory and practice of facial specialty. Includes pathology, contraindications, and anatomical relationships. Prepares the student with the opportunity to learn the skills and techniques of esthetics, information, related technology and correct terminology necessary to become employed in the field of esthetics.

Prerequisite: Permission required.

Offered: FA.

Lab Fee.

CSP 0105C - Advanced Skin Care I 150 ch

Designed for registered Facials/Skin Care Specialists who wish to gain additional knowledge in the field of esthetics. Emphasizes advanced esthetics terminology, procedures, and equipment including contraindications and indications including an overview of the medi-spa industry, which is a multibillion-dollar industry that works with specialized doctors who perform surgical procedures and techniques to improve client's skin with specific cosmetic procedures. Strong emphasis on universal precautions and safety practices in the techniques of advanced esthetics.

Prerequisite: Permission required.

Offered: FA.

Lab Fee.

CSP 0106C - Advanced Skin Care II 150 ch

Reinforces and expands the foundation of esthetics by giving the Facial/Skin Care Specialist a more comprehensive understanding of the functions of the skin, the skin layers, and the anatomy of the face in order to improve treatment of clients who are in need of advanced treatment protocols and services. Emphasizes advanced working knowledge of various skin treatments such as mask and skin therapy as well as advanced chemical peels such as glycolic and salicylic as well as herbal designed peels. The student will investigate product chemistry and product ingredients and their impact on the skin. Includes aromatherapy, collagen stimulates, the cellular improvement of the skin, and advanced working knowledge of microdermabrasion and treatment protocols to enhance the skill level.

Prerequisite: CSP 0105C.

Offered: SP.

Lab Fee.

CSP 0201C - Introduction to Skin Care 30 ch

Provides the student with instruction in safety, rules, procedures for the classroom and laboratory setting and competencies in facials and facial manipulations, procedures and techniques.

Prerequisite: Permission required.

Offered: FA.

Lab Fee.

CSP 0263C - Facial Specialty Services 60 ch

Instructs the student in theory and practical procedures for hair removal, massage, and use of facial machines.

Prerequisite: Permission required.

Offered: FA.

Lab Fee.

CSP 0264C - Facial Treatments 150 ch

Offers hands on step by step training to implement specific treatment protocols which are designed to reinforce implementation of advanced techniques involving facial treatments without the use of machines and treatment protocols for all skin types including normal, dry, oily, mature and aging skin, combination skin, multi-culture skin and acne issues.

Prerequisite: Permission of instructor.

Offered: FA.

Lab Fee.

CSP 0300L - Facials/Make-up Clinic 90 ch

Provides the student with supervised clinical instruction in hands-on application of facials and make-up utilizing consultation, anatomy and physiology, salon management and proper sanitation.

Corequisite: CSP 0331.

Offered: FA.

CSP 0331C - Make-up/Salon Management 30 ch

Provides the student with instruction in proper make-up application and encompassing color analysis, facial balance and corrective make-up. Emphasis on the successful role of the esthetician in the cosmetology or specialty salon.

Offered: FA.

Lab Fee.

CSP 0370 - Professional Practices in Esthetics 30 ch

Capstone course of the program which ties together the professional principles of the esthetician profession. The student will prepare for the final program examination, emphasizing statutory requirements of the profession.

Prerequisite: Permission required.

Offered: FA.

CSP 0505 - Ethical Business Practices 30 ch

Provides the student instruction in good business practices and an opportunity to become familiar with competencies involved in running a business or department. Exposes the student to an overview of competencies in business skill management and record keeping.

Prerequisite: Permission required.

Offered: SP.

Lab Fee.

CSP 0931C - Specialty Topics 60 ch

Introduces the student to specialty topics in a variety of areas including Light-Emitting Diodes (LED) Light therapies, Laser Lights, Lymphatic Drainage Techniques, spa applications, permanent makeup applications, and electrolysis with an introduction to advanced make-up artistry. Provides the student with clinical opportunities to learn new skills.

Prerequisite: Permission required.

Offered: SP.

Lab Fee.

CSP 0940L - Internship 60 ch

Students will be placed in area businesses which will supply the students with additional professional experience and knowledge in the field of interest: medi-spas, dermatology, or plastic surgery. This course is also designed to impart working knowledge and employability skills for the advanced esthetics industry.

Prerequisite: Permission required.

Offered: SP.

Lab Fee.

CTS - COMPUTER TECHNOLOGY AND SKILLS**CTS 1131C - I.T. Essentials 3 cc**

Introduces the student to PC Hardware and Software curriculum with the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. Covers the fundamentals of PC technology, networking, and security, and provides an introduction to advanced concepts. The student who completes this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help the student develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.

Prerequisite: CGS 1061C or permission required.

Offered: TBA.

AS only.

CTS 1155 - Help Desk Technician 3 cc

A study of the computer user support field and provides the skills, knowledge, and abilities needed to work at a computer Help Desk. The student will utilize knowledge from other courses in the diagnosis and solution of computer problems.

Prerequisite: CET 1178C, CET 1179C.

Offered: TBA.

AS only.

Lab Fee.

CTS 1300C - Administering Microsoft Windows Workstation 3 cc

Provides the student with the knowledge and skills necessary to install, configure, troubleshoot Windows 7 and Windows 10 in work group or domain networks, and the background to understand Microsoft courses that cover detailed technical support of Windows 7 Professional and Windows Server. Prepares the student for the Microsoft Certification Exams 70-646 (Installing and Configuring Windows 7), 70-697 (Configure Windows Devices), and 70-698 (Installing and Configuring Windows 10).

Prerequisite: CET 1020C or CET 1588C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

CTS 1390C - Install & Configure Windows Server 3 cc

Provides the student with the conceptual knowledge and hands-on skills necessary to install and configure Windows servers, configure server roles and features, configure Hyper-V®, deploy and configure core network services, install and administer Active Directory®, and create and manage Group Policy. Prepares the student for the Microsoft® MCSA certification exam.

Prerequisite: CGS 1061C.

Offered: FP, SP, SU.

AS only.

Lab fee.

CTS 2106C - Linux+ 3 cc

Provides the student with the conceptual knowledge and hands-on skills necessary to work with the Linux operating systems in a network administration environment. Emphasis on updated information pertinent to the latest Linux distributions and new storage technologies such as LVM and ext4.

Prerequisite: GGS 1061C or CGS 1570C.

Offered: FA, SP.

Lab fee.

CTS 2120C - Security + 3 cc

Serves the needs of individuals interested in understanding the field of network-security and how the field relates to other areas of Information Technology. Provides the broad-based knowledge necessary to prepare the student 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. Prepares the student for the CompTIA Security + certification exam.

Prerequisite: CIS 1350C and CET 1588 or CET 1610C.

Offered: FA, SP, SU.

Lab Fee.

CTS 2145C - Cloud Essentials 3 cc

Prepares the student to demonstrate knowledge of what cloud computing means from a business and technical perspective and what is involved in moving to and governing the cloud. Prepares the student for the CompTIA Cloud Essentials specialty certification (Exam CLO-001).

Prerequisite: CGS 1061C, CIS 1350, CTS 1300C, CET 1588 or CET 1610C.

Offered: TBA.

Lab fee.

CTS 2149 - Fundamentals of Project Management 3 cc

Introduces the student to skills needed to initiate, plan, execute, monitor, control and close a project. Includes business, interpersonal and technical project management skills required to manage projects and initiatives. Prepares the student for the CompTIA Project+ certification exam upon completion of this course.

Offered: FA, SP, SU.

AS only.

CTS 2318 - Information Security Management 3 cc

Covers processes and technical solutions that implement the information security governance framework, focuses on the tasks necessary for the information security manager to effectively manage information security within an organization, and provides a description of various techniques the information security manager can use. Covers steps and solutions for responding to an incident and loosely follows the ISACA CISM certification.

Prerequisite: CTS 2120C.

Offered: SP, SU.

AS only.

CTS 2391C - Manage and Administer Windows Server 2012 3 cc

Provides the student with the conceptual knowledge and hands-on skills necessary to deploy, management, and maintain Windows 2012® servers; configure file and print services; configure network services and access; configure a Network Policy Server (NPS) infrastructure; configure and manage Active Directory®; and configure and manage Group Policy. Prepares the student for the Microsoft® MCSA certification exam 70-411.

Prerequisite: CGS1061C.

Offered: TBA.

Lab fee.

CTS 2392C - Windows Server Pro: Advanced Services 3 cc

Advanced configuration of services necessary to deploy, manage and maintain a Windows Server 2012 infrastructure, includes advanced networking services, Active Directory Domain Services (AD DS), Active Directory Rights Management Services (AD RMS), Active Directory Federation Services (AD FS), Network Load Balancing, Failover Clustering, business continuity and disaster recovery services including access and information provisioning and protection technologies such as Dynamic Access Control (DAC), and Web Application Proxy integration with AD FS and Workplace Join. Prepares the student for the Microsoft® MCSA certification exam 70-412.

Prerequisite: CGS1061C.

Offered: TBA.

AS only.

Lab fee.

CTS 2423 - ASP.NET Web Application Development 3 cc

Reviews concepts and skills needed to build professional web applications using C# with ASP .NET. Begins with developing simple multi-page web applications and builds on this with important concepts including: using validation controls, URL encoding, securing a web site, using e-mail, error pages, and back-button control. Covers WCF and Web API services and the MVC design pattern.

Prerequisite: COP 1510.

Offered: TBA.

Lab fee.

CTS 2433 - Database Development and Management 3 cc

Covers database development and management using current database systems with emphasis on SQL.

Prerequisite: CGS 1061C or CGS 1570.

Offered: FA.

Lab Fee.

DAA - DANCE, EMPHASIS ON ACTIVITY**DAA 1100 - Beginning Modern Dance 1 cc**

Introduces the student to the principles of modern dance technique. Emphasis on correct placement and body alignment, strength and flexibility, movement vocabulary, rhythmic and creative skills.

Offered: FA, SP.

DAA 1200 - Fundamentals of Ballet 1 cc

Beginning level ballet technique class with focus on fundamentals of classical ballet and designed to strengthen and develop technique at a beginning level through Barre and Centre practice. Emphasis is on correct body placement and alignment, strength and flexibility, vocabulary, musicality, and movement quality.

Offered: FA, SP.

DAA 1500C - Jazz Dance 1 cc

Introduces the student to the principles of jazz dance technique. Emphasis on correct placement and body alignment, strength and flexibility, vocabulary, movement quality, musicality, and rhythmic skills.

Offered: TBA.

DAA 2920 - Dance Techniques Workshop 1 cc

This Summer dance workshop includes techniques in ballet, jazz, modern and tap dance and seminars for dancers. May be repeated once for credit.

Prerequisite: Permission required.

Offered: SU.

DAN - DANCE**DAN 2100 - Dance Appreciation 3 cc**

Introduces the student to the history and culture of dance as an art form. Explores various dance elements, forms, and styles from ancient and world dance to ballet, modern, jazz, theatre, and social dance including lectures, video presentations, demonstrations, and discussion.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General Education, Humanities. A writing emphasis course.

Offered: TBA.

DEH - DENTAL HYGIENE**DEH 1002 - Fundamentals of Dental Hygiene 3 cc**

Introduces the student to basic principles, procedures, and skills required to provide comprehensive preventive dental health services for patients. Topics include infection control, instrument design and utilization, gingival characteristics, tooth deposits, medical history analysis, oral inspection, patient education, polishing with handpieces, and fluorides.

Prerequisite: DES 1000.

Corequisite: DEH 1002L.

Offered: FA.

AS only.

DEH 1002L - Dental Hygiene Pre-Clinic 3 cc

A clinical practice course designed for the clinical application of principles and concepts developed in DEH 1002. The student will master basic instrumentation skills through practice on mannequin models prior to performing preventive dental hygiene services for clinical patients.

Corequisite: DEH 1002.

Offered: FA.

AS only.

Lab Fee.

DEH 1130 - Oral Embryology and Histology 1 cc

A study of histologic and embryonic development with emphasis on the face and oral cavity. Comprehensive content includes instruction in early facial and tooth development.

Prerequisite: DES 1000.

Offered: SP.

AS only.

DEH 1400 - Oral Pathology 2 cc

A study of general and oral pathological diseases with emphasis on those related to the oral cavity. The student will apply pathological principles to the clinical practice of dental hygiene. Recognition of normal and abnormal conditions of the oral cavity and surrounding tissues will be cultivated through case presentations and slide series.

Prerequisite: DES 1000.

Offered: SP.

AS only.

DEH 1720 - Preventive Dentistry 2 cc

Assists the student in prescribing oral hygiene regimens based on the uniqueness of each patient presented. Emphasis on current disease control techniques and auxiliary plaque control measures with special concern given to products available on the market for dental care including dental appliances care, fluoride therapy, and development of preventive programs for the dental office.

Prerequisite: DES 1000.

Offered: FA.

AS only.

DEH 1800 - Dental Hygiene I 2 cc

Continuation of DEH 1002 with emphasis on health promotion and preventive oral hygiene techniques and procedures. Topics include instrument sharpening, medical and dental emergencies, patient management, communication, and motivation, abuse and neglect, disease prevention strategies, dental hygiene care planning, dental charting, patient anxiety control and an introduction to patient assessment and case building, cultural diversity in patient care, oral malodor, and introduction to ultrasonics.

Prerequisite: DEH 1002.

Corequisite: DEH 1800L.

Offered: SP.

AS only.

DEH 1800L - Dental Hygiene Clinic I 4 cc

Teaches the student initial application of dental hygiene services by providing comprehensive preventive oral health services using the dental hygiene process of care. Skills include patient assessment, treatment planning, education, instrumentation, and proper documentation for patients with mild to moderate periodontal disease.

Corequisite: DEH 1800.

Offered: SP.

AS only.

Lab Fee.

DEH 1802 - Dental Hygiene II 1 cc

Didactic instruction presented with focus on further knowledge in the application of dental hygiene procedures including information on treatment planning, periodontal charting, ultrasonic scaling, air polishing, and comprehensive dental hygiene care.

Prerequisite: DEH 1800.

Corequisite: DEH 1802L.

Offered: SU.

AS only.

DEH 1802L - Dental Hygiene Clinic II 3 cc

Topics include ultrasonic scaling, chemotherapeutics, and advanced instrumentation. Emphasis on comprehensive treatment of patients with moderate to advanced periodontal disease.

Corequisite: DEH 1802.

Offered: SU.

AS only.

Lab Fee.

DEH 1811 - Dental Ethics and Jurisprudence 1 cc

Focuses on the ethical concepts related to the dental hygienist. Provides the dental hygiene student with a framework for identifying ethical dilemmas and the skills and resources for solving them. Topics include the laws pertaining to the practice of the dental hygienist in the state of Florida.

Prerequisite: DEH 1002.

Offered: FA.

AS only.

DEH 2202 - Nutrition and Dental Health 2 cc

Provides the student with a study of nutrients, their nature, source, and utilization. Emphasis on the relationship between diet and oral health including the study of oral manifestations of nutritional deficiencies.

Prerequisite: DEH 1800.

Offered: SU.

AS only.

DEH 2300 - Pharmacology/Dental Office Emergencies 2 cc

A study of drugs and anesthetics used in dentistry with emphasis on therapeutic and adverse effects including route of administration, absorption, metabolism, and excretion of drugs. Emphasis on management of dental office medical emergencies.

Prerequisite: DEH 1802.

Offered: FA.

AS only.

DEH 2602 - Periodontics 2 cc

An intensive comprehensive study of chronic inflammatory periodontal disease. An analysis and correlation of etiology, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and oral therapy are presented. Emphasis on the role of the dental hygienist in preventive oral therapy. Clinical experiences are coordinated with DEH 1800. Periodontal procedures included in this study are within the legal scope of practice of the dental hygienist.

Prerequisite: DEH 1130, MCB 1000, MCB 1000L or DEH 1130, MCB 2010, MCB 2010L.

Offered: FA.

AS only.

DEH 2702 - Dental Public Health 2 cc

Teaches the student the application of basic statistical concepts, program development, implementation, research, and evaluation. Emphasis on the application of the principles of public and community dental health as they relate to the role of the dental hygienist, through project implementation and evaluation.

Prerequisite: DEH 1802.

Offered: FA.

AS only.

DEH 2702L - Dental Public Health Lab 1 cc

Teaches the student the application of basic statistical concepts, program development, implementation, research, and evaluation. Emphasis on the application of the principles of public and community dental health as they relate to the role of the dental hygienist, through project implementation and evaluation.

Prerequisite: DEH 2702.

Offered: TBA.

AS only.

DEH 2804 - Dental Hygiene III 2 cc

A continuation of DEH 1802 progressing to the comprehensive dental hygiene services and treatment of medically compromised patients and patients with special needs.

Prerequisite: DEH 1802.
Corequisite: DEH 2804L.
Offered: FA.
AS only.

DEH 2804L - Dental Hygiene Clinic III 5 cc

Teaches the student application of dental hygiene services through an evidenced based approach to rendering comprehensive preventive oral health services, using the dental hygiene process of care. Special emphasis on patients with special needs.

Corequisite: DEH 2804.
Offered: FA.
AS only.
Lab Fee.

DEH 2812 - Dental Hygiene IV 2 cc

Prepares the student for transition to the work-force with emphasis on practice management, career development and state dental boards. Provides a forum for discussion of ongoing clinical case studies and oral case presentations.

Prerequisite: DEH 2804L.
Corequisite: DEH 2812L.
Offered: SP.
AS only.

DEH 2812L - Dental Hygiene Clinic IV 5 cc

Clinical application of current concepts mastered in DEH 2804L. The student progresses to advanced treatment strategies to prepare for clinical practice. Emphasis on proficient clinical competency, effective patient management and efficient time utilization. Professional judgment and decision making is a significant component of this clinical practical experience.

Prerequisite: DEH 2804L.
Corequisite: DEH2812.
Offered: SP.
AS only.

DEH 2902 - Special Topics in Dental Hygiene 1 cc

Enhances and supplements the student's basic dental hygiene knowledge and skills. Provides comprehensive and individualized instruction in clinical patient care and/or provide dental hygiene review in preparation for dental hygiene board examinations.

Offered: TBA.
AS only.

DEH 2903 - Special Topics in Dental Hygiene 2 cc

Enhances and supplements the student's basic dental hygiene knowledge and skills. Provides comprehensive and individualized instruction in clinical patient care and/or provide dental hygiene review in preparation for dental hygiene board examinations.

Offered: TBA.
AS only.

DEH 2904 - Special Topics in Dental Hygiene 3 cc

Enhances and supplements the student's basic dental hygiene knowledge and skills. Provides comprehensive and individualized instruction in clinical patient care and/or provide dental hygiene review in preparation for dental hygiene board examinations.

Offered: TBA.
AS only.

DEH 2906 - Dental Hygiene National Board Review 1 cc

Provides the student with a review in preparation for the dental hygiene national board examination including lecture activities, discussion, and group work.

Prerequisite: DEH 2804.
Corequisite: DEH 2806, DEH 2806L, DEH 2702L.
Offered: SP.
AS only.

DEP - DEVELOPMENTAL PSYCHOLOGY**DEP 2001 - Child Development 3 cc**

Focuses on the physical, cognitive, emotional, and social theories of how children grow and develop. Examines the role of adults in promoting optimum development of children and is of special interest to parents, educators, nurses, social workers, and counselors. This course fulfills a portion of the required 120 hours of training for the Florida Child Care Professional Credential (FCCPC) and includes 10 clock hours of observations.

Offered: FA, SP, SU.

DEP 2004 - Human Growth and Development 3 cc

Provides the student with the foundation for understanding the life cycle from birth to death. Multidisciplinary approach including biological, sociological, anthropological, and psychological perspectives with emphasis on basic psychological principles. Concepts are related to everyday life situations and to current social issues.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Social Sciences.
Offered: FA, SP, SU.

DES - DENTAL SUPPORT**DES 1000 - Dental Anatomy 2 cc**

Provides 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. Content will provide the student with essential dental terminology to facilitate communication among dental professionals and addresses the eruption patterns of both deciduous and permanent dentitions.

Prerequisite: Must be approved by dental hygiene program to enter this course.

Offered: SU.
AS only.
Lab Fee.

DES 1010 - Head and Neck Anatomy 2 cc

A detailed study of the skeletal, muscular, circulatory, and nervous systems of the head and neck. Special emphasis is placed on the structures associated with oral cavity. Teeth are studied in relationship to the structures that support them and are covered in more detail in DES 1020.

Prerequisite: DES 1000.
Offered: FA.
AS only.

DES 1051C - Pain Management 1 cc

Provides the student with the required training and information to safely and effectively relieve pain and reduce anxiety in the dental patient. Requires the student apply knowledge from pharmacology, biochemistry, physiology, and anatomy.

Prerequisite: DEH 1800.

Offered: SU.

AS only.

Lab fee.

DES 1100C - Dental Materials 3 cc

A study of the basic chemical, physical, and biological properties of the commonly used dental materials. Compositions and proper handling presented.

Prerequisite: DEH 1800.

Offered: SP.

AS only.

Lab Fee.

DES 1200C - Dental Hygiene Radiology I 3 cc

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 is presented.

Corequisite: DES 1010.

Offered: FA.

AS only.

Lab Fee.

DES 2055C - Administration of Local Anesthetics by Dental Hygienists 3 cc

Provides the student with the required training and information to safely and effectively relieve pain and reduce anxiety in the dental patient. Requires the student to apply knowledge from pharmacology, biochemistry, physiology, and anatomy. Emphasis on competency, and ultimately proficiency, in the administration of local anesthesia requires repeated administration and periodic self-reevaluation. Specifically designed to obtain certification for local anesthesia in the State of Florida.

Prerequisite: Current dental hygiene license, CPR, Malpractice Insurance.

Offered: TBA.

Lab fee.

ECO - ECONOMICS**ECO 2013 - Macroeconomics 3 cc**

A survey of economic principles, concepts, and institutions that 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. Offers some consideration to the development of economic concepts that treat mainly macro theory.

Distribution: General Education Core, Social Sciences.

Offered: FA, SP, SU.

ECO 2023 - Microeconomics 3 cc

Introduces the student to the field of micro theory. Emphasis on model building and analysis of product and resource markets and topics such as the economics of the firm under the four major market conditions, resources allocation, the monopoly problem and legislation associated there with, agriculture, unionism, international trade and finance, and the institutions of the command economy.

Offered: FA, SP, SU.

EDF - EDUCATION: FOUNDATIONS AND POLICY STUDIES**EDF 1005 - Introduction to the Teaching Profession 3 cc**

A survey course including historical, sociological, and philosophical foundations of education, governance, and finance of education, educational policies, legal, moral, and ethical issues and the professionalism of teaching. The students will be provided information on the Florida Educator Accomplished Practices, Florida Standards, and the Professional Educator Competencies. The student is required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: FA, SP.

EDF 2085 - Introduction to Diversity for Educators 3 cc

Designed for the prospective educator, provides the student with 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. The student will explore personal attitudes toward diversity and exceptionalities and will be provided information on the Florida Educator Accomplished Practices, Florida Standards, and the Professional Educator Competencies. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required. The field experience should not be via virtual modes of film or Internet.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: FA, SP.

EDG - EDUCATION: GENERAL**EDG 2041 - Exploring Inquiry Teaching 3 cc**

Developed for the student to explore teaching careers in math or science. Engages the student in authentic experiences observing, designing, and delivering inquiry-based math and/or science lessons for older children and young adolescent learners (ages 10-14) in formal and informal educational settings.

Offered: FA, SP, SU.

EEC - EDUCATION: EARLY CHILDHOOD**EEC 1100 - Introduction to Early Childhood 3 cc**

Covers the history, types, and guidelines for pre-school educational programs: center based, family home child care, nursery, and after school programs. The student is required to complete 20 hours of observation/service learning experience in an early childhood setting and begin developing a professional portfolio. The course fulfills a portion of the 120 hours of training required for the Florida Child Care Professional Credential (FCCPC) or a National Child Development Associate (CDA) Credential.

Offered: FA, SP, SU.

EEC 1312 - Creative Experiences for Young Children 3 cc

Emphasizes the importance of creativity and play in the physical, cognitive, language, emotional, and social development of young children. The student will create materials and activities for young children and understand how to adapt them to the developmental level of the child.

Offered: SP.

EEC 1601 - Observation and Assessment in Early Childhood 3 cc

Emphasizes the importance of observing and recording the physical, intellectual, language, social, and emotional development of young children and how to use the information in developing a quality environment for them. The different methods for documenting young children's behaviors will be explored.

Offered: FA.

EEC 2401 - Home and Community 3 cc

Introduces the student to the importance of the relationship between the family, school, and community. These relationships are crucial in providing appropriate experiences for young children. Emphasis on specific attitudes, philosophies, and practical techniques that all teachers need to build relationships with families.

Offered: FA.

EEC 2500 - Infant and Toddler Development 3 cc

Early childhood professionals will expand their knowledge in the care and development of infants and toddlers, with special attention given to creating a developmentally appropriate environment. This course is required as part of the Infant/Toddler Specialization Technical Certificate.

Offered: SP.

EEC 2521 - Childcare Management 3 cc

Provides an overview and orientation to the student of the administration and management of early childhood programs serving ages birth - 8 years. Emphasizes the study of space, equipment, sanitation requirements, food management, and laws governing a center. The student will also develop a program, budget, and schedule for a child care facility and is required to complete 20 hours of observation/service learning experience in an early childhood setting. This course fulfills a portion of the 120 hours of training required for the Florida Child Care Professional Credential (FCCPC) or a National Child Development Associate (CDA) Credential.

Offered: FA, SP, SU.

EEC 2523 - Leadership and Management of Child Care Programs 3 cc

Designed to meet the State of Florida's requirements for the Director's Credential renewal. Emphasizes the development of administrators' skills and knowledge related to organizational leadership and management. Content includes staff development, evaluation, and retention; personnel policies and relationships; leadership, ethics, professionalism, and organizational structure and dynamics.

Prerequisite: EEC 2521.

Offered: TBA.

EEC 2940C - Early Childhood Practicum 3 cc

Practical application of activities that promote physical, cognitive, language, emotional, and social development in young children. The students will be observed in an early childhood setting to evaluate competencies working with young children and are required to complete 30 hours of observation/service learning experience in an early childhood setting and to complete a professional portfolio. The course fulfills a portion of the 120 hours of training required for the Florida Child Care Professional Credential (FCCPC) or a National Child Development Associate (CDA) Credential.

Prerequisite: DEP 2001, EEC 1100.

Offered: SP.

AS only.

EET - ELECTRONIC ENGINEERING TECHNOLOGY**EET 1015C - Direct Current Circuits 3 cc**

A theory-lab course involving the basic concepts of direct current circuits as applied in electronics and analysis of circuits using OHM's law and various theorems. The laboratory instruction includes D/C circuit analysis and the use of basic electronic test equipment.

Corequisite: MAC 1105 or MGF 1107.

Offered: FA, SP.

AS only.

Lab Fee.

EET 1025C - Alternating Current Circuits 3 cc

A theory-lab course involving the study of alternating current circuits as applied in electronics including the theory and applications of resonant circuits and transformers. The laboratory includes a practical analysis of A/C circuits and the use of instruments associated with alternating current.

Prerequisite: EET 1015C.

Offered: SP, SU.

AS only.

Lab Fee.

EET 1084C - Introduction to Electronics 3 cc

Designed for the student in technology and manufacturing fields other than electronics. Topics include theory. Students will 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, op-amps, and electromechanical devices. Prepares the student for the 4th module with content in Maintenance of the Manufacturing Skills Standard Council Certified Production Technician certification exam.

Prerequisite: Test score requirement the same as MAT 1033C or permission required.

Offered: FA, SP, SU.

AS only.

Lab Fee.

EET 1931 - Special Topics in Electronics Engineering Technology 1 cc

Designed to allow flexibility for presenting a variety of topics relating to electronic engineering technology and applications. Some topics may require laboratory assignments. The course may be repeated when the content varies.

Offered: TBA.

EET 1932 - Special Topics in Electronics Engineering Technology 2 cc

Designed to allow flexibility for presenting a variety of topics relating to electronics engineering principles and applications. Some topics may require laboratory assignments. The course may be repeated for credit when the content varies.

Offered: TBA.

EET 1933 - Special Topics in Electronics Engineering Technology 3 cc

Designed to allow flexibility for presenting a variety of topics relating to electronics engineering principles and applications. Some topics may require laboratory assignments. The course may be repeated for credit when the content varies.

Offered: TBA.

EET 2141C - Electronic Devices and Integrated Circuits I 3 cc

A theory-lab course covering electronic semiconductors and basic circuit applications. Topics include the theory and operation of diodes and rectifiers, single-stage amplifiers, transistors, and special devices such as LED's, optocouplers, unijunction transistors, and basic integrated circuits.

Prerequisite: EET 1025C.

Offered: FA, SP.

AS only.

Lab Fee.

EET 2142C - Linear Circuits 3 cc

Continuing study of the principles of semiconductors, special devices, and transistor applications in power supply circuits including AF and RF amplifiers, and oscillators, operational amplifier circuits and special ICs. Power circuits will include switching and amplifying applications. Laboratory experiences are provided to use test instruments to measure and determine various operational characteristics of solid state devices and circuits.

Prerequisite: EET 1141C.

Offered: SP.

AS only.

Lab Fee.

EET 2215C - Instrumentation Electronics 3 cc

Topics include theory and application of electronics control circuits and systems used in electronics instrumentation. Emphasis on the function of interfacing devices, test instruments, and sensors which are used in instrumentation measurements.

Prerequisite: EET 1015C.

Offered: SP.

AS only.

Lab Fee.

EET 2947 - Electronic Technology Co-op 1 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. A background check will be included.

Offered: FA, SP, SU.

AS only.

EET 2948 - Electronic Technology Co-op 2 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. A background check will be included.

Offered: FA, SP, SU.

AS only.

EET 2949 - Electronic Technology Co-op 3 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. A background check will be included.

Offered: FA, SP, SU.

AS only.

EEX - EDUCATION: EXCEPTIONAL CHILD - CORE COMPETENCIES**EEX 1600 - Behavior Management 3 cc**

Introduces the student to approaches effective in classroom situations with students exhibiting behavior problems. Explores decision making criteria to determine when, how, and why specific interventions that may be responsive of varying needs of students at all grade levels.

Offered: FA, SP.

EEX 2010 - Introduction to Exceptional Children 3 cc

Introduces the student to a survey of categories of exceptional (disabled) children and adults. Specific topics include learning disabilities, behavior disorders, mental handicaps, visual and hearing impairments, communication disorders, and physical and multiple handicaps. Covers giftedness. Designed for Education majors.

Offered: FA, SP, SU.

EEX 2949 - Instructional Services Co-op 3 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.

EGN - ENGINEERING GENERAL**EGN 1123 - Engineering Graphics 3 cc**

Introduces the students to fundamentals of engineering graphics and computer-aided drafting (CAD) using AutoCAD. Covers the depiction of objects in a standard multiview drawing on a computer. Uses one, two, three, auxiliary, and section views. Covers dimensioning. Three-dimensional objects are created both in surface and solid models and then depicted in a standard multiview format including pictorial views. Prepares students for the Autodesk AutoCAD® Certified User Exam. Prerequisite for all the computer drafting courses.

Offered: FA, SP, SU.

AS only.

Lab Fee.

EGN 2312 - Engineering Statics 3 cc

Covers reduction of force systems, equilibrium of particles, and rigid bodies, and vector methods. Includes application of these force systems to structures and mechanisms. Topics include dynamics and mechanics of materials.

Prerequisite: MAC 2312, PHY 2048.

Corequisite: MAC 2313, PHY 2049.

Offered: FA.

Pre-Engineering elective.

EGN 2322 - Engineering Dynamics 3 cc

Includes dynamics of particles and rigid bodies for rectilinear translation, curvilinear motion, rotation, and planar motion. Covers principles of work and energy, impulse, momentum, and mechanics of materials. Taught with calculus, vector analysis, and differential equations.

Prerequisite: EGN 2312, MAC 2313.

Corequisite: MAP 2302.

Offered: SP.

Pre-engineering elective.

EME - EDUCATION: TECHNOLOGY AND MEDIA**EME 2040 - Introduction to Technology for Educators 3 cc**

Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. Includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer and 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 the student in regard to research, analysis, and demonstration of technology are covered. The Student is provided with an overview of the Florida Educator Accomplished Practices, Florida Standards, the Professional Educator competencies, and the National Educational Technology Standards.

Offered: FA, SP, SU.

Lab Fee.

EMS - EMERGENCY MEDICAL SERVICES**EMS 1119 - Emergency Medical Technician 7 cc**

Prepares the student with necessary fundamental knowledge to be successful in meeting Emergency Medical Technician certification and licensing requirements. The student will learn how to assess, treat, and transport the sick and injured at the level of the Emergency Medical Technician. Emphasis on assessment based learning and complies with National DOT EMT curriculum.

Prerequisite: Permission required.

Corequisite: EMS 1119L, EMS 1411L.

Offered: FA, SP, SU.

AS only.

Lab Fee.

EMS 1119L - EMT Lab 2 cc

An integrated experience that is designed to allow the student to apply practical experience to material learned in Emergency Medical Technician. The student will learn how to assess, treat, and transport the sick and injured at the level of the Emergency Medical Technician in the laboratory and simulated field environment. Emphasis on assessment based learning and complies with National DOT EMT curriculum.

Prerequisite: Permission required.

Corequisite: EMS 1411L, EMS 1119.

Offered: FA, SP, SU.

AS only.

Lab Fee.

EMS 1411L - EMT Clinical Internship 2 cc

An integrated experience designed to allow the student to apply practical experience to material learned in Emergency Medical Technician and EMT Lab. The student will learn how to assess, treat, and transport the sick and injured at the level of the Emergency Medical Technician in area hospitals and advanced life support EMS ambulances. Emphasis on assessment based learning and complies with National DOT EMT curriculum.

Prerequisite: Permission of instructor.

Corequisite: EMS 1911, EMS 1911L.

Offered: FA, SP, SU.

AS only.

Lab Fee.

EMS 1521L - EMT Professional 1 cc

Introduces the EMT student to the profession of pre-hospital emergency medicine and to the culture of a uniformed public safety profession, followership, leadership, and critical decision making; reinforces critical decision making in the treatment of the sick and injured by using team teaching and simulation. Satisfies the State-mandated comprehensive testing requirements.

Corequisite: EMS 1119, EMS 1119L, EMS 1411L.

Offered: FA, SP, SU.

AS only.

EMS 1601 - Introduction to Advanced Prehospital Care 1 cc

Focus on Paramedic roles and responsibilities, wellness in EMS, primary injury prevention, medical/legal considerations, emergency medical services ethics, EMS communication systems, and proper patient documentation.

Prerequisite: EMT certification, CPR for Health Care Providers.

Offered: FA.

AS only.

EMS 1612 - Cardiovascular Emergencies 2 cc

Focus on cardiovascular anatomy and physiology, electrocardiographic monitoring, dysrhythmias, assessment and management of the cardiovascular patient and 12-lead ECG monitoring.

Prerequisite: EMT certification, CPR for Health Care Providers.

Corequisite: EMS 2232L.

Offered: SP.

AS only.

EMS 1654L - Paramedic Field/Clinical Experience I 3 cc

Focus on orientation, clinical, and field experience provided in area hospitals and EMS agencies under supervision. The Student will begin ambulance time in an observational capacity with an assigned preceptor and add skills while progressing through the term.

Prerequisite: EMT certification, CPR for Health Care Providers.

Offered: FA.

AS only.

Lab Fee.

EMS 1683 - Fundamentals of Advanced Prehospital Care 1 cc

Focus on general concepts of pharmacology, administration of medications, venous circulation, effective therapeutic communication, and communication strategies.

Prerequisite: Entry into Paramedic Program.

Corequisite: EMS 2232L.

Offered: FA.

AS only.

EMS 2231L - Paramedic Lab I 3 cc

Focus on general patient assessment and initial management of patients. Covers respiratory emergencies and airway management problems today's field paramedic will be faced with.

Corequisite: EMS 2613, EMS 2614.

Offered: FA.

AS only.

Lab Fee.

EMS 2232L - Paramedic Lab II 2 cc

Focus on general patient assessment and initial management of patients with various cardiovascular emergencies. Provides the student with a foundation of application of pharmacological skills.

Corequisite: EMS 1683, EMS 1612.

Offered: SP.

AS only.

Lab Fee.

EMS 2236L - Paramedic Lab III 3 cc

Provides the student an opportunity for practical application of didactic material and the development of the psychomotor skills and tasks associated with this material, including medicinal dosages and interventions and rhythm recognition and treatment involved in cardiovascular emergencies.

Corequisite: EMS 2682, EMS 2628.

Offered: SU.

AS only.

Lab Fee.

EMS 2460L - EMS Field Leadership 1 cc

Provides the student with instruction on advanced assessment and treatment techniques for sentinel medical and trauma cases that span the geriatric, adult, and pediatric age ranges. Special emphasis on the role of the Paramedic as the leader and coordinator of pre-hospital emergency care. Assists the student in the successful transition of assuming leadership role upon graduation.

Prerequisite: Permission required.

Offered: FA.

AS only.

Lab Fee.

EMS 2613 - Patient Assessment 1 cc

Focus on general patient assessment and initial management, techniques of patient assessment, and application of a process of clinical decision making.

Prerequisite: EMT certification, CPR for Health Care Providers.

Corequisite: EMS 2232L.

Offered: FA.

AS only.

EMS 2614 - Airway Management and Respiratory Emergencies 3 cc

Focus on review of respiratory anatomy and physiology, pathophysiology, assessment of the respiratory system, diagnostic testing, and management of specific respiratory disorders, establishing and maintaining a patent airway and ventilation, including anatomy, physiology and pathophysiology of the airway, use of equipment for assessment and treatment, and the use of airway adjuncts.

Corequisite: EMS 2232L.

Offered: FA.

EMS 2627 - Medical Emergencies 4 cc

Focus on teaching the paramedic student how to integrate pathophysiological and assessment findings to formulate a field impression and implement the treatment plan for the patient with a medical emergency.

Prerequisite: EMT certification, CPR for Health Care Providers.

Offered: SP.

AS only.

EMS 2628 - OB/GYN/Neonatal/Pediatric Emergencies 2 cc

Focus on implementation of the proper treatment plans for a patient with a suspected gynecological emergency, a suspected obstetrical emergency, a neonatal emergency, and for a pediatric patient with an emergency.

Prerequisite: EMT certification, CPR for Health Care Providers.

Corequisite: EMS 2236L.

Offered: SP.

AS only.

EMS 2655L - Paramedic Field/Clinical Experience II 3 cc

Focus on clinical and field experience provided in area hospitals and EMS agencies under supervision.

Prerequisite: EMT certification, CPR for Health Care Providers.

Offered: SP.

AS only.

EMS 2656L - Paramedic Field/Clinical Internship 5 cc

Focus on successful integration of all prehospital skills by the student. The field internship verifies that the student has achieved entry-level competence, and is able to serve as team leader in a variety of prehospital advanced life support emergency medical situations.

Prerequisite: EMT certification, CPR for Health Care Providers.

Offered: SU.

AS only.

EMS 2680 - Behavioral Emergencies 1 cc

Focus on psychiatric and behavioral emergencies, the pathophysiology of psychiatric-disorders, biological, psychosocial and socio-cultural components, assessment and management of behavioral emergency patients, potentially suicidal patients, and violent patients.

Prerequisite: Entry into Paramedic Program.

Corequisite: EMS 2232L.

Offered: SU.

AS only.

EMS 2681 - Special Considerations in Prehospital Care 1 cc

Focuses on implementation of a proper treatment plan for: the geriatric patient, the patient who has sustained abuse or assault, diverse patients with a suspected emergency, the chronic care patient, and the patient with common complaints; procedures to ensure safe and effective ground and air transport; integration of the principles of: general incident management and multiple casualty incident management (MCI), rescue awareness management, human hazards awareness management, and general incident management of hazardous materials emergencies.

Prerequisite: Entry into Paramedic Program.

Corequisite: EMS 2236L.

Offered: SU.

AS only.

EMS 2682 - Advanced Prehospital Trauma Management 2 cc

Focus on principles of kinematics to enhance patient assessment, implementation of a proper treatment plan for a patient with: shock or hemorrhage, soft tissue trauma, burn injuries, traumatic head injury, suspected spinal injury, suspected thoracic injury, suspected abdominal trauma, or suspected musculoskeletal injury.

Prerequisite: EMT certification, CPR for Health Care Providers.

Offered: SU.

AS only.

ENC - ENGLISH COMPOSITION**ENC 0015 - Developmental Writing I 3 cc**

Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective paragraph composition.

Prerequisite: Appropriate score on the Florida entry-level placement exam.

Offered: FA, SP, SU.

Lab fee.

ENC 0025 - Developmental Writing II 3 cc

Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and composition of effective paragraphs and short essays.

Prerequisite: Appropriate score on the Florida entry-level placement exam or completion of ENC 0015 with a grade of C or better.

Offered: FA, SP, SU.

Lab fee.

ENC 0055 - Developmental Writing Modules 1 cc

Based on a student's performance on a diagnostic instrument or in a previous attempt of ENC 0025, this course covers up to 33% of the material in ENC 0025, which provides a review of grammar rules, language usage, sentence structure, and punctuation.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 67% or more of ENC 0025 and department head approval.

Offered: FA, SP, SU.

Lab fee.

ENC 0056 - Developmental Writing Modules 2 cc

Based on a student's performance on a diagnostic instrument or in a previous attempt of ENC 0025, this course covers up to 66% of the material in ENC 0025, which provides a review of grammar rules, language usage, sentence structure, and punctuation.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 34% or more of ENC 0025 and department head approval.

Offered: FA, SP, SU.

Lab fee.

ENC 1101C - English Composition I 3 cc

A comprehensive course embodying the fundamentals of effective expression with emphasis on expository writing and logical thinking.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education Core, Communications. A writing emphasis course.

Offered: FA, SP, SU.

Lab fee.

ENC 1102 - English Composition II 3 cc

A comprehensive course embodying the fundamentals of effective expression with emphasis on writing the essay and reading literature for understanding and appreciation.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General Education, Communications. A writing emphasis course.

Offered: FA, SP, SU.

ENC 1210 - Technical Writing I 3 cc

The principles of expository writing (unity, clarity, coherence, organization, and corrections) are applied to a variety of individual and technical reports, letters, and forms. Students will be given practice in writing reports, letters, and proposals.

Prerequisite: Placement at the college level in English or completion of the appropriate exit-level development course(s) with a grade of C or better.

Offered: SU.

ENL - ENGLISH LITERATURE

These courses meet the general education literature requirement. Literature courses further the ability to understand literary devices and language; to appreciate a text and its socio-cultural and historical contexts; to evaluate a text, whether fiction or non-fiction, for its literal and figurative meanings; and to synthesize and communicate the understanding of a text. Further, literature enriches understanding of and appreciation for the diversity of human experience.

ENL 2012 - English Literature to 1800 3 cc

Selected British literature from the Middle Ages to the end of the eighteenth century.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets A.A. general education literature requirement. A writing emphasis course.

Offered: FA, SP.

ENL 2022 - English Literature from 1800 3 cc

Selected British literature from the late eighteenth century to the present.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets A.A. general education literature requirement. A writing emphasis course.

Offered: FA, SP.

ENT - ENTREPRENEURSHIP**ENT 1000 - Introduction of Entrepreneurship 3 cc**

Provides students with the skills necessary to succeed as an entrepreneur. The fundamentals of starting and operating a business, developing a business plan, obtaining financing, marketing a product or service, and developing an effective accounting system will be covered.

Offered: FA, SP, SU.

ENT 1012 - Entrepreneurship Management 3 cc

Provides the knowledge, skills, and tools for students to successfully plan, design, and manage a new business venture. Intended for those students considering self-employment for the first time or for those who are already committed as entrepreneurs. The processes of launching an entrepreneurial venture and learning the skills and techniques necessary for effective management, growth, and exit strategy will be covered in the course. Students will analyze the decision-making models and strategies and apply them in the management of business ventures.

Prerequisite: ENT 1000.

Offered: FA, SP, SU.

ENT 1031 - Entrepreneurship Marketing and Sales 3 cc

Provides practical ideas and applications of marketing, advertising, and sales promotion techniques for managers, owners, and marketing personnel of small-to-medium-size businesses. Topics include marketing, planning, and budgeting; company positioning; networking; personal selling; improving the company image; public relations and product/service publicity; designing and creating advertising and brochures; selecting, organizing, and motivating sales representatives and dealer/distribution organizations; marketing on the Internet; market research; and selecting and using the right advertising medium strategies and apply them in the management of business ventures.

Prerequisite: ENT 1000.

Offered: FA, SP, SU.

ENT 1411 - Small Business Accounting and Finance 3 cc

Explores accounting concepts and procedures relating to small business. Content includes basic overview of accounting cycle, data entry using manual and computerized systems, analysis and use of financial statement data.

Offered: FA, SP, SU.

ENT 3003 - Entrepreneurship/Small Business Management 3 cc

Introduces the student to general theories, principles, concepts, and practices of entrepreneurship. Developing business plans. Heavy emphasis on lecture, readings, case studies, and group projects.

Offered: SU.

ESC - EARTH SCIENCE**ESC 1000 - Earth Science 3 cc**

A broad survey of geology (earth materials and processes), oceanography, meteorology, and astronomy. Primarily designed for non-science majors taught at an introductory level to provide the student with a solid background of the interrelated disciplines that make up the "earth sciences."

Distribution: General Education Core, Natural Sciences (Physical Sciences).

Offered: FA, SP, SU.

ETC - ENGINEERING TECHNOLOGY: CIVIL**ETC 1250 - Properties of Materials 3 cc**

Introduces the student to the field of construction industry through classification, physical properties, application, and use of materials used. Covers the following materials: stone, brick, concrete, wood, and other general building products.

Offered: FA, SP.

AS only.

ETD - ENGINEERING TECHNOLOGY: DRAFTING**ETD 1310 - Survey of Computer Aided Drafting 3 cc**

Introduces the student to basic drafting skills and terminology including introductions to AutoCAD, Inventor, and Solidworks. Discussions include common view, line types, and title block features. Builds on the student's existing knowledge of computer use. Emphasis on basic use of .PDF files, printers, plotters, and 3D printing and intermediate computer and file management skills. The student unfamiliar with computers should take CGS 1061C.

Offered: FA, SP.

AS only.

Lab fee.

ETD 1399 - Architectural Drafting 3 cc

Advanced computer drafting addressing selected topics from architectural plans and mechanical and electrical drafting used in the preparation of working drawings for light and heavy commercial projects. Most emphasis on the collecting of building components into a contract document rather than the drafting aspect.

Prerequisite: BCN 1001, ETD 2340 or permission required.

Offered: SP.

AS only.

Lab Fee.

ETD 1542 - Structural Drafting 3 cc

Advanced computer drafting consisting of the drafting of steel and reinforced concrete details for commercial building. Includes minor connection details.

Prerequisite: BCN 1001, ETD 2340 or permission required.

Corequisite: ETC 1250.

Offered: SU.

AS only.

Lab Fee.

ETD 1931 - Special Topics in Drafting Design 1 cc

Designed to allow flexibility for presenting a variety of topics relating to drafting and design principles and applications. Some topics require laboratory assignments. The course may be repeated for credit when the content varies.

Offered: TBA.

AS only.

Lab Fee.

ETD 1933 - Special Topics in Drafting Design 3 cc

Designed to allow flexibility for presenting a variety of topics relating to drafting and design principles and applications. Some topics may require laboratory assignments. The course may be repeated for credit when the content varies.

Offered: TBA.

AS only.

Lab Fee.

ETD 2332 - AutoCAD Customization 2 cc

Basic AutoCAD customization that enables the user to work more efficiently. Oriented towards the user; not for advanced programmers.

Prerequisite: ETD 2340 or permission required.

Offered: FA, SU.

AS only.

Lab Fee.

ETD 2340 - Computer Drafting 3 cc

Second course in computer drafting emphasizing drafting. Intended for the drafting student 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. Hands-on using desktop computers with AutoCAD software.

Prerequisite: EGN 1123 or permission of instructor.

Offered: FA, SP, SU.

AS only.

Lab Fee.

ETD 2355 - Advanced Computer Drafting 3 cc

Computer-drafting covering advanced topics, primarily 3D and technical illustration. Topics include minor customization, surface and solid modeling, and rendering.

Prerequisite: ETD 2340 or permission required.

Offered: SP.

AS only.

Lab Fee.

ETD 2364C - 3D Parametric Modeling Using SOLIDWORKS I 3 cc

Covers parametric solid design using SOLIDWORKS® software. Topics include: basic concepts of parametric part sketching, 3D part creation, revolve, sweep and lofted features, shell and coil, surface creation, sheet metal and orthographic drawing creation. Proficiency is obtained by use of self-paced guided tutorials reinforced with individualized instruction in preparation for the Certified SOLIDWORKS® Associate (CSWA) Exam offered at the end of the course.

Corequisite: EGN 1123 or permission required.

Offered: FA, SP.

Lab Fee.

ETD 2368C - 3D Parametric Modeling Using SOLIDWORKS II 3 cc

Second course in series designed to develop skill and proficiency in parametric solid design. Topics include sheet metal modeling, assembly concepts, assembly modeling, advanced constraints, motion simulation, adaptive technology, and drawing presentation. Proficiency is obtained by use of self-paced guided tutorials reinforced with individualized instruction in preparation for the Certified SOLIDWORKS® Professional (CSWP) Exams offered as part of the course.

Prerequisite: ETD2364C or permission required.

Offered: FA, SP.

AS only.

Lab fee.

ETD 2372C - Advanced Rapid Prototyping 3 cc

Emphasis on parametric modeling skills with more advanced project applications in an environment to foster a design community providing feedback and critique from classmates. Through cooperation with local manufacturing facilities, when available, the student will be exposed to current industry practices and the latest technologies. The student will explore computer simulation and design analysis of rapid prototyping and learn the relationships of physical prototyping to the design industry by examining case studies and their own prototype creations and be able to present creativity, design abilities, and scanning and printing skills through problem solving projects utilizing a variety of 3D printers and scanners and CAD software. Prepares the student for SME's Additive Manufacturing Certification.

Prerequisite: ETD 2364C.

Offered: SP.

ETD 2397C - Building Information Management I 3 cc

Introduces the student to elements of Building Information Modeling (BIM) utilizing a "centralized" database methodology thru the application of Autodesk Revit Architecture software. Covers beginning fundamental concepts on which BMI architecture is built and the characteristics of its parametric change engine including the terminology, the hierarchy of elements, and the application of the basic drawing tools to create a project model.

Prerequisite: EGS 1111.

Corequisite: ETD 2340.

Offered: FA, SP.

Lab Fee.

ETD 2398 - Building Information Management II 3 cc

Explores BIM software interface and features, generation of working documents, advanced applications and student projects.

Prerequisite: ETD 2397C.

Offered: FA.

AS only.

Lab fee.

ETD 2550 - Civil 3D 3 cc

Covers a typical residential subdivision design process and all project phases including point importing, surface modeling, subdivision parcel layout, horizontal alignments, vertical alignments, road cross sections, site grading and volume calculations. The work of corridor modeling and pipe design, all of this is accomplished with a tool that facilitates three dimensional development.

Prerequisite: EGS 1111.

Offered: FA, SP, SU.

AS only.

Lab Fee.

ETD 2551 - Civil Engineering Drafting 3 cc

Covers fundamentals of civil engineering for computer drafting, including measuring errors, error of closure, coordinate conversion, curve data, contour lines, cut and fill, and profile work. Because computer drafting solutions are so accurate they can be measured, material will be dealt with both mathematically and graphically. A trig calculator is required.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: FA.

AS only.

Lab Fee.

ETD 2930C - AEC/Mechanical Design Capstone 3 cc

Culminating course for the program. The student will learn and apply career acquisition skills and participate in program assessment. Focus on design projects developed in independently and in consultation with the instructor. When available, the student will partner with local industry for real world projects. Topics may include, but not limited to, parametric modeling, AEC rendering and presentation techniques, electro-mechanical, 3-D Solids, exploration of application software and the integration of CAD/CAM. Reviews resume writing, contacting potential employers, and how to put a professional portfolio of work together for review.

Corequisite: ETD 2398.

Offered: SP.

AS only.

Lab fee.

ETD 2948 - Drafting and Design Technology Co-op. 2 cc

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.

AS only.

ETI - ENGINEERING TECHNOLOGY: INDUSTRIAL**ETI 1110 - Introduction to Quality Assurance 3 cc**

Defines the role of quality in an industrial environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality, and the International Organization for Standardization (ISO) series of standards. Covers responsibility of quality assurance during the engineering, manufacturing, and marketing of a product.

Offered: SP.

ETI 1420 - Mechanical Processes & Materials 3 cc

The student will encounter manufacturing processes, production systems and techniques, mechanisms, materials and their properties which are used in a modern manufacturing environment. Topics include the benefits, limitations, and applications of different machine tools and materials for manufacturing processing and adaptability of machinery to a variety of manufacturing processes is studied to identify selection, design, and planning of manufacturing processes and material. Identifies the characteristics and manufacturing properties of materials, including metal alloys, polymers, ceramics, and composites. Covers metal-casting processes and the shaping and forming processes and the machines needed for manufacturing.

Offered: SU.

ETI 1622C - Concepts of LEAN Manufacturing and Six Sigma 3 cc

Introduces the student to fundamentals of LEAN techniques, based on the concepts in the Toyota Production System model of business function operating systems. A comprehensive overview of the LEAN and Six Sigma methodologies is presented, including the Define, Measure, Analyze, Improve, and Control (DMAIC) process improvement paradigm.

Offered: FA, SP.

Lab fee.

ETI 1701 - Industrial Safety 3 cc

The study of principles of safety in a typical industrial environment. Emphasis is on OSHA and the analysis and design of safety programs for industry.

Offered: FA.

AS only.

Lab Fee.

ETI 1931L - Special Topics in Mechanical Design 1 cc

Designed to allow flexibility for the student presenting a variety of topics relating to manufacturing principles and applications. Specific course content is set by the program coordinator and faculty.

Corequisite: ETI 2411 or ETI 2414C or ETI 2416C.

Offered: TBA.

AS only.

Lab Fee.

ETI 1933 - Special Topics in Mechanical Design 3 cc

Designed to allow flexibility for the student presenting a variety of topics relating to manufacturing principles and applications. Special topics require laboratory assignments. Shop time will be used to work on developing the necessary skills to be proficient as a CNC operator/programmer. The course may be repeated for credit when the content varies.

Prerequisite: ETI 2416, ETI 2411, ETI 2412, ETI 2414, ETI 2415.

Offered: TBA.

AS only.

Lab Fee.

ETI 2411C - Manufacturing Processes CNC Machining/MasterCam-Lathe 4 cc

A study of the principles, concepts, and applications of CNC machining using advanced CNC machining centers. Emphasis will be placed on technical skills needed for entry level employment as a CNC Machinist/Operator. Additional topics include CNC programming using appropriate CAD/CAM software (MasterCam), machine set up, and tool path operations.

Corequisite: EGN 1123.

Offered: FA, SP.

AS only.

Lab Fee.

ETI 2412C - Fabrication Processes (MasterCam ART) 4 cc

Provides the student a working knowledge of MasterCam Art and CNC processes and operations using the Catch II CNC Router. The student will apply 3-D processing available in MasterCam ART to CNC router projects. Covers transferable skill related to CAD/CAM programming using MasterCam.

Corequisite: EGN 1123 or permission required.

Offered: FA.

AS only.

Lab Fee.

ETI 2414C - Computer-Aided Manufacturing MasterCam-Mill 2-D & Solidworks 4 cc

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. Offer the student hands-on experiences using Solidworks and Mastercam tool path software to generate various projects. The student will also learn to calculate machining Feeds and Speeds, edit CNC programs and machine parts using the Haas VF-2 & TM-2P mill, ST-10 & TL-1 Lathe. Provides a working knowledge of MasterCam Mill 2-D and Solidworks.

Prerequisite: EGN 1123, ETI 2411 or permission required.

Corequisite: ETI 2412C or ETI 2415C.

Offered: SP.

AS only.

Lab Fee.

ETI 2415C - Woodworking Processes (MasterCam Router) 4 cc

Covers technical knowledge and programming methods employed in CNC woodworking machining centers. CNC Router programming, set-up, and operations such as Engraving, Nesting, Lettering and Contouring will be covered. Computer Aided Drafting and Computer Aided Manufacturing concepts and applications are taught using MasterCam Router. Emphasizes marketable entry level technical skills as a CNC router operator and CAD/CAM (MasterCam) programmer. CamTech II CNC router and a TMC-1000 mill system used in this course.

Corequisite: EGN 1123 or permission required.

Offered: TBA.

AS only.

Lab Fee.

ETI 2416C - Metal Working Processes (Welding & Fabrication) 4 cc

A study of the principles, concepts, and applications of metal fabrication methods encountered in the industrial environment. Covers the safe and efficient use of hand tools, machines, mechanical cutting and welding processes and specialized fabrication equipment. The student will learn production techniques used in gas welding, Plasma Cutting, Brazing, MIG and TIG welding, ARC welding, and CNC Plasma Cutting Operations. Metal fabricating processes include sheet metal layout and aircraft solid riveting. Hands-on training allows the student to obtain skills for entry level job opportunities in the metal fabrication industry.

Offered: FA.

AS only.

Lab Fee.

ETI 2419C - Advanced Concepts of CNC Machines and CNC Machining Practices (Multi-Axis) 4 cc

Includes advanced concepts in multi-axis CNC machines and CNC multi-axis machining, such as theory, operation, setup, safety, and practice. Utilizes Haas CNC machining centers equipped with 5-axis capabilities.

Prerequisite: EGN 1123, ETI 2414.

Offered: FA, SP.

ETI 2947 - Manufacturing Technology Co-op 1 cc

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.

AS only.

ETI 2948 - Manufacturing Technology Co-op 2 cc

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.

AS only.

ETI 2949 - Manufacturing Technology Co-op 3 cc

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.

AS only.

ETM - ENGINEERING TECHNOLOGY: MECHANICAL**ETM 1010 - Mechanical Measurement & Instrumentation 3 cc**

Provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. Integrates the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, calipers, gages, and other types of measuring equipment. Introduces the student to the basic measurement techniques employing electronic test equipment including the operation and usage of digital multimeters, function generators, and oscilloscopes.

Offered: FA.

ETM 2315C - Hydraulics and Pneumatics 3 cc

Provides the student with the skills and techniques required to work with fluid power systems. Principles of fluid power components and flow is enforced in the lecture. Labs will include demonstration and set-up of various pneumatic and hydraulic components explaining how they are combined and function in their respective circuits.

Offered: FA.

ETS - ENGINEERING TECHNOLOGY: SPECIALTY**ETS 1603C - Robotics-Mechanics and Controls 3 cc**

Theory and application of robot safety, system power up/down, coordinate systems, motion type path programming, control, arithmetic, I/O instructions, job editing, positioning accuracy tags, speed adjustment, job functions and tool control point (TCP).

Offered: FA.

AS only.

Lab fee.

ETS 2406 - Biomedical Equipment 4 cc

A study of electronic systems and equipment used in the medical profession. Emphasis on the study of calibration, maintenance, and trouble-shooting procedures for circuits and devices. Background check included.

Prerequisite: EET 2142C.

Offered: SP.

AS only.

Lab fee.

ETS 2511C - Motors and Controls 3 cc

Covers operating principles of conventional and solid-state controls and their practical applications. General principles and fundamentals of electrical controls and control components including starters, troubleshooting techniques, various protective devices, schematics, and diagrams will be emphasized. Topics include manual motor control and overload protection, control transformers, control ladder logic, control relays and motor starters, variable speed AC Drives, two and three-wire motor controls and troubleshooting, and basic timer controls. Includes lecture and hands-on lab exercises.

Prerequisite: EET 1025C.

Offered: TBA.

As only.

Lab Fee.

ETS 2542C - Programmable Logic Controller (PLC) Fundamentals 3 cc

Introduces the student to programmable logic controllers (PLCs) concentrating on programming, debugging, conversion of electrical ladder logic to PLC ladder logic, and troubleshooting of PLC's using the NIDA 5050 trainer which is based on an Allen Bradley Micrologic 1200 programmable logic controller.

Offered: TBA.

EUH - EUROPEAN HISTORY**EUH 1000 - European History I 3 cc**

A survey of Western Civilization from Mesopotamia and Egypt to the 17th century. Traces the social, intellectual, political, and cultural forces that flow into the mainstream of Western development and culminate in the rise of Modern Europe.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Social Sciences.

Offered: FA, SP.

EUH 1001 - European History II 3 cc

A survey of European history from the 17th century to the present. Focus on the end of the age of aristocracy, the impact of the Enlightenment, the French Revolution, the Napoleonic wars, and the rise of participatory democracy. Examines the consequences of the Industrial Revolution, Romanticism, and the rise of nationalism in the 19th centuries, which culminated in the world conflicts of the 20th century. Addresses ideologies such as liberalism, socialism, feminism, Marxism, fascism, and totalitarianism.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General Education, Social Sciences. A writing emphasis course.

Offered: FA, SP.

EUH 2010 - A History of Greece and Rome 3 cc

Introduces the student to cultures of Greece and Rome through an historical examination of each culture's political, military and social institutions. Studied in chronological order beginning in the late Minoan period and culminating with the fifth century collapse of the Western Roman Empire.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Social Sciences.

Offered: FA, SP.

EVR - ENVIRONMENTAL STUDIES**EVR 2001 - Introduction to Environmental Science 3 cc**

Introduces the student to basic ecological principles and current environment problems.

Distribution: General Education Core, Natural Sciences (Biological Sciences).

Offered: FA, SP, SU.

EVR 2001L - Introduction to Environmental Science Laboratory 1 cc

Provide the student with hands-on experience and proper use of tools, equipment, and scientific protocols that are used to analyze environmental conditions. Students will use the scientific method to sample the environment, analyze the data, and interpret the data to make decisions about an appropriate course of action to correct potential environmental problems. This corrective action must take into consideration, scientific, social, political, and economic factors and should attempt to anticipate potential future problems that might arise.

Corequisite: EVR 2001.

Offered: SP.

Lab fee.

FIN - FINANCE**FIN 2100 - Personal Finance and Money Management 3 cc**

Covers personal financial planning, resource management, and economic security. Provides the student 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. Emphasizes objective approaches and strategies in determining needs, designing and managing a budget, coping with income and other taxes, calculating the cost of and wisely using credit, stretching income and assets through the effective use of insurance and investment options, and managing all phases of a financial program to achieve personal financial goals.

Offered: FA, SP, SU.

FIN 3400 - Financial Management 3 cc

Introduces the student to the field of managerial finance offering a clear, basic understanding of the fundamentals of finance and their associations to the decision-making framework faced by a financial manager who is charged with maximizing shareholders' wealth. Topics include financial statement analysis, financial planning and forecasting, time value of money, risk and rates of return, asset valuation, capital budgeting, capital structure, dividend policy and working capital management.

Prerequisite: ACG 3024 or ACG 2001 or ACG 2021.

Offered: FA, SP, SU.

FRE - FRENCH LANGUAGE**FRE 1120 - Beginning French I 4 cc**

Introduces the student to the French culture and emphasizes development of basic skills in listening, speaking, reading, and writing. The student with two consecutive years of high school French within the last 3 years with a grade of C or higher should begin in FRE 1121.

Offered: FA.

FRE 1121 - Beginning French II 4 cc

Continued development of basic skills in listening, speaking, reading, and writing with greater emphasis on French culture.

Prerequisite: Grade of C or better in FRE 1120 within the last 3 years, or departmental approval.

Distribution: General Education, Humanities.

Offered: SP.

FSS - FOOD SERVICE SYSTEMS**FSS 1063C - Professional Baking 3 cc**

Introduces the student to the principles of professional baking. Emphasis on 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 and learn the basic baking skills required in the culinary arts field.

Corequisite: HFT 2212.

Offered: FA, SP, SU.

AS only.

Lab Fee.

FSS 1220C - Culinary Techniques 3 cc

Emphasis on the basic methods and chemistry of cooking. Covers the study of ingredients, cooking, theories, terminology, equipment, technology, weights and measures, formula conversions and working on cooking skills and procedures.

Corequisite: HFT 2212.

Offered: FA, SP, SU.

AS only.

Lab Fee.

FSS 1221C - Introduction to Culinary Production 3 cc

Overview of culinary production for the student pursuing a career in the hospitality industry. Emphasis on basic methods and chemistry of cooking, baking, kitchen operation, and kitchen management. It is recommended the student take HFT 2212 as a prerequisite or corequisite.

Offered: FA, SP.

AS only.

Lab Fee.

FSS 1222L - Culinary Production 3 cc

Extensive hands-on experience allowing the student to acquire the skills necessary to plan and prepare various meals utilizing menu planning methods.

Prerequisite: FSS 1220C.

Offered: FA, SP.

AS only.

FSS 1308C - Dining Room Management Banquet and Russian Service 3 cc

Introduces the student to the organization and function of the dining room of a commercial food service facility utilizing Banquet and Russian table service. Emphasis on Regional and International Cuisines. The student will demonstrate a familiarity with the skills and techniques utilized in American table service.

Corequisite: HFT 2212.

Offered: FA, SP.

AS only.

Lab Fee.

FSS 2052C - Specialty Breads 3 cc

Introduces the student to the principles and techniques of preparing lean breads, multi-grain breads, sourdough breads, rye breads, holiday and seasonal and flat breads. Special emphasis will be placed on regional and ethnic breads; handling grains for specialty breads; mixing, shaping, and finishing specialty breads; and learning innovative baking methods.

Offered: FA, SP.

AS only.

FSS 2055C - Contemporary Cakes and Desserts 3 cc

An examination and application of cakes, desserts and pastries that are assembled and decorated with a modern approach using the latest technology and equipment.

Offered: FA, SP.
AS only.

FSS 2057C - Individual and Production Pastries 3 cc

Introduces the student to planning and quantity production for banquets and large functions. Students will learn how to scale recipes for large volume production, calculate yield, work brigade line as a pastry cook, and organize the preparation, storage, and delivery of volume production for pastry buffet tables and retail settings. Students will create products such as filled cakes, French pastries, individual plated desserts, and buffet desserts, as well as study basic sauces and plate design for banquet style desserts.

Offered: FA, SP.
AS only.

FSS 2058C - Confectionary Art and Principles of Design 3 cc

Introduces the student to the preparation and decoration of display pieces, classical and contemporary. Topics covered will include chocolate, sugar, and marzipan; use of molds and templates; and the mise en place of transporting and delivering special items. Students will prepare, cost, and price three-dimensional decorations and centerpieces for special events. Students will study the basic design concepts of line, texture, shape, balance, color, scale, movement, contrast, and unity.

Offered: FA, SP.
AS only.

FSS 2059C - Chocolates and Confections 3 cc

Introduces the student to both traditional and contemporary production methods in creating confections by hand and with special equipment. Students will learn the principles involved in tempering chocolate, creating chocolate sculptures, forming simple centerpieces, and preparing chocolates and other confections with soft, hard, and liquid centers. Efficient methods to increase productivity in this highly-specialized field will be highlighted.

Offered: FA, SP.
AS only.

FSS 2224L - Classical Cuisine 3 cc

Allows the student to practice advanced culinary skills under operating conditions through preparing and serving meals to the public.

Prerequisite: FSS 1220C.
Offered: FA, SP.
AS only.

FSS 2242L - International/Regional Cuisine 3 cc

Covers the unique food styles and preparation techniques used around the world. The student designs and implements banquet style international menus. Meals are prepared for the public.

Prerequisite: FSS 1063C, FSS 1220C.
Offered: FA, SP.
AS only.

FSS 2247C - Advanced Baking 3 cc

Builds on the skill and knowledge the student gained in FSS 1063C and familiarizes the student with advanced baking theories and techniques. The student will apply the fundamentals of baking science in the production of various products and learn the basic baking skills required in the culinary arts field.

Prerequisite: FSS 1063C.
Offered: SP.
AS only.
Lab Fee.

FSS 2248C - Garde Manger 3 cc

Familiarizes the student with the techniques and equipment used in the production of Hors -d'oeuvres, appetizers, charcuterie, and other products found typical to catered events. The student will apply these fundamentals in actual catered events as outlined during the first day in class. Class times vary greatly.

Prerequisite: FSS 1220C, and one of the following: FSS 1222L or FSS 2242L.
Offered: SU.
AS only.
Lab Fee.

FSS 2284C - Catering, Banquet, and Event Management 3 cc

Introduces the student to the techniques and management principles necessary for the management of a catering and banquet operation. Covers catering functions, special events, and banquets. Topics will include planning and management, preparation and production, and service with emphasis placed on planning and management of events. The student examines the management process and learns to apply this process to catering functions, banquet operations, and special events. Provides the student interested in event management with practical knowledge in the management of on and off premise functions.

Corequisite: HFT 2212.
Offered: SU.
AS only.

FSS 2382L - Culinary Management Practical Exam 1 cc

Emphasizes the techniques and knowledge required for a career as a professional chef. Provides knowledge needed to demonstrate artistic and creative abilities in various culinary shows, recipe contests, and exhibitions.

Prerequisite: Completion of all culinary courses and permission required.
Offered: FA, SP, SU.
AS only.
Lab Fee.

FSS 2942 - Culinary Management Internship 2 cc

A supervised hands-on training experience in which the student will observe and participate in the operation of a restaurant, food service, dietary or other food production operation. The student will learn first hand the day-to-day operations of a food production facility. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental head permission required.

Offered: FA, SP, SU.

FSS 2943 - Culinary Management Internship 3 cc

A supervised hands-on training experience in which the student will observe and participate in the operation of a restaurant, food service, dietary or other food production operation. The student will learn first hand the day-to-day operations of a food production facility. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental head permission required.

Offered: FA, SP, SU.

FSS 2947 - Culinary Management Co-op 1 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

Offered: FA, SP, SU.
AS only.

FSS 2948 - Culinary Management Co-Op 2 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

Offered: FA, SP, SU.
AS only.

GEA - GEOGRAPHY: REGIONAL AREAS**GEA 2000 - World Regional Geography 3 cc**

A descriptive study of selected countries and regions of the world around such key topics as location, population makeup and distribution, natural environment, type of economy, potentialities, chief problems. Human activities are related to natural environmental conditions of countries, regions, and continents.

Distribution: General Education, Social Sciences.
Offered: TBA.

GEB - GENERAL BUSINESS**GEB 1011 - Introduction to Business 3 cc**

Includes principles of organization and management and operational aspects and the social and economic environment of a business, fundamentals of management controls, marketing, and financial management.

Offered: FA, SP, SU.

GEB 2139 - E-Business Management 3 cc

Includes the applications, principles, and concepts of business transactions that take place via electronic communication networks. Specific emphasis will be placed on the process of buying and selling goods and services, and information over computer networks.

Offered: FA, SP.

GEB 2430 - Business Ethics 3 cc

Enables the student to confront the issues of what is right, proper, and just when making decisions that affect other people in the business world. Focus on what relationships are and ought to be with employees.

Offered: FA, SP.

GEB 2943 - Business Internship 3 cc

A supervised hands-on training experience in which the student will observe and participate in a business operation. The student will apply the knowledge and skills learned in the classroom to real world business operations.

Prerequisite: Permission required.
Offered: FA, SP, SU.

GEB 2949 - Business Co-op 3 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.
AS only.

GEB 3213 - Professional Communications 3 cc

A focus on communication within organizations with emphasis on organizational theory and structure, systems analysis, and communication networks.

Offered: FA, SP, SU.

GIS - GEOGRAPHY: INFORMATION SCIENCE**GIS 2040C - Geographic Information Systems 3 cc**

Introduces the student to Geographic Information Systems (GIS), the combination of data and where that data occurs spatially on a map, 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. Open to all students with basic computing skills.

Prerequisite: CGS 1570 or permission required.
Offered: FA.
AS only.
Lab Fee.

GLY - GEOLOGY**GLY 1010 - Physical Geology 3 cc**

Introduces the student to the study of the earth, its composition (minerals and rocks), gradational processes (running water, glaciers, winds, and gravity), diastrophism (plate tectonics, folding, faulting), and vulcanism (volcanic and plutonic features).

Corequisite: GLY 1010L.
Distribution: General Education, Natural Sciences (Physical Sciences).
Offered: FA.

GLY 1010L - Physical Geology Laboratory 1 cc

A study of rocks and minerals, structural features of the earth, and various earth forms as related to certain geologic processes with the aid of rock and mineral samples, topographic maps and aerial photographs.

Corequisite: GLY 1010.
Offered: FA.
Lab Fee.

GRA - GRAPHIC ARTS**GRA 1109 - History of Graphic Design 3 cc**

Introduces the student to the history of graphic design and cites the major contributions to the development of contemporary graphic design practice and aesthetics.

Offered: FA, SP.

GRA 2151C - Computer Graphics I 3 cc

Explores the Macintosh(r) computer's capabilities as a tool for artists and graphic designers. The student will use a variety of layout and image-processing programs, digital scanning, and graphics in assignments that stress creativity and technical proficiency.

Offered: FA, SP, SU.

AS only.

Lab Fee.

GRA 2152C - Computer Graphics II 3 cc

Continuation of GRA 2151C using advanced software and programs on the user-friendly Macintosh(r). Directed at artists and graphics designers.

Prerequisite: Grade of C or better in ART 1201C, GRA 2151C, PGY 2401C.

Offered: SP.

AS only.

Lab Fee.

GRA 2190C - Graphic Design I 3 cc

Provides the student with basic experience in the creative and technical processes of visual communication. Covers concept development, layout skills, uses of type, illustration, and computer-aided design with the Macintosh(r).

Prerequisite: Grade of C or better in ART 1201C, GRA 2151C, PGY 2401C.

Offered: SP.

AS only.

Lab Fee.

GRA 2191C - Graphic Design II 3 cc

Intended to give the graphic design student advanced techniques and projects in visual communications with emphasis on developing work suitable for a professional portfolio and market demands. A high degree of professionalism is stressed along with creativity, craftsmanship, and attention to details.

Prerequisite: Grade of C or better in GRA 2190C.

Offered: FA.

AS only.

Lab Fee.

GRA 2206C - Typography 3 cc

Introduces typography, including the history of letterforms, recognition and specification of existing typefaces, typographic style, and type design. Emphasizes the expressive power of type usage in design, while also covering technical aspects of fonts, letterforms, measurements, x-height, kerning, leading, tracking, and aesthetic considerations.

Prerequisite: Grade of C or better in GRA 2190C.

Offered: FA.

AS only.

Lab Fee.

GRA 2210C - Electronic Prepress 3 cc

Emphasizes the specific techniques and practices used in the prepress industry. Commonly encountered issues, such as pagination, imposition, CMYK process, spot color systems, and color separation will be explored. Printer interaction and communication will also be stressed.

Prerequisite: Grade of C or better in GRA 2152C.

Offered: FA.

AS only.

Lab Fee.

GRA 2721C - Creative Web Design 3 cc

Builds on the design and development skills gained in the prerequisite courses and moves the student to the production of artistic web-based projects on the Macintosh computer platform. Focuses entirely on intranet and internet in animation, sound, video, authoring, editing and HTML coding. The student will use appropriate web development software to create product for use across both Macintosh and PC computer platforms.

Prerequisite: Grade of C or better in GRA 2206C, GRA 2152C.

Offered: FA, SP.

AS only.

Lab Fee.

GRA 3194C - Graphic Design III 3 cc

Advanced level studio with in depth exploration of two and three dimensional media and the potential creative use of contemporary technology in visual communication. Includes experimentation in multi-page print projects, computer animation, multi-media and environmental signage, including lecture and field trips.

Prerequisite: Grade of C or better in ART 2950C.

Offered: FA.

Lab Fee.

GRA 3202C - Advanced Typography 3 cc

Exploration of the expressive potential of the letter form.

Prerequisite: Grade of C or better in GRA 3209C.

Offered: SP.

Lab Fee.

GRA 3209C - Typography II 3 cc

Continuation of the study of traditional Typography. Exercises and projects focus on the hierarchal qualities of typography, the development of marketable, original, and creative problem solving solutions examined with emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.

Prerequisite: Grade of C or better in ART 2950C.

Offered: FA.

Lab Fee.

GRA 3883C - Motion Graphics 3 cc

Introduces motion graphics as it relates to special effects, animation, visual communications, and advertising. Industry standard software will be used to produce motion graphics.

Prerequisite: Grade of C or better in ART 2950C.

Offered: SP.

GRA 4186C - Senior Studio Graphic Design 3 cc

Advanced graphic design problems in advertising campaigns and multi-unit visual communication systems.

Prerequisite: Grade of C or better in GRA 3202C, GRA 4514C.

Offered: FA.

Lab Fee.

GRA 4189C - Portfolio Development 3 cc

Prepares the student for employment with a well-crafted presentation of skills in the form of a portfolio.

Prerequisite: Grade of C or better in GRA 3202C, GRA 4514C.
Offered: FA.

GRA 4514C - Environmental Design 3 cc

Covers a range of examples of exhibition/environmental design measured against conventions of 2D display/informational systems.

Prerequisite: Grade of C or better in GRA 3194C, GRA 3209C.
Offered: SP.
Lab Fee.

HCP - HEALTH-CARE PROVIDERS (ASSISTANTS)**HCP 0006C - Patient Care Technician 60 ch**

Provides the student with the knowledge and skill set to be a cross trained unlicensed Patient Care Technician.

Prerequisite: HSC 0003C, HCP 0016C, HCP 0020C, HCP 0121C, HCP 0332C.
Offered: FA, SP, SU.

HCP 0016C - Allied Health Assistant 150 ch

Builds on previous knowledge and skills achieved in previous courses. Skills performance related to one to three areas of allied health care in the clinical setting. Major areas of allied health defined as physical therapy, emergency care, radiation care, laboratory assessment and respiratory medicine as well as occupational therapy.

Prerequisite: HSC 0003C, HCP 0121C, HCP 0032C.
Corequisite: HCP 0020C.
Offered: FA, SP, SU.

HCP 0020C - Patient Care Assistant 75 ch

Provides the student with the knowledge and skill set necessary to perform in the hospital, providing care to the adult patient.

Prerequisite: HSC 0003C, HCP 0121C.
Corequisite: HSC 0032C.
Offered: FA, SP, SU.

HCP 0121C - Nursing Aide 75 ch

Provides the student with foundational knowledge and skill set needed to perform as an entry-level Nursing Assistant. Specific to the Nursing Assistant, topics includes the verbal and written communications, legal and ethical responsibilities, physical comfort and safety functions, and principles of infection control. The student will learn to provide personal patient care and perform patient care procedures; apply principles of nutrition; care for geriatric patients; provide biological, psychological, and social support; perform supervised organizational functions, following the patient plan of care, and assist with restorative (rehabilitative) activities.

Corequisite: HSC 0003C, HCP 0332C.
Offered: FA, SP, SU.
Lab Fee.

HCP 0332C - Advanced Home Health Aide 50 ch

Provides the student with the advanced knowledge and skill set necessary to perform physical comfort and safety, infection control, and nutrition in the home setting.

Corequisite: HCP 0020C, HCP 0121C, HSC 0003C.
Offered: FA, SP, SU.

HFT - HOSPITALITY MANAGEMENT**HFT 1000 - Introduction to the Hospitality Industry 3 cc**

Introduces the student to the many facets of the hotel/lodging, restaurant, travel and tourism, and food service industries. The student will become familiar with the various interrelated professions in these industries and their relationships to each other.

Offered: FA, SP.
AS only.

HFT 1254 - Lodging Operations 3 cc

Introduces the student to the field of guest service operations. Designed for the student interested in managing hotels, motels, resorts, and other related lodging businesses. Provides the student with practical knowledge of the concepts and procedures used in managing commercial lodging operations and introduces the student to the rooming and guest service functions including theories and principles of guest service management used in the lodging industry. Provides the student the opportunity to develop human relations and customer service skills. Covers the operation of the various functions of the rooming department of a lodging operation.

Offered: FA, SP.
AS only.

HFT 1313 - Hospitality Property Management 3 cc

Focuses on three main areas of property management including physical plant management, facilities, systems engineering and management, and utilities and energy management. Covers all phases of property management from operations management to cost analysis and capital investment. The general principles of design, installation, operation, and economical evaluation are applied to hospitality operations.

Offered: SP.
AS only.

HFT 1410 - Hospitality Industry Accounting 3 cc

Introduces the student to the reservation system and the accounting functions of hospitality operations. Focuses on reservations and billing, audit, transient ledger, city ledger, income statement, and the statistical analysis used in the hospitality industry.

Offered: FA.
AS only.

HFT 1860 - Bar and Beverage Management 3 cc

Provides the student with in depth study into the principles of beverage management and introduction to the production and characteristics of the different types of beers, liqueurs, and spirits including the techniques of mixology with an emphasis on the responsible vending of alcoholic beverages.

Offered: SU.
AS only.

HFT 2211 - Hospitality Resource Management 3 cc

Introduces the student to resources available to managers in the hospitality industry including management concepts and practices applicable to the hospitality industry. Covers theories and principles of managing a hospitality entity. The student will examine the management process and learn to apply this process to the hospitality industry. Provides the student interested in lodging, food service, beverage service, and other related fields with practical knowledge in the acquisition, management, and utilization of the resources available to hospitality managers.

Offered: SU.
AS only.

HFT 2212 - Food Service Sanitation and Safety 2 cc

Develops the student's 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. Includes the laws and regulations related to safety, fire, and sanitation and how to adhere to them in the food service operation.

Offered: FA, SP, SU.
AS only.

HFT 2451 - Cost Control and Purchasing 3 cc

An overview of the management system with an in-depth study of purchasing and the control component of the management cycle. A focus on the principles and practices concerned with the purchase and receipt of food, supplies, and equipment for various food service operations.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: FA, SP.
AS only.

HFT 2500 - Marketing in the Hospitality Industry 3 cc

Offers the study of principles of marketing and promotion as they relate to the hospitality industry including applying promotional techniques to a hospitality operation. Addresses topics including using a restaurant's menu and service staff to generate word-of-mouth advertising, the organization of a lodging operation's sales department, promotion of special events, etc.

Offered: SP.
AS only.

HFT 2600 - Concepts of Hospitality Law 3 cc

Provides the student with a familiarization of the fundamentals of law and an in-depth study of the legal aspects affecting the hospitality industry. Addresses risk management in the hospitality industry.

Offered: FA.
AS only.

HFT 2840C - Dining Room Management French Service 3 cc

Exposes the student to advanced table service techniques and service styles to include French and Ala Ritz and buffet. Special emphasis is given to wine service, table-side preparation, carving, and service.

Corequisite: HFT 2212.
Offered: FA, SP.
AS only.
Lab Fee.

HFT 2841C - Dining Room Management American Service 3 cc

Introduces the student to the principles of managing American Table Service in the commercial food-service operation. Covers all aspects of a la carte service including all aspects of dining room service required in the hospitality field. Emphasizes service skills and computer technologies.

Corequisite: HFT 2212.
Offered: FA, SP.
AS only.
Lab Fee.

HFT 2850C - Management of Dining 3 cc

Provides the student with skills in management of dining room service including the use of various management techniques in the operation of the dining room of a table service restaurant. The student will gain hands-on experience in American, French, and banquet table service. Covers all aspects of dining room service required in the hospitality field. Emphasizes learning and practicing management and customer service skills. Recommended that the student take HFT 2212.

Offered: FA, SP.
AS only.

HFT 2941 - Hospitality Management Internship 1 cc

A supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn first-hand the day-to-day operations of a business in the hospitality industry. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental permission required.

Offered: TBA.
AS only.

HFT 2942 - Hospitality Management Internship 2 cc

A supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn first-hand the day-to-day operations of a business in the hospitality industry. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental permission required.

Offered: TBA.
AS only.

HFT 2943 - Hospitality Management Internship 3 cc

A supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn first hand the day-to-day operations of a business in the hospitality industry. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job. Departmental permission required.

Offered: TBA.
AS only.

HFT 2947 - Hospitality Management Co-op 1 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

Offered: FA, SP, SU.
AS only.

HFT 2948 - Hospitality Management Co-op 2 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

Offered: FA, SP, SU.
AS only.

HFT 2949 - Hospitality Management Co-op 3 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

Offered: FA, SP, SU.
AS only.

HIM - HEALTH INFORMATION MANAGEMENT**HIM 1000C - Introduction to Health Information Management 3 cc**

Introduces the student to medical records, history, professional associations, and ethics; introduction to confidentiality; medical record content, format, evaluation, and use; numbering, filing, indexing, storage, retrieval, and quality control.

Prerequisite: Permission required.
Offered: FA.
AS only.

HIM 1442 - Pharmacology 2 cc

Teaches the student the pronunciation, spelling, actions, and side effects of the most commonly prescribed drugs and the interpretation of pharmacological terms, abbreviations, and symbols used in prescription writing.

Offered: FA, SP.
AS only.

HIM 1800 - Health Information Management Professional Practice I 2 cc

A supervised directed experience in hospital or other setting. Specific assignments include medical record procedures, assembly and/or analysis of medical records, record and loose document filing, scanning, record controlling, incomplete chart analysis, release of information and medical staff relations. Requires drug screen, background check, and health physical.

Prerequisite: HIM 1000C, HSC 2641.
Offered: FA, SU.
AS only.
Lab Fee.

HIM 2214C - Health Data Management 3 cc

Expands upon the student's knowledge in health information management to include an introduction to electronic health records, healthcare data sets, clinical vocabularies and nomenclature systems, healthcare reporting and compliance issues, health information, ethical issues in information technology, and data analytics.

Prerequisite: HIM 1000C.
Offered: SP.
AS only.
Lab Fee.

HIM 2229C - Introduction to Coding and Classification 3 cc

Provides the student an introduction to diagnosis coding using ICD9-CM and ICD 10-CM coding classification systems both manual and computer-based practice. Covers the guidelines, conventions, and all body systems to apply accurate code data for research, indices, registries, and reimbursement of health care services.

Prerequisite: BSC 1080, BSC 1080L, HSC 1531, HSC 2550.
Offered: FA, SP.
AS only.
Lab fee.

HIM 2253C - Outpatient Reimbursement Methodologies (CPT Coding) 3 cc

Provides the student instruction in CPT-4 Coding, HCPCS, and APC's as used in physicians' offices and other out-patient settings. Includes principles and practices related to payment by insurance of health or medical expenses by private or government entities.

Prerequisite: HSC 1531, HIM 2229C, HSC 2550.
Offered: FA, SP.
AS only.

HIM 2284C - Intermediate Coding and Classification Systems 3 cc

Provides the student an introduction to procedure coding using ICD-9-PCS and ICD-10-PCS coding classification systems both manual and computer-based practice. Covers the guidelines, conventions, and all body systems to apply accurate code data for research, indices, registries, and reimbursement of health care services.

Prerequisite: BSC 1080, BSC 1080L, HIM 2229C, HSC 1531, HSC 2550.
Offered: SP, SU.
AS only.
Lab Fee.

HIM 2285C - Advanced Coding and Classifications Systems 3 cc

Applies previous learned concepts and application to advanced case studies. Analysis and coding compliance principles will be highly stressed for accuracy of data for research, reimbursement, and referencing the AHA Coding Clinic for in depth coding directives for hospital inpatient reimbursement. Extensive self-tests, coding practice exercises, and case studies are provided to reinforce learning. Resources and activities for additional practice will be provided.

Prerequisite: HIM 2229C, HIM 2284C.
Offered: FA, SU.
AS only.

HIM 2500C - Performance Improvement in Healthcare 2 cc

Introduces the student to concepts, techniques, and tools in the process of improving performance in the health care environment. Emphasis on the key processes for identification and resolution of problems in the Health Information Management profession.

Prerequisite: HIM 2620.

Offered: SP.

AS only.

HIM 2512 - Health Information Management and Supervision 3 cc

An application of the basic principles of management related to office management or medical records department: planning and organizing space, equipment, supplies, and personnel using systems procedures, methods, and organization charts.

Offered: FA.

AS only.

HIM 2620 - Medical Statistics and Financial Applications 3 cc

Emphasizes statistical concepts and procedures in data collection and preparation of statistical reports for hospital administration and accrediting agencies and financial concepts and optimum utilization of resources.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: FA.

AS only.

HIM 2653C - Medical Informatics and Health Information Technologies 3 cc

Provides the student an overall scope of computer applications in the health care industry with special emphasis on the electronic health record design, implementation, use, and maintenance. Health information technologies and application of skills learned will be applied.

Prerequisite: CGS 1570, HIM 1000C.

Offered: SP.

AS only.

Lab Fee.

HIM 2810 - Health Information Management Professional Practice II 2 cc

Supervised learning experience in various health care facilities. Specific assignments: statistical applications, computer applications, coding, performance improvement, and risk management.

Prerequisite: HIM 1800.

Offered: TBA.

AS only.

Lab Fee.

HIM 2813C - Coding Professional Practice 2 cc

A focus on professional practice for coding. Includes intense exposure of all coding and reimbursement systems learned in the program. Topics include practicum utilizing case studies, scenarios, and coding examples in CPT, ICD-9-CM, ICD-10-CM and ICD-10-PCS, etc. The student will reinforce learning and apply coding guidelines for appropriate reimbursement in both the inpatient and outpatient settings using 3M, Quantim, and V-Lab applications and exercises.

Prerequisite: HIM 2284C.

Corequisite: HIM 2285C or HIM 2253C.

Offered: FA.

AS only.

HIM 2820L - Health Information Technology Professional Practice III 2 cc

Provides the student with practical experience in Health Information Management with the emphasis on learned skills in coding and reimbursement, DRG Assignment, and APC assignment. Consists of an intense onsite/offsite practicum in reimbursement methodologies, ICD-9, ICD 10, and CPT coding.

Prerequisite: HIM 1800, HIM 2810.

Offered: SP.

AS only.

Lab fee.

HIM 2931 - Special Topics in Health Information Management 1 cc

Provides a comprehensive review for Preparation for the Certified Coding Assistant (CCA) examination offered through the American Health Information Management Association (AHIMA).

Offered: FA, SU.

AS only.

HIM 2932 - Special Topics in Health Information Management 2 cc

Provides the student a comprehensive review for Preparation for the Registered Health Information Technician (RHIT) examination offered through the American Health Information Management Association (AHIMA).

Offered: SP.

AS only.

HLP - HEALTH/LEISURE/PHYSICAL EDUCATION**HLP 1081 - Concepts of Life Fitness 3 cc**

Acquaints the student 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, the student maintaining college enrollment or former Pensacola State College students who have successfully completed the course can gain access to the LIFE Centers each term by enrolling in and paying tuition for R 00064.

Distribution: General Education, Social Sciences.

Offered: FA, SP, SU.

Lab Fee.

HLP 2949 - Human Performance and Recreation Co-op 3 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: TBA.

AS only.

HSA - HEALTH SERVICES ADMINISTRATION**HSA 1172 - Medical Billing and Third Party Payer 2 cc**

Provides the student a foundation in billing and coding principles and the fundamentals of reimbursement policies and procedures. The student will develop an understanding of the proper use of coding manuals for the reporting of diagnoses, medical procedures, and services performed by the hospital and physician for purposes of reimbursement.

Prerequisite: BSC 1080, BSC 1080L, HSC 1531.

Offered: SP.

AS only.

HSA 2001 - Interprofessional Team Based Health Care 2 cc

Introduces the student to interprofessional health care delivery. Best practices are emphasized for team formation, effective communications strategies, and patient care processes. Ethical issues related to team management in health care are discussed.

Offered: FA, SP, SU.

AS Only.

HSA 2810L - Health Services Management Practicum 2 cc

Supervised learning experience in various ambulatory healthcare facilities to include shadowing and exposure to the different areas of management learned throughout the program.

Prerequisite: HSC 1000.

Corequisite: HSC 2930.

Offered: SP, SU.

AS only.

HSA 3113 - Healthcare Trends and Issues 3 cc

Presents the student with significant health care issues and developing trends. Content may differ each time in order to be current with changing events of varying importance, such as aging, cultural diversity, the obesity epidemic, and patient privacy issues.

Offered: FA.

HSA 4160 - Healthcare Marketing 3 cc

A comprehensive overview of marketing strategies and emerging technologies that might effectuate productive network systems. Focus is on processes within the health care system from an administrative perspective.

Offered: FA.

HSA 4191 - Health Information Systems 3 cc

Examination of health information systems with focus on analysis of applications for information systems in the health care delivery system. Emphasis on skills necessary to employ the methods used to evaluate a variety of types of information systems applications in a health care setting.

Offered: SP.

HSA 4383 - Quality Management in Healthcare 3 cc

A study of health care quality management concepts, tools, and techniques, with an emphasis on the application of management theory to healthcare products and services.

Offered: SP.

HSA 4502 - Healthcare Risk Management 3 cc

Explores risk management and its specific applications to the health services field. Focus is on insurance, quality assurance, dispute resolution, clinical records, and management.

Offered: FA.

HSC - HEALTH SCIENCES**HSC 0003C - Basic Healthcare Worker 90 ch**

Presents the student with foundational information needed to understand the health care industry: planning, management, finance, technical and production skills, the underlying principles of technology, labor issues, community issues, and health, safety, and environmental issues.

Offered: FA, SP, SU.

Lab Fee.

HSC 1000 - Introduction to Healthcare Management 3 cc

Introduces the student to the various health professions. Topics include career and labor market information, healthcare delivery systems, health organization structure, patient rights and responsibilities, workplace behavior and decision making in the healthcare environment, safety and security procedures, and employability skills.

Prerequisite: Acceptance into the program.

Offered: FA.

AS only.

HSC 1531 - Medical Terminology 3 cc

Introduces the student to medical terminology as the language of medicine including the study of prefixes, suffixes, word roots, with emphasis on spelling, pronunciation, definition, and usage.

Offered: FA, SP, SU.

AS only.

HSC 1590 - AIDS/OSHA for Health Professionals 1 cc

A study of Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), and OSHA standards for blood borne pathogens, domestic violence education, and medical errors for the health professional. Meets requirements for OSHA standards for universal precautions, PPE, microbiological practices, Hepatitis B vaccination, post exposure evaluation/follow-up, and hazard communication in working with blood borne pathogens. Satisfies the minimum HIV/AIDS education requirements including transmission, infection control, prevention, general treatment, legal aspects, confidentiality, testing, and attitudes.

Offered: FA, SP, SU.

AS only.

HSC 2100 - Personal and Community Health 3 cc

Provides the student with information and principles for protection and promotion of individual and public health. Emphasis on mental health, parenthood, nutrition, disease prevention, and community organization for maintaining and improving health in society.

Offered: FA.

HSC 2400 - First Aid and Injuries 3 cc

Introduces the student to the 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. Includes the American Red Cross first aid course. Upon successful completion of all tests, the student will be certified in CPR and Basic First Aid.

Offered: FA, SP.

Lab Fee.

HSC 2550 - Pathophysiology 3 cc

A study of the nature, cause, and treatment of specific disease entities. Basic understanding of the body's defense mechanism and modalities to treat disease.

Prerequisite: BSC 1080, BSC 1080L, HSC 1531.

Offered: FA, SP.

AS only.

HSC 2641 - Health Care Law 3 cc

Introduces the student to health-care law. Covers legal aspects of the delivery of health care in various settings including an introduction to the American legal system, the liabilities of health care organizations and health care professionals, patient rights and responsibilities, labor relations, and insurance, among other topics.

Offered: SP.

HSC 2930 - Special Topics in Healthcare Management 1 cc

A comprehensive review of the student's practicum experience through creation of a detailed portfolio.

Corequisite: HSA 2810L.

Offered: SP.

AS only.

Lab fee.

HUM - HUMANITIES**HUM 2020 - Introduction to Humanities 3 cc**

An integrated approach to the study of the humanities which examines philosophy, literature, and the arts in terms of their relationships. Emphasis on the ways in which a shared cultural outlook gives meaning to the human experience. Examines the cultural achievements from the Ancient World to the Contemporary Era with lectures, correlated readings, and illustrations or representative works from each period studied.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General Education Core, Humanities. A writing emphasis course.

Offered: FA, SP, SU.

HUM 2454 - African-American Humanities 3 cc

Examines the impact of the Atlantic slave trade on the new world. Topics include tracing Western African culture and how it "re-appears" in the Caribbean, Latin America, and North America and the history, music, literature, and art of these places.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Humanities.

Offered: FA, SP, SU.

HUM 2700 - Humanities Travel Abroad 3 cc

Designed to assist the student in cultivating intercultural knowledge and to promote the student's critical reflection regarding his or her place in the world. Through travel, the student will be exposed to different cultures and experiences that will challenge him or her to explore diverse perspectives. The exact itinerary and experiences vary.

Offered: SU.

HUM 2740 - Humanities Travel 3 cc

Designed to expose the student to the culture of other countries. The exact itinerary and experiences vary. Inquiries should be made to the appropriate department head.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: TBA.

HUN - HUMAN NUTRITION**HUN 1201 - Elements of Nutrition 3 cc**

A biochemical and physiological approach to the study of nutrition which includes ingestion, digestion, absorption, metabolic pathways, nutrient data bases of foods, and the factors influencing the selection of foods and the good nutritional status.

Distribution: General Education, Natural Sciences (Biological Sciences).

Offered: FA, SP, SU.

HUN 1201L - Elements of Nutrition Laboratory 1 cc

A laboratory course to accompany HUN 1201. Covers various topics including measurements in metric and English systems, macromolecules, chemistry of digestion, anatomy of digestive system, and aesthetics.

Corequisite: HUN 1201.

Offered: FA, SP.

Lab Fee.

HUS - HUMAN SERVICES**HUS 2400 - Drugs and Behavior 3 cc**

An overview of the dynamics of drug addiction and dependence, classification and origins of drugs, short and long term effects, risk of dependence, and medical uses. Drug education, laws, treatment, and rehabilitation are additional areas of focus.

Offered: FA, SP.

INR - INTERNATIONAL RELATIONS**INR 2002 - Introduction to International Relations 3 cc**

A study of historical events of international importance and a study of various theories of international behavior. The student will develop an ability to evaluate and comprehend current world events. Topics include 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 will 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. The student who successfully completes this course will develop a framework for the logical analysis of international politics.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Social Sciences.

Offered: SP.

ISM - INFORMATION SYSTEMS MANAGEMENT**ISM 4013 - Management Information Systems 3 cc**

Addresses key technology management issues as they are applied to information resources management (IRM) for information centers and information services. Includes fundamentals of networking and telecommunications covering LAN's to "Information Superhighways" and an introduction to voice, data, and video traffic requirements. Covers techniques for management of communication resources and services and information to oversee the network administration and network system management.

Offered: FA.

ISM 4314 - Project and Change Management for Information Technology 3 cc

Provides the student an overview of fundamental knowledge areas related to successful project management. Topics include project selection and initiation, work breakdown structure and scope management, scheduling, budgeting and cost analysis, quality control, project communication plans, project risk analysis, resource leveling, and procurement issues. Prepares the student for the Project Management Institute's CAPM certification.

Prerequisite: CTS 2149 or CET 2934 or CompTIA Project+ (PKO-003) certification or PMI CAPM certification.

Offered: SP.

JOU - JOURNALISM**JOU 1100 - Reporting I 3 cc**

Emphasizes news writing and introduces other kinds of journalistic articles such as feature stories and press releases. With exercises and real assignments for *The Corsair*, the student gains experiences gathering news, interviewing, writing, and editing.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: FA.

JOU 1400 - College Publications 1 cc

Introduces the student to the practical world of print and online journalism. Surveys news and feature writing, headline writing, and legal concerns (libel, privacy). The student may elect to take the course a second or third time to work on special projects.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: SP.

LAT - LATIN (LANGUAGE STUDY)**LAT 1120 - Beginning Latin I 4 cc**

Introduces the student to Roman culture emphasizes fundamental skills in Latin comprehension, expression, and structure. The student with two consecutive years of high school Latin within the last 3 years with a grade of C or higher should begin in LAT 1121.

Offered: FA.

LAT 1121 - Beginning Latin II 4 cc

Continued development of basic skills with greater emphasis on Roman history and culture.

Prerequisite: Grade of C or better in LAT1120 within the last 3 years, or departmental approval.

Distribution: General Education, Humanities.

Offered: SP.

LEI - LEISURE**LEI 1141 - Introduction to Recreation and Leisure Services 3 cc**

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 and a practical examination of status and crucial issues. Served well also is the student seeking a personal perspective on the value and place of leisure in his or her life.

Offered: FA.

LEI 1541 - Outdoor Recreation Management 3 cc

Introduces the student to the field of Recreation and Leisure Services. Includes outdoor activity planning, conservation, nature activities, safety and hazard procedures, and outdoor facility management. Field observation is included as a part of the course.

Offered: SU.

LEI 2730 - Adaptive/Therapeutic Recreation 3 cc

Designed to develop the beginning-level knowledge and skills of the student who aspires to meet individual needs in sport, recreation, or rehabilitation settings. Covers the rapidly expanding knowledge base of adaptive physical activity as a profession.

Offered: FA.

LIS - LIBRARY AND INFORMATION STUDIES**LIS 1004 - Introduction to Internet Research 1 cc**

Introduces the student to Internet search concepts and vocabulary. Emphasis on using a variety of search terms and techniques employed in library research to access information sites on the Internet. Topics include 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.

Offered: FA, SP, SU.

Lab Fee.

LIS 2005 - Information and Internet Research 3 cc

Introduces the student to research skills with emphasis on critical thinking. The student will develop skills and techniques necessary to interpret and use information effectively personally, as well as to locate, evaluate, cite, and use relevant online and print resources for class assignments and personal research.

Distribution: General Education, Communications.

Offered: FA, SP, SU.

Lab fee.

LIT - LITERATURE

These courses meet the general education literature requirement. Literature courses further the ability to understand literary devices and language; to appreciate a text and its socio-cultural and historical contexts; to evaluate a text, whether fiction or non-fiction, for its literal and figurative meanings; and to synthesize and communicate the understanding of a text. Further, literature enriches understanding of and appreciation for the diversity of human experience.

LIT 2090 - Contemporary Literature 3 cc

Covers selected literature of the mid-to-late twentieth and twenty-first centuries.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets A.A. general education literature requirement. A writing emphasis course.

Offered: FA, SP, SU.

LIT 2110 - World Literature to 1650 3 cc

Covers selected literature from the classical period, the Middle Ages, and the Renaissance.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets A.A. general education literature requirement. A writing emphasis course.

Offered: FA, SP.

LIT 2120 - World Literature from 1650 3 cc

Covers selected literature from the Age of Enlightenment to the beginning of the twentieth century.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets A.A. general education literature requirement. A writing emphasis course.

Offered: FA, SP.

MAC - MATHEMATICS - CALCULUS AND PRECALCULUS**MAC 1105 - College Algebra 3 cc**

Covers the following topics: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic, and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions, and equations; systems of equations and inequalities, applications (such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay.)

Prerequisite: Appropriate placement score or completion of MAT 1033C with a grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

MAC 1114 - Plane Trigonometry 3 cc

Prepares the student for more advanced mathematics. Treats both circular and trigonometric functions. Topics covered include fundamental concepts, identities, graphs of the functions, the inverse functions and their graphs, application to right and oblique triangles, trigonometric equations, vectors, and complex numbers.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

MAC 1140 - Precalculus Algebra 3 cc

Further the preparation of the student in important areas such as graphing techniques, algebraic functions, and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

MAC 1147 - Precalculus Algebra/Trigonometry 4 cc

Further the preparation of the student in important areas such as graphing techniques, algebraic functions, trigonometry functions and transcendental functions. Special emphasis is given to the algebra needed in calculus. Calculators are used to contribute to the goals of the course. A background in Trig. is essential. Enrollment by permission only.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better and high school trigonometry; by permission of department head only.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

MAC 2233 - Calculus with Business Applications I 3 cc

Designed for the business major. Topics include graphing techniques, differential calculus, exponential and logarithmic functions; with applications to supply and demand curves, cost functions, revenue and profit functions, market equilibrium, taxation, and elasticity.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

MAC 2234 - Calculus with Business Applications II 3 cc

Designed for the business major. Integral calculus, techniques of integration, multivariable calculus, differential equations, sequences and series, systems of equations, matrices, linear programming, with applications to business, economics, geometry, the social and physical sciences.

Prerequisite: Grade of C or better in MAC 2233.

Distribution: Meets AA general education Category III.

Offered: TBA.

MAC 2311 - Analytic Geometry and Calculus I 4 cc

Introduces the student to elements of plane analytic geometry, differentiation of algebraic and transcendental functions, integration techniques of algebraic and trigonometric functions, and related applications.

Prerequisite: Appropriate placement score or completion of MAC 1140 and MAC 1114 or MAC 1147 with a grade of C.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

MAC 2312 - Analytic Geometry and Calculus II 4 cc

Includes differentiation and integration of the trigonometric, logarithmic, and exponential functions; integration by algebraic and trigonometric substitutions, partial fractions, and parts, vectors, polar coordinates, and an introduction to series and sequences.

Prerequisite: Completion of MAC 2311 with a grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

MAC 2313 - Analytic Geometry and Calculus III 4 cc

A study of vectors, solid analytic geometry, infinite series, partial differentiation, multiple integrals, and integration in 3-dimensional space.

Prerequisite: Completion of MAC 2312 with a grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

MAN - MANAGEMENT**MAN 2021 - Principles of Management 3 cc**

Introduces the basic principles of planning, organizing, and controlling operations in the process of management. Emphasis is directed toward the development on the part of the student of soundly coordinated managerial philosophy.

Offered: FA, SP, SU.

MAN 3063 - Professional Ethics and Values 3 cc

A study of the personal, organizational, and societal values and ethics in our society. Topics covered include exploration of individual ethics, values, and goals; the study of ethical behavior within organizations as it influences people, products, and work environment; exploration of values, ethics, beliefs upon which a free market system of production exchange is built; exploration of individual roles as well as appropriate roles of organizations; government in society.

Offered: FA, SP.

MAN 3240 - Organizational Behavior 3 cc

A study of the individual group and organizational issues that affect and shape businesses. Topics include individual differences, motivation, communications, decision making, and leadership.

Offered: FA, SP, SU.

MAN 3303 - Theories of Leadership 3 cc

Presents the basic concepts, principles, and techniques of business leadership. Emphasis on the student developing a solid leadership foundation while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. Incorporates basic leadership skill development as it relates to the core aspects of the management practice.

Offered: FA, SP, SU.

MAN 3350 - Training & Development 3 cc

The study of the various forms of training and development both on and off the job. Major topics include learning theory, the role of personnel, training and development methods and plans, and performance improvement, and current issues in the field.

Offered: FA.

MAN 3353 - Management Theory 3 cc

Covers the management theories which lead to the development of teams, the management of people and equipment as well as the motivation, empowerment and coaching of employees. The development of processes and procedures, negotiating skills, and conflict management are also covered.

Offered: FA, SP, SU.

MAN 3503 - Managerial Risk Analysis and Decision Making 3 cc

Concentrates on practical decision problems for the manager in an organization. Topics include decision-making theory, linear programming and extensions, Markov Chains, queuing, simulation, and decision support systems. Use of computer packages.

Offered: SP, SU.

MAN 3583 - Project Management 3 cc

Provides the student with conceptual material on project management techniques appropriate in system/subsystems management. Topics include project management functions, project manager roles and responsibilities, the project life cycle, and conflict resolution, emphasis will be placed on project oversight issues across the various business units and functions.

Offered: FA, SP.

MAN 3600 - International Business 3 cc

An intensive analysis of the process, practice, and theory of international business; financial accounting, marketing, and legal aspects of multinational business operations; governmental assistance to international business; cultural environmental business to include factors such as language, religion, values and attitudes, law, education, politics, technology, and social organization.

Offered: SP.

MAN 4113 - Managing Diversity 3 cc

Covers questions, dimensions of style and structure, problems and paradigms of solutions that have come out of management experience of a changing workforce during the past twenty years. Emerging styles of leadership among people of diverse cultural backgrounds will be explored as solutions, not as problems.

Offered: FA, SP, SU.

MAN 4162 - Customer Relations in Business 3 cc

Examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

Offered: SU.

MAN 4301 - Human Resource Administration 3 cc

A study of personnel management and practices with emphasis on the techniques of recruiting, selecting, transferring, promoting, classifying, and training workers.

Offered: FA, SP, SU.

MAN 4320 - Recruitment and Selection 3 cc

An in-depth study of the personnel staffing function. Includes an analysis of objectives, techniques, and procedures for forecasting manpower needs, recruiting candidates, and selecting employees.

Prerequisite: MAN 4301.

Offered: FA.

MAN 4330 - Compensation Management 3 cc

Teaches the student about strategic use of compensation and benefits systems for the purposes of attracting, retaining, and motivating a competitive workforce.

Prerequisite: MAN 4301.

Offered: SP.

MAN 4335 - Employee Benefit Planning 3 cc

An in-depth study of wage and nonwage related benefits made available to employees by the firm and various related social and governmental programs.

Prerequisite: MAN 4301.

Offered: SP.

MAN 4352 - Effective Employee Training 3 cc

Focuses on professional development activities as performed by human resources specialists or organizational specialists. Theory, issues, practice, and problems are discussed.

Prerequisite: COM 2100, MAN 2021, MNA 1300.

Offered: SU.

MAN 4402 - Employment Law & Regulations 3 cc

Federal and State regulation of the employment relationship, including wage and hour laws; EEO; affirmative action programs; employee benefits; insurance; workers' compensation, safety, health, employee's personal rights; collective bargaining legislation.

Offered: SU.

MAN 4584 - Process Improvement Methodology 3 cc

Presents the basic principles and techniques used to manage process improvement. Teaches today's managers to understand how to engage people in process improvement as well as how to critically understand and apply the associated methodologies. Process improvement is complicated and dynamic, encompassing a variety of traditionally recognized approaches.

Prerequisite: COM 2100, CTS 2433, MAN 2021.

Offered: SP.

MAN 4720 - Strategic Management 3 cc

Presents the student with the view of an organization's general manager. Addresses how firms use their resources (technology, managerial know-how, employees, capital, etc.) to pursue goals and adapt to the environment (competition customers, economic/political/sociological conditions, global, and domestic markets). Strategic management is about setting priorities for where a firm wants to go and how to get there. The student works to develop managerial skills such as leadership, communication, and data analysis.

Prerequisite: Permission Required.

Offered: FA, SP, SU.

MAN 4741 - Innovation, Change, and Agile Process 3 cc

An overview of concepts and strategies to select optimal options for change, use management and leadership skills to build broad support for change, foster innovation, and successfully execute change through solid project management practices.

Prerequisite: COM 2100, CTS 2433, MAN 2021.

Offered: FA.

MAN 4881 - Authority, Influence, and Projects 3 cc

Builds leadership and management skills that facilitate the effective execution of objectives where stakeholders and resources come from multiple areas, locations, budgets, and organizational substructures.

Prerequisite: COM 2100, CTS 2433, MAN 2021.

Offered: SU.

MAP - MATHEMATICS APPLIED**MAP 2302 - Differential Equations 3 cc**

Ordinary differential equations including solutions to first and higher order differential equations, series solutions of linear differential equations, graphical and numerical methods, and an introduction to the Laplace Transform.

Corequisite: MAC 2313.

Distribution: General Education, Mathematics.

Offered: SP.

MAR - MARKETING**MAR 2011 - Marketing 3 cc**

The analysis of the potential target market, the marketing mix in relation to its market, channels of distribution, sales promotion, and marketing management.

Offered: FA, SP, SU.

MAR 3802 - Marketing for Managers 3 cc

Develops the student's marketing skills necessary for the successful technology manager. The student will understand the strategies of marketing and the ways in which one executes a marketing plan. Covers full life-cycle product marketing support and the marketing of services.

Offered: SP.

MAT - MATHEMATICS**MAT 0018 - Developmental Mathematics I 3 cp**

A math course for students who have little or no algebra background. The major topics in the course are operations with signed numbers, fractions, decimals, ratios and proportions, percents, and geometric figures. The prealgebra topics will include properties of signed numbers, simplifying polynomials, and equation solving. Students must earn a grade of C or higher in order to advance to the next higher mathematics course which is MAT 0028.

Prerequisite: Appropriate score on Florida entry-level placement exam.

Offered: FA, SP, SU.

Lab fee.

MAT 0022C - Developmental Mathematics Combined 4 cp

Prepares students for MAT 1033C or MGF 1106 or MGF 1107. Course topics include operations with signed numbers, fractions, decimals, ratios and proportions, percentages, geometric figures, properties of signed numbers, exponents, algebraic expressions, equation solving, simplifying and factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing. Students who earn a "C" or higher are eligible for MAT 1033C or MGF 1106 or MGF 1107.

Prerequisite: Appropriate score on the Florida entry-level placement exam.

Offered: FA, SP.

MAT 0028 - Developmental Mathematics II 3 cp

Designed for students who have had some previous algebra instruction and will provide the algebra skills needed for success in MAT 1033. The major topics in the course are signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing. Students must earn a grade of "C" or higher in order to advance to the next higher mathematics course which is MAT 1033.

Prerequisite: Appropriate score on Florida entry-level placement exam or completion of MAT0018 with a grade of C or higher.

Offered: FA, SP, SU.

Lab fee.

MAT 0055 - Developmental Mathematics Modules 1 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of MAT 0028, this course covers up to 33% of the materials in MAT0028, which provides algebra skills needed for success in MAT1033. The major topics in the course may include signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing.

Prerequisite: Appropriate score on Florida entry-level placement exam or completion of MAT0018 with a grade of C or higher.

Offered: TBA.

Lab fee.

MAT 0056 - Developmental Mathematics Modules 2 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of MAT 0028, this course covers up to 66% of the material in MAT 0028, which provides algebra skills needed for success in MAT 1033. The major topics in the course may include signed numbers, algebraic expressions, exponents, polynomials, factoring polynomials, linear and quadratic equations, rational and radical expressions, and an introduction to graphing.

Prerequisite: Appropriate score on Florida entry-level placement exam or completion of MAT0018 with a grade of C or higher.

Offered: TBA.

Lab fee.

MAT 1033C - Intermediate Algebra 3 cc

Covers the following topics: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations, and inequalities in two variables and their graphs, systems of linear equations and inequalities introduction to functions, and applications of these topics.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: FA, SP, SU.

Lab Fee.

MCB - MICROBIOLOGY**MCB 1000 - Applied Microbiology 3 cc**

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. Recommended for student nurses and dental hygienists, students in other programs will be admitted.

Corequisite: MCB 1000L.

Offered: FA, SP, SU.

MCB 1000L - Applied Microbiology Laboratory 1 cc

Laboratory course to complement MCB 1000. In laboratory, students will learn aseptic techniques, culture of microorganisms, and use a variety of microorganic and metabolic tests to identify organisms.

Corequisite: MCB 1000.

Offered: FA, SP, SU.

Lab Fee.

MCB 2010 - General Microbiology 3 cc

A study of the taxonomy, morphology, and physiology of bacteria and related organisms, with a brief introduction to pathology, immunology, and food microbiology. Recommended for majors and students in certain four-year medically related programs.

Prerequisite: Grade of C or better in BSC 1010 and BSC 1010L, CHM 1045, and CHM 1045L or CHM 1045C.

Corequisite: MCB 2010L.

Offered: SP.

MCB 2010L - General Microbiology Laboratory 1 cc

A laboratory course designed to accompany MCB 2010. Laboratory work includes stains and techniques used to culture and identify microorganisms, techniques in biotechnology and studies in pathogenesis and disease transmission.

Prerequisite: Grade of C or better in BSC 1010 and BSC 1010L, CHM 1045, and CHM 1045L or CHM 1045C.

Corequisite: MCB 2010.

Offered: TBA.

Lab Fee.

MEA - MEDICAL ASSISTING TECHNOLOGY**MEA 0002C - Introduction to Medical Assisting 250 ch**

Introduces the student to the communication skills and legal responsibilities of the profession. The student will gain a foundational understanding of anatomy and physiology concepts in both illness and wellness states. The student completing this course will receive an Occupational Completion Point certificate for Introduction to Medical Assisting per the Florida Department of Education Framework.

Corequisite: Acceptance to the Medical Assisting program.

Offered: FA.

Lab fee.

MEA 0501C - Medical Office Procedures 75 ch

Prepares competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in medical office procedures. Introduces the student to basic clerical and medical office duties that Medical Assistants may perform. Topics include effective communication skills, filing systems, maintenance of medical records, scheduling routine appointments, and government regulations, compliance, and scope of practice for Medical Assistants.

Corequisite: HSC 0003C, MEA 0002, MEA 0521C, MEA 0543C.

Offered: FA.

MEA 0506C - Administrative Office Procedures 90 ch

Prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in medical office procedures. Introduces basic clerical and medical office duties that Medical Assistants may perform. Topics include effective communication skills, filing systems, maintenance of medical records, scheduling routine appointments, and government regulations, compliance, and scope of practice for Medical Assistants.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0002, MEA 0501C, MEA 0521C, MEA 0543C.

Corequisite: MEA 0530C, MEA 0573C, MEA 0581C.

Offered: SP.

MEA 0520C - Phlebotomist 75 ch

Trains participants in the basic and supporting skills of the phlebotomist. Skills include specimen collection by venipuncture and capillary puncture, basic anatomy and physiology, infection control, safety, and patient relations. Upon satisfactory completion of this program, graduates will earn an Occupation Completion Point certificate for Phlebotomist (75) hours per the Florida Department of Education. Includes clinical experience.

Corequisite: Grade of C or better in HSC 0003C.

Offered: FA, SP, SU.

Lab Fee.

MEA 0521C - Phlebotomist, MA 75 ch

Provides Medical Assisting students the theory and clinical skills necessary to perform phlebotomy in a medical setting. Upon successful completion of this course, the student will receive an Occupational Completion Point certificate, Phlebotomist (75 hours) per the Florida Department of Education.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0500, MEA 0543C.

Offered: FA.

Lab Fee.

MEA 0522L - Phlebotomy Clinic 120 ch

Provides the student with the additional clinical procedural skills necessary to meet the clinical hours requirement to take the Phlebotomist Certification examination through the National Healthcare Association (NHA) and the American Society for Clinical Pathology (ASCP) Board of Certification.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0520C.
Offered: FA, SP, SU.

MEA 0530C - Pharmacology for Medical Assisting 90 ch

Introduces the student to the principles of pharmacology, including drug terminology; drug origins, forms, and actions; routes of administration; as well as the use of generic name drugs, trade name drugs, and categories of drugs to treat various body systems.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0002C, MEA 0501C, MEA 0506C.

Offered: SP.
Lab fee.

MEA 0540C - EKG Aide 75 ch

Prepares the student for employment as an ECG Technician, also known as a Cardiovascular Technician, and to take a National Exam. Skills include performing ECGs with appropriate lead placement, preparing patients for Stress Testing and monitoring telemetry units. Graduates of this course receive an Occupational Completion Point Certificate of 75 hours an EKG Aide as per the Florida Department of Education.

Prerequisite: Admission to a health related program or permission of the Department head.

Corequisite: Grade of C or better in HSC 0003C.

Offered: FA.
Lab fee.

MEA 0541C - EKG Technician 300 ch

Provides advanced procedures for performing EKGs, stress testing, and monitoring telemetry. Upon successful completion of this course, the student will receive an Occupational Completion Certificate of 300 hours as an EKG Technician per Florida Department of Education.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0540C.

Offered: SP.
Lab fee.

MEA 0543C - EKG Aide, MA 75 ch

Provides Medical Assisting students the theory and clinical skills necessary to perform EKGs in a medical setting. Upon satisfactory completion of this course, the student will receive an Occupational Completion Point certificate, EKG Aide (75 hours) per the Florida Department of Education.

Corequisite: Grade of C or better in HSC 0003C, MEA 0500, MEA 0521C, MEA 0550.

Offered: FA.
Lab Fee.

MEA 0567C - Advanced Allied Health Assistant 100 ch

Designed for the student who has completed the Patient Care Assistant and Allied Health Assistant competencies and/or are adding these skills to be a more multi-skilled worker.

Prerequisite: HCP 0020C, HCP 0121C, HCP 0332C, HSC 0003C.

Corequisite: HSC 0016C.

Offered: FA, SP, SU.

MEA 0573C - Laboratory Procedures 125 ch

Prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in medical assisting laboratory procedures.

Introduces Medical Assisting students to the foundational understanding emergency preparedness and protective practices,

diagnostic laboratory procedures, clinical microscopy techniques and procedures, basic office examination procedures, treatment of minor injuries, and basic diagnostic medical assisting procedures.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0002, MEA 0501C, MEA 0521C, MEA 0543C.

Corequisite: MEA 0506C, MEA 00530C, MEA 0581C.

Offered: SP.

Lab fee.

MEA 0581C - Clinical Assisting 230 ch

Prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in clinical assisting. Introduces Medical Assisting students to the communication skills and legal responsibilities of the profession. Provides a foundational understanding of anatomy and physiology concepts in both illness and wellness states.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0501C,

MEA 0521C, MEA 0543C.

Corequisite: MEA 0506C, MEA 0530C, MEA 0573C.

Offered: SP.

Lab fee.

MEA 0942L - Practicum Experience 200 ch

Promotes student transition from student role to graduate professional medical assistant role. The student will integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. The student will perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant.

Prerequisite: Grade of C or better in MEA 0506C, MEA 0530C,

MEA 0543C, MEA 0573C, MEA 0581C.

Offered: SU.

Lab fee.

MET - METEOROLOGY

MET 1010 - Introduction to Meteorology 3 cc

Introduces the student to the atmosphere, its structure, composition, and processes. Major topics include atmospheric structure and composition, heating and cooling, temperature, pressure and winds, weather systems and climate.

Distribution: General Education, Natural Sciences (Physical Sciences).

Offered: FA, SP.

MGF - MATHEMATICS - GENERAL AND FINITE

MGF 1106 - Mathematics for Liberal Arts I 3 cc

Consists of the following topics: set theory, symbolic logic, introductory counting methods, probability, descriptive statistics, number theory, linear programming and geometries with applications, history of mathematics, and algebra applications.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

Student may take either MGF 1106 or MGF 1107 first.

MGF 1107 - Mathematics for Liberal Arts II 3 cc

Consists of the following topics: financial mathematics, linear and exponential growth, development of number systems, history of mathematics, elementary number theory, voting techniques, graph theory and society.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

Student may take either MGF 1106 or MGF 1107 first.

MKA - MARKETING APPLICATIONS**MKA 2511 - Advertising 3 cc**

A study of the basic promotional objective, advertising markets, the product to be advertised, media, and the composition of the advertisement.

Offered: FA, SP.

AS only.

MMC - MASS MEDIA COMMUNICATIONS**MMC 2000 - Survey of Mass Communication 3 cc**

Covers the history and development of mass media and how those media affect society. Media covered include the Internet, newspapers, magazines, radio, television, and film along with a study of the impact of advertising and public relations.

Distribution: General Education, Communications.

Offered: SP.

MNA - MANAGEMENT: APPLIED**MNA 1161 - Customer Service 3 cc**

Teaches and improves customer service skills and professionalism of the student. Teaches customer relations and customer service skills that are applicable to any job position that has contact with customers. Included topics are the subjects of communication, customer service, handling complaints, and customer relations.

Offered: FA, SP, SU.

MNA 1300 - Human Resource Management 3 cc

Presents the functions of a personnel manager, the philosophy of general management, organizational structure, employee socio-economic climate, and career job finding information. Included are job descriptions and specifications, recruiting practices, correspondence for job application, resumes, interviewing, placement, training, performance appraisals, motivational techniques, union-management relations, and wage and salary administration.

Offered: FA, SP, SU.

MNA 2100 - Human Relations 3 cc

Includes the patterns of human behavior that lead to effective work relationships, an analysis of factors that shape the industrial environment and influence the human relations that develop within this environment, and the application of psychological principles of the business problems of leadership and motivation, productivity and morale, personnel and industrial relations policy.

Offered: FA, SP, SU.

MSL - MILITARY SCIENCE AND LEADERSHIP**MSL 1001 - Introduction to the Army 2 cc**

Introduces the freshman level student to issues and competencies that are central to a commissioned officer's responsibilities. These initial lessons establish a framework for understanding officer ship, leadership, and Army values. Additionally, "life skills" including fitness and time management are addressed. Designed to give the student accurate insight into the Army profession and the officer's role within the Army.

Offered: FA.

MSL 1002 - Profession of Arms 2 cc

Establishes foundation of basic leadership fundamentals such as problem solving, communications briefings and effective writing, goal setting, techniques for improving listening and speaking skills, and an introduction to counseling.

Offered: SP.

MSL 2101C - Leadership and Decision Making 2 cc

Designed to develop cadet's knowledge of self, self-confidence, and individual leadership skills. Cadets develop problem solving and critical thinking skills and apply communication, feedback, and conflict resolution skills through experiential learning activities.

Offered: FA.

MSL 2102 - Army Doctrine and Team Development 2 cc

A study examining how to build successful teams, various methods for influencing action, effective communication in setting and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback.

Offered: SP.

MSS - MASSAGE**MSS 0205C - Massage Therapy I 375 ch**

Introduces basic massage therapy skills and knowledge necessary to becoming a massage therapist. Emphasis on the principles and theories of therapeutic massage and the proper techniques of massage manipulations and effective communication skills as a medical therapy professional. The student will acquire the knowledge to develop a self-care strategy by identifying body awareness and movement along with safety and health practices that are conducive to the hygiene of massage therapist and/or client. The student will have a clear understanding of the Florida Massage Practice Act along with the rules of the Florida Board of Massage Therapy (Chapter 480, F.S.; Chapter 64b7.) Additional content includes structures and functions of human anatomy, and physiology as related to massage therapy and basic information related to business practices and standards. Laboratory and clinical activities are an integral part of this class.

Prerequisite: Permission required.

Offered: FA.

Lab Fee.

MSS 0206C - Massage Therapy II 375 ch

Advances a student's knowledge of message principles and techniques and equips the student with an understanding of the Florida massage practice act and the rules of the Florida Board of Massage Therapy (Chapter 480, F.S.; Chapter 64b7.) Additional content includes allied studies related to massage therapy, human anatomy and physiology as related to massage therapy, and basic information related to business practices and standards.

Prerequisite: MSS 0205C or permission required.
Offered: SP.
Lab Fee.

MSS 0207C - Massage Therapy A 270 ch

Introduces the principles and theories of therapeutic massage and the proper techniques of massage manipulations. Additional content includes the introduction of principles and theory of hydrotherapy and hydrotherapy modalities. Safety and health practices that are conducive to the hygiene of massage therapist and the client/patient will be stressed.

Prerequisite: Permission required.
Offered: SP.
Lab Fee.

MSS 0215 - Legal and Ethical Compliance to Florida Law 30 ch

Discusses the practice of good business ethics, Florida Law, medical errors, and offers an introduction to Nutrition. Presents a logical sequence of the necessary steps for practical judgment of ethical behavior in the operations of a small business. Provides knowledge of a safe medical environment.

Offered: FA, SP, SU.

MSS 0262C - Massage Therapy B 210 ch

Expands the student's knowledge of therapeutic massage, massage manipulations, hydrotherapy and hydrotherapy modalities. Advances the student's knowledge of principles and techniques and equips the student with an understanding of the Florida massage practice act and the rules of the Florida Board of Massage Therapy (Chapter 480, F.S.; Chapter 64b7.). Additional content includes allied studies related to massage therapy, human anatomy and physiology as related to massage therapy, and basic information related to business practices and standards.

Prerequisite: Permission required and MSS 0207C.
Offered: SU.
Lab Fee.

MSS 0263C - Massage Therapy C 270 ch

Equips the student with the principles and theories of therapeutic massage and the proper techniques of massage manipulations along with effective communication skills as a medical therapy professional. Additional content includes allied studies related to massage therapy.

Prerequisite: MSS 0262C or permission required.
Offered: FA.
Lab Fee.

MSS 0960L - National Board Prep 30 ch

Reviews pertinent areas in massage therapy in order to prepare the student for the National Board examination for licensure. Focuses on both theory and practical examination questions and provides the student with practice test in evaluating and answering situational problems.

Prerequisite: Permission required.
Offered: FA, SP, SU.

MUH - MUSIC: HISTORY/MUSICOLOGY**MUH 2110 - Introduction to Music History 3 cc**

A survey of music literature from the middle ages to the present. Emphasizes musical forms and performance medium from the Western heritage and their development through the ages.

Prerequisite: Grade of C or better in ENC 1101C.
Distribution: General Education, Humanities. A writing emphasis course.
Offered: FA, SP.

MUL - MUSIC LITERATURE**MUL 2010 - Music Appreciation 3 cc**

A survey of music from the Middle Ages to the present, introducing the student to various types of music through the use of recordings. No previous musical experience necessary.

Distribution: General Education Core, Humanities.
Offered: FA, SP, SU.

MUN - MUSIC ENSEMBLES**MUN 1120C - Band 1 cc**

Open to all qualified instrumental students enrolled in the college. The credit received for participation, however, is in addition to the normal academic load. Required for all wind and percussion music majors unless otherwise specified by the director. This course may be repeated three times for credit.

Prerequisite: Permission required.
Offered: FA, SP.

MUN 1180C - Pensacola Civic Band 1 cc

Open to all qualified wind and percussion players who may also be members of MUN 1120C. Other interested students should see the instructor prior to registering. This course may be repeated once for credit.

Prerequisite: Permission required.
Offered: FA, SP, SU.

MUN 1310C - Concert Chorale 1 cc

A mixed voice (SATB) chorus presenting concert performances of choral masterworks. A wide variety of musical styles centered around the classical repertoire and including popular, ethnic and theatre works performed a capella, with keyboard and orchestra provides a well-rounded musical experience for the choral student.

Offered: FA, SP.

MUN 1380C - Choral Society 1 cc

A community organization devoted to the performance of major choral works. This course may be repeated once for credit. By audition only.

Offered: FA, SP.

MUN 1410C - String Ensemble 1 cc

An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated three times for credit.

Offered: FA, SP.

MUN 1480C - Music Ensemble 1 cc

An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. This course may be repeated once for credit.

Prerequisite: Permission required.
Offered: FA, SP.

MUN 1710C - Jazz Ensemble 1 cc

An approach to ensemble singing or playing is available in several applied music areas. Course is open to all students with the permission of the instructor. Composition of the organization is dependent upon available talent. To repeat for credit, see the Performing Arts department head.

Prerequisite: Permission of instructor. Offered: FA, SP.

MUN 1720C - Jazz Choir 1 cc

A select ensemble of 12-16 of the finest student singers. Open to all student singers in the capella chamber choir repertoire with an emphasis on jazz "tight -harmony" arrangements, Broadway, and doo-wop.

Corequisite: MUN 1310C.
Offered: FA, SP.

MUS - MUSIC**MUS 1360 - Music and Computer 3 cc**

Introduces the music student to the abilities of the computer and of MIDI with primary emphasis on entering, performing, and printing music through the program FINALE. The student will also be introduced to tutorials, databases, word processing, and the Internet.

Prerequisite: MUT 1001 or student must understand music.
Offered: FA, SP, SU.
Lab Fee.

MUT - MUSIC: THEORY**MUT 1001 - Fundamentals of Music 3 cc**

For the student wanting to learn the mechanics of music but has little or no background. Presentation of basic principles of music notation, rhythm, scales, key signatures, and terminology. Also a preparation course for the student wanting to major in music.

Offered: FA, SP, SU.

MUT 1111 - Music Theory I 3 cc

Introduces the fundamentals of musicianship approached through visual and aural analysis, notation, scales and intervals, and formation of triads, leading to a study of harmony and nonharmonicism.

Prerequisite: MUT 1001 or permission required.
Offered: FA.

MUT 1112 - Music Theory II 3 cc

A continuation of MUT1111 Music Theory I. Emphasizes the study of modulation of closely related keys and chords of the seventh and musical forms.

Prerequisite: MUT 1111 or permission required.
Offered: SP.

MUT 1241L - Ear Training and Sightsinging I 1 cc

An introductory course designed to help the student develop abilities to recognize, write, and reproduce music seen and heard. Emphasizes simple major and minor scales, primary chords and their inversions, simple melodic intervals, and simple simple and compound duple meters. Includes reading music using solfege and writing music from aural dictation.

Prerequisite: MUT 1001 or permission required.
Offered: FA.

MUT 1242L - Ear Training and Sightsinging II 1 cc

A continuation of MUT1241L Ear Training and Sightsinging I. Emphasizes aural and vocal recognition of music materials. Includes sightsinging using solfege, rhythmic, melodic and harmonic dictation.

Prerequisite: MUT 1241C or permission required.
Offered: SP.

MUT 2116 - Music Theory III 3 cc

A continuation of MUT1112 Music Theory II. The study of modulation to remote keys, binary and ternary form, and formation and use of diminished and diatonic seventh, dominant and ninth, eleventh and thirteenth, and borrowed chords.

Prerequisite: MUT 1112 or permission required.
Offered: FA.

MUT 2117 - Music Theory IV 3 cc

A continuation of MUT2116 Music Theory III. A brief introduction to two part counterpoint, instrumentation, and modern composition with emphasis on completing the study of composition of the 18th and 19th centuries. Includes analysis of music of the 19th and 20th centuries.

Prerequisite: MUT 2116 or permission required.
Offered: SP.

MUT 2246L - Ear Training and Sightsinging III 1 cc

A continuation of MUT 1242L Ear Training and Sightsinging II. Emphasizes reading music at sight using solfege and writing from aural dictation at an advanced level.

Prerequisite: MUT 1242C or permission required.
Offered: FA.

MUT 2247L - Ear Training and Sightsinging IV 1 cc

A continuation of MUT 2246L Ear Training and Sightsinging III. Emphasizes advanced problems in chromatics, sight-reading and dictation.

Prerequisite: MUT 2246C or permission required.
Offered: SP.

MV - APPLIED MUSIC**MV 121__ - Applied Music (Principal Instrument) One 1/2 hour lesson a week 1 cc**

Private instruction in the student's secondary performing medium. Required for most music majors. See schedule for special fees. Open to music majors or minors. Open to general students if faculty load permits. For further information see department head.
Offered: FA, SP, SU.
Lab Fee.

MV 131__ - Applied Music (Principal Instrument)Two 1/2 hour lessons a week 1 cc

Private instruction in the student's principal performing medium required of all music majors.
Offered: FA, SP, SU.
Lab Fee.

MV 141__ - Applied Music (Principal Instrument). Three 1/2 hour lessons a week 3 cc

Applied music for the student who is advanced beyond the normal junior college level of performance.

Offered: FA, SP, SU.
Lab Fee.

MV 222__ - Applied Music (Principal Instrument) One 1/2 hour lesson a week 1 cc

Private instruction in the student's secondary performing medium. Required for most music majors. See schedule for special fees. Open to music majors or minors. Open to general students if faculty load permits. For further information see department head.

Offered: FA, SP, SU.
Lab Fee.

MV 232__ - Applied Music (Principal Instrument) Two 1/2 hour lessons a week 1 cc

Private instruction in the student's principal performing medium required of all music majors.

Offered: FA, SP, SU.
Lab Fee.

MV 242__ - Applied Music (Principal Instrument). Three 1/2 hour lessons a week 3 cc

Applied music for the student who is advanced beyond the normal junior college level of performance.

Offered: FA, SP, SU.
Lab Fee.

MVK - APPLIED MUSIC: KEYBOARD

MVK 1111C - Beginning Class Piano I 1 cc

For beginners in the respective performance area. For further information, see the Performing Arts department head.

Offered: FA, SP, SU.
Lab Fee.

MVK 1112C - Beginning Class Piano II 1 cc

Continuation of MVK 1111C.

Prerequisite: MVK 1111C or permission required.
Offered: SP.
Lab Fee.

MVK 1800C - Beginning Piano for Non-Music Majors 1 cc

Designed for the non-music major student who has had no previous musical instruction.

Offered: FA, SP.
Lab Fee.

MVS - APPLIED MUSIC: STRINGS

MVS 1116C - Beginning Guitar Class 1 cc

Designed for the non-music major student who has had no previous musical instruction.

Offered: FA, SP, SU.
Lab Fee.

NSP - NURSING: SPECIAL

NSP 2050L - Special Topics in Nursing 1 cc

Provides instruction and practice in the basic skills needed to help the student who has interrupted the program of study to progress successfully through the associate degree nursing program. Emphasis on concepts and skills needed to provide safe patient care. Specific learning needs will be addressed for each individual student. Special permission from the Director of Nursing is required.

Offered: FA, SP, SU.
AS only.
Lab Fee.

NSP 2270C - Critical Care Nursing 9 cc

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. Content includes knowledge and skills required to provide nursing care to patients with multi-system disorders.

Prerequisite: Licensure as a Registered Nurse.
Offered: SU.
AS only.
Lab Fee.

NSP 2290C - Perioperative Nursing 9 cc

Provides Registered Nurses with basic knowledge and clinical skills necessary to function independently in an entry level Perioperative Nursing position. Content includes principles of aseptic technique, patient safety, universal protocol, and the nursing process in the perioperative setting. Addresses ethical, moral, legal issues, and specific considerations for various types of procedures and specialty services in the circulating role.

Prerequisite: Licensure as Registered Nurse.
Offered: FA.
AS only.
Lab Fee.

NSP 3476 - Infection Control in Healthcare Setting 3 cc

Covers the importance of infection control in healthcare settings, especially in acute care. Issues and trends related to infectious processes in hospitals are addressed. Strategies to contain infection including the role of healthcare professionals are explored.

Prerequisite: NUR 3119, NUR 3955.
Offered: SU.
Lab Fee.

NUR - NURSING, GENERIC UNDERGRADUATE

NUR 1020C - Introduction to Nursing 8 cc

Introduces the student to client care needs: safe effective care environment, health promotion and maintenance, psychosocial integrity, physiological integrity, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning collaboration, and managing care activities which form the integrated framework for clinical practice. The student will encompass legal and ethical issues of the nurse, including Florida Statutes and the concept of professional boundaries.

Prerequisite: Acceptance to Associate in Science Nursing program.
Offered: FA, SP, SU.
AS only.
Lab Fee.

NUR 1143C - Nursing Math and Pharmacology 3 cc

Introduces the student to theory and laboratory experiences to allow for mastery of the basic principles of pharmacotherapeutics and the role of the nurse in safe effective administration of medications with emphasis placed on dosage calculations.

Prerequisite: Acceptance to the Associate Science in nursing program.

Offered: FA, SP, SU.

NUR 1211C - Adult Health Nursing I 8 cc

The first of two adult-health nursing courses that focuses on basic care of adults. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

Prerequisite: Grade of C or better in NUR 1020C, NUR 1143C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

NUR 2003C - Career Mobility Nursing Concepts 4 cc

Introduces the student to child, maternal health and adult client care needs: safe effective care environment, health promotion and maintenance, psychosocial integrity, physiological integrity, professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning collaboration, and managing care activities which form the integrated framework for clinical practice. Introduces the student to develop knowledge and skills with concepts such as: therapeutic environment, therapeutic communication, and therapeutic relationships. The student will encompass legal and ethical issues of the nurse, including Florida Statutes and the concept of professional boundaries.

Prerequisite: Acceptance into the Associate Science in nursing program.

Offered: SU.

AS only.

Lab Fee.

NUR 2212C - Adult Health Nursing II 8 cc

The second of two adult-health nursing courses that focuses on increasing complex care of adults with altered health states in acute care settings. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

Prerequisite: Grade of C or better in NUR 1020C, NUR 1143C, NUR 1211C, NUR 2523C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

NUR 2213C - Adult-Health Nursing III 6 cc

The last of three adult-health nursing courses that focuses on basic care of adults in high acuity states. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

Prerequisite: Grade of C or better in MCB 1000, MCB 1000L, NUR 2212C, NUR 2440C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

NUR 2214C - Adult Health Nursing II 8 cc

The second of two adult-health nursing courses that focuses on increasing complex care of adults with altered health states in acute care settings. Client care needs (safe effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity) and professional behaviors, communication, clinical decision-making, caring interventions, teaching and learning, collaboration, and managing care activities form the integrated framework for clinical practice.

Prerequisite: Grade of C or better in NUR 1020C, NUR 1143C, NUR 1211C, NUR 2523C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

NUR 2440C - Maternal-Child Health Nursing 6 cc

Introduces the student to maternal-child health nursing that focuses on care of the child and family group during health and altered health states.

Prerequisite: Grade of C or better in NUR 1211C, NUR 2523C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

NUR 2523C - Mental Health II 3 cc

Introduces the nursing student to the care of the child, adolescent, and adult experiencing acute and chronic psychiatric alterations in health in inpatient and outpatient facilities.

Prerequisite: Grade of C or better NUR 1020C, NUR 1143C.

Corequisite: SYG 2000.

Offered: FA, SP, SU.

AS only.

Lab Fee.

NUR 2810C - Transitional Practice/Preceptorship 6 cc

Transitions the student from the student nurse role to the professional nurse role. The student will manage care for multiple groups of clients, demonstrate leadership functions with other health care team members, and prepare for the National Council Licensure Examiners for Registered Nurses exam (NCLEX-RN).

Prerequisite: Grade of C or better in NUR 2212C, NUR 2440C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

NUR 2811C - Transitional Practice/Preceptorship 6 cc

Transitions the student from the student nurse role to the professional nurse role. The student will manage care for multiple groups of clients, demonstrate leadership functions with other health care team members, and prepare for the National Council Licensure Examiners for Registered Nurses exam (NCLEX-RN).

Prerequisite: Grade of C or better in NUR 2212C, NUR 2440C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

NUR 3065 - Health Assessment and Physical Appraisal 4 cc

Focuses on client assessment, health risks and formation of nursing diagnoses, and health teaching. Emphasis on the process of client interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span. The student will be required to complete a physical assessment component in an on-campus lab setting.

Prerequisite: NUR 3119, NUR 3955.

Offered: FA, SP.

Lab Fee.

NUR 3119 - Professional Roles and Dimensions of Nursing Practice 3 cc

Introduces the student to the history, trends, issues, and evolution of the nursing profession including an overview of selected nursing theorists and professional nursing practice in the changing health care delivery system. Opportunities will be presented that provide for the development of further socialization into the professional role of nursing.

Corequisite: NUR 3955.
Offered: FA, SP.
Lab Fee.

NUR 3125 - Pathophysiology: A Nursing Perspective 3 cc

Focuses on cellular alterations in organ systems as they relate to selected disease states that impact the health of people as holistic beings. Special emphasis is on critical thinking and decision making related to these alterations in homeostatic dynamics, their presentation, and implications for nursing practice.

Prerequisite: NUR 3119, NUR 3955.
Offered: SU.

NUR 3145 - Pharmacology in Nursing Practice 3 cc

Builds on essential concepts and principles of pharmacology as applied in the nursing management of client care. Major concerns in health care include medication errors and medication reconciliation. Improvement in delivery processes to improve safety and quality of care thereby improving client outcomes is the focus of many regulatory agencies. Highlights issues in pharmacology and provides the student with basic knowledge for client care and education and specifically addresses aspects of pharmacology related to the assessment and management of symptoms across the lifespan by providing the student with the in depth knowledge regarding the administration of pharmacologic therapies, the management of physical and psychological symptoms related to disease and treatment, and education related to safe and effective use of pharmacologic agents.

Prerequisite: NUR 3119, NUR 3955.
Offered: SU.

NUR 3826 - Legal and Ethical Aspects of Nursing 3 cc

An assessment of ethical and legal issues confronting nurses and other health care providers in a variety of settings. Focuses on identification and analysis of legal and ethical concepts and principles underlying the critical thinking process in nursing and health care.

Prerequisite: NUR 3119, NUR 3955.
Offered: FA, SP.

NUR 3955 - Portfolio I 1 cc

Introduces the student to the development of an electronic professional portfolio. Provides the student the opportunity to assume the responsibility for personal and professional growth as a lifelong learner.

Corequisite: NUR 3119.
Offered: FA, SP.

NUR 4165 - Evidence-Based Nursing Practice 3 cc

Overview of the skills needed to read, understand, evaluate, and use nursing research. Focuses on research methods and the identification of researchable nursing problems.

Prerequisite: NUR 3119, NUR 3955, STA 2023.
Offered: FA, SP, SU.

NUR 4616 - Nursing Across the Lifespan 3 cc

Focuses on the nurse's role in managing the holistic health care of individuals and families with bio-psychosocial disruptions. Emphasis on the nursing process and principles from nursing, physical sciences, and behavioral sciences to enhance knowledge development necessary for the promotion of client/family well-being throughout the life span.

Prerequisite: NUR 3119, NUR 3955.
Offered: FA, SP, SU.

NUR 4636 - Nursing in Community Systems 3 cc

Focuses on the holistic nursing role in the community. Emphasis on concepts and theories related to community health nursing. Special attention is given to the community as client with emphasis on health promotion/disease prevention and teaching of groups in community settings.

Prerequisite: NUR 3119, NUR 3955.
Corequisite: NUR 4636L.
Offered: FA, SP.

NUR 4636L - Community Systems Practicum 1 cc

Offers opportunity to practice the principles and theory of community health nursing in a variety of health care settings. Includes the identification of health care needs of the community as a client, and the nurse's role as a facilitator, teacher, and evaluator in promoting and maintaining health and wellness.

Prerequisite: NUR 3119, NUR 3955.
Corequisite: NUR 4636.
Offered: FA, SP.

NUR 4827 - Organizational Behavior in the Healthcare Settings 3 cc

Provides a foundational understanding of how nurse leaders apply the principles of management, leadership, and administrative processes in both private and public organizations. Emphasis on organizational change, measuring quality, performance evaluation, effective communication, motivation, relationship development, and collaborative teamwork.

Prerequisite: NUR 3119, NUR 3955.
Offered: SU.

NUR 4837 - Healthcare Policy and Economics 3 cc

Provides the student with a foundation for participating in health policy with organizations and for understanding the economic impact of health planning. Content will include a review of the organization of health care systems, health care financing, economic implications, and the role of the provider in policy-making. Emphasis on the analysis of health policy from a socioeconomic, ideological, political, historical, and technological perspective while integrating clinical management processes and the use of available community fiscal resources.

Prerequisite: NUR 3119, NUR 3955.
Offered: SU.

NUR 4889 - Leadership and Management 3 cc

Focuses on theories, concepts, and principles of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management, the different types of organizations delivering health care, outcomes management, and analysis of current research findings.

Prerequisite: NUR 3119, NUR 3955.
Corequisite: NUR 4889L.
Offered: FA, SP.

NUR 4889L - Leadership Practicum 1 cc

Focuses on the application of the theories, concepts, and principles of leading and managing. Emphasis on the development of skills needed for effective leadership and management. Opportunities will be provided to demonstrate appropriate leadership and management ability.

Prerequisite: NUR 3119, NUR 3955.

Corequisite: NUR 4889.

Offered: FA, SP.

NUR 4945L - Specialized Focus Practicum 3 cc

Includes a synthesis of theories, concepts, and principles of a particular nursing focus, identified by the student, which offers relevant experiences for professional and personal growth. Emphasis on the methods used to become an effective leader and informed stakeholder in the policies which frame the strengths of the nursing profession. The student will examine the value of the nursing role in different types of health care organizations with respect to outcomes management, systematic quality initiatives, and analysis of current research findings.

Prerequisite: Prerequisite NUR 3119, NUR 3955.

Offered: TBA.

NUR 4956 - Portfolio II 1 cc

A capstone course focusing on the completion, evaluation, and submission of the electronic professional portfolio.

Prerequisite: NUR 3119, NUR 3955.

Offered: FA, SP, SU.

OCB - BIOLOGICAL OCEANOGRAPHY**OCB 2000 - Marine Biology 3 cc**

A study of the biology of marine waters, with emphasis on the physical, chemical, geological, and ecological factors that influence biological populations in the sea. Emphasis on the observation and taxonomy of the biota of local marine and estuarine waters.

Distribution: General Education, Natural Sciences (Biological Sciences).

Offered: FA, SU.

OCB 2000L - Marine Biology Laboratory 1 cc

Laboratory work and field trips to specific marine habitats will be required.

Corequisite: OCB 2000.

Offered: FA, SU.

Lab Fee.

OCE - GENERAL OCEANOGRAPHY**OCE 1001 - Oceanography 3 cc**

An integrated study of the basic principles of chemical, physical, and geological oceanography.

Distribution: General Education, Natural Sciences (Physical Sciences).

Offered: TBA.

OCE 1001L - Oceanography Laboratory 1 cc

An optional laboratory course to accompany OCE 1001. Covers the experimental or hands-on aspects of bathymetry, water chemistry, and physical oceanography.

Corequisite: OCE 1001.

Offered: SP.

Lab Fee.

ORH - ORANMENTAL HORTICULTURE**ORH 2866 - Landscape Project Management 3 cc**

Basic concepts of managing landscape projects to include estimating labor, supplies, equipment use, and cash flow.

Offered: TBA.

AS only.

PAD - PUBLIC ADMINISTRATION**PAD 3003 - Introduction to Public Administration 3 cc**

Prepares the student to serve as a manager in the executive arm of local, state, and federal government.

Offered: FA.

PAD 4046 - Values, Ethics and Conflict Resolution 3 cc

Examines the various conflict situations in public organizations and how values and ethics influence behavior of administrators in making decisions that affect the philosophy and goals of the organization. Focuses on the role of administrators as conflict managers by examining and providing various conflict resolution mechanisms and strategies that are cost effective to the organization.

Prerequisite: COM 2100, CTS 2433, MAN 2021.

Offered: SU.

PAD 4393 - Emergency Management & Disaster Planning 3 cc

Emergency management and disaster planning on events most likely to affect Florida including reviewing the four phases of planning, mitigation, response, and preparedness.

Offered: SP.

PAD 4874 - Community Relations 3 cc

Exposes the student to community relations theory and practice within a broad range of public safety organizations. The student will understand why positive community perception of public safety is critical to funding and operational effectiveness and will gain the insight and skills necessary to be effective in the community relations function of public safety administration.

Offered: SP.

PEL - PHYS ED ACTS (GEN) - OBJECT CENTRD, LAND**PEL 1121 - Beginning Golf 1 cc**

Designed to develop skills and give practice in the basic fundamentals of golf. A green fee is required occasionally.

Offered: FA.

PEL 2122 - Intermediate Golf 1 cc

Enables the student to enhance and practice intermediate-level skills in the sport of golf. Green fee may be required on occasion.

Offered: SP.

PEM - PHYS ED ACTS (GEN) - PERFORMR CENTRD, LAND (REVISED)**PEM 1102 - Exercise and Conditioning 1 cc**

Involves instruction in physical conditioning methods and their effects. Content varies based on student interest and may include aerobic exercise, calisthenics, bench stepping, circuit training, interval training, or weight training.

Offered: SP.

PEM 1131 - Weight Training and Conditioning I 1 cc

Involves beginning instruction in physical conditioning methods and their effects: weight training, isometric exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular endurance exercises.

Offered: FA, SP, SU.

PEM 1132 - Weight Training and Conditioning II 1 cc

Involves advanced instruction in physical conditioning methods and their effects: weight training, isometric exercises, circuit training, isotonic exercises, calisthenics, and cardiovascular training.

Prerequisite: PEM 1131.

Offered: SP.

PEM 1171 - Aerobics 1 cc

Concentrates on increasing muscle tone and aerobic capacity through continuous rhythmic movement to music. Step aerobics are included. Discussions are held in nutrition and injury prevention.

Offered: TBA.

PEM 1181 - Walk, Jog, Run 1 cc

Involves instruction in physical conditioning methods and their effects. The student may either walk, jog, or run to fulfill the aerobic requirement.

Offered: FA, SP.

PEO - PHYS ED ACTS (PROFNL) - OBJECT CENTRD, LAND

PEO 1011 - Team Sports 3 cc

Includes principles, methods, and techniques of teaching a variety of team sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.

Offered: FA.

PEO 1031 - Individual Sports 3 cc

Includes principles, methods, and techniques of teaching a variety of individual sports, including organization and management, instruction of skills and concepts, motivation, and evaluation.

Offered: SP.

PEO 2013C - Sports Officiating 3 cc

Includes theory and practice in officiating various selected sports. Two hours of lecture and one hour of laboratory each week.

Offered: SP.

PET - PHYSICAL EDUCATION THEORY

PET 2604 - Basic Care and Prevention of Athletic Injuries 3 cc

Empowers the student with the knowledge and understanding of the principles and techniques involved in the prevention and care of athletic injuries. Extensive hands-on practice in taping techniques and other methods for preventing and treating athletic injuries.

Offered: FA, SP.

Lab Fee.

PET 2941 - Recreation Internship 1 cc

Designed for the student preparing for a career in recreation and leisure services. Whether the internship is on or off campus and where it is off campus (city recreation, YMCA, retirement facility, therapeutic recreation, outdoor recreation, etc.) will be determined by the interest of the student and available facilities.

Prerequisite: Completion of all course work for the AS Degree in Recreation Technology.

Offered: TBA.

AS only.

PET 2942 - Recreation Internship 2 cc

Designed for the student preparing for a career in recreation and leisure services. Whether the internship is on or off campus and where it is off campus (city recreation, YMCA, retirement facility, therapeutic recreation, outdoor recreation, etc.) will be determined by the interest of the student and available facilities.

Prerequisite: Completion of all course work for the AS Degree in Recreation Technology.

Offered: TBA.

AS only.

PET 2943 - Recreation Internship 3 cc

Designed for the student preparing for a career in recreation and leisure services. Whether the internship is on or off campus and where it is off campus (city recreation, YMCA, retirement facility, therapeutic recreation, outdoor recreation, etc.) will be determined by the interest of the student and available facilities.

Prerequisite: Completion of all course work for the AS Degree in Recreation Technology.

Offered: TBA.

AS only.

PGY - PHOTOGRAPHY

PGY 1000 - History of Photography 3 cc

A study of the history and the development of photography both as a technology and art form from its inception to current digital and commercial uses. Explores photography from the standpoint of its sociological, cultural, communicative, and economic impacts.

Offered: TBA.

AS only.

PGY 1110C - Color, Materials, and Methods 3 cc

An introductory course that explores basic creative methods of color processes in photographic imagery. Explores the technical, conceptual, and production relationships in contemporary color photography. Emphasis is placed on color theory, effects of lighting techniques, color-correct printing, and aesthetics.

Prerequisite: Grade of C or better in PGY 2401C.

Offered: SP.

AS only.

Lab Fee.

PGY 2107C - Large Format Camera 3 cc

Introduces the student to advanced concepts, techniques and applications of large format cameras. Examines the uses of large format cameras in fine art photography, commercial illustration, and historical documentation.

Prerequisite: Grade of C or better in PGY 2401C, PGY 2404C.

Offered: FA.

AS only.

Lab Fee.

PGY 2201C - Photographic Lighting Techniques 3 cc

Introduces the student to artificial and natural lighting techniques utilized in studio, table top, copy work, and portraiture.

Prerequisite: PGY 2801C.

Offered: FA, SP, SU.

AS only.

Lab fee.

PGY 2220C - Commercial Photography 3 cc

Introduces the student to advanced studio and color photography.

Prerequisite: Grade of C or better in PGY 2401C, GRA 2151C.

Offered: SP, SU.

Lab Fee.

A DSLR camera is required for this course.

PGY 2272C - Photography Seminar 3 cc

Designed to acquaint the student photographer with developments and special topics in the field. May consist of studio visits, visiting professionals, product demonstrations, and research projects.

Prerequisite: Grade of C or better in PGY 2220C and PGY 2802C.

Offered: SP.

AS only.

PGY 2401C - Photography I 3 cc

Introduces the student to the field of photography with emphasis on the creative use of the camera and dark room. The fundamentals of camera operation, successful black and white film development, and printing are taught. A 35 mm SLR camera with manual controls is required for this class.

Offered: FA, SP, SU.

Lab Fee.

PGY 2404C - Photography II 3 cc

Introduces the student to print manipulation and photo essays with emphasis on the refinement of techniques that are necessary for the use of the camera as a means of individual creative expression.

Prerequisite: Grade of C or better in PGY 2401C.

Offered: TBA.

Lab Fee.

PGY 2801C - Digital Photography I 3 cc

Introduces the student to electronic imaging using computers, scanners, and image manipulation software (Adobe Photoshop). Individual portfolios are created.

Prerequisite: Grade of C or better in and ART 1300C, GRA 2151C, PGY 2401C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

PGY 2802C - Digital Photography II 3 cc

A continuation of work in Adobe Photoshop established in Digital Photography I. The student will work with advanced Photoshop techniques in the application of personal images that may have application in fine art, graphics, and multimedia productions.

Prerequisite: Grade of C or better in PGY 2801C.

Offered: SP, SU.

AS only.

Lab Fee.

PHI - PHILOSOPHY**PHI 2010 - Introduction to Philosophy 3 cc**

A general survey of the philosophies that have shaped the growth of Western civilization from the ancient Greeks to modern times.

Presents a comprehensive view of philosophy and demonstrates the benefits derived from its study.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General Education Core, Humanities. A writing emphasis course.

Offered: FA, SP, SU.

PHI 2100 - Logic and Critical Thinking 3 cc

The study and practice of critical thinking through both formal and informal reasoning. Techniques covered, such as argument reconstruction, identifying fallacies, and inductive reasoning methods, will help the student analyze everyday problems.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Humanities.

Offered: FA, SP, SU.

PHI 2600 - Ethics 3 cc

An inquiry into the moral implications of personal, social, and political commitment. Representative traditional and contemporary ethical concepts will be discussed in light of issues affecting the quality of existence on this planet.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General education, Humanities. A writing emphasis course.

Offered: FA, SP, SU.

PHI 2701 - Introduction to the Philosophy of World Religions 3 cc

Philosophical, historical, and cultural analysis of selected world religions. Special emphasis on the fundamental philosophy of each tradition and the relationships between social institutions and religious systems.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Humanities.

Offered: FA, SP.

PHT - PHYSICAL THERAPY**PHT 1000 - Introduction to Physical Therapy 3 cc**

Introduces the student to the history, present practice, and future trends of healthcare and the profession of physical therapy. The structure and services of the American Physical Therapy Association (APTA), the team concept of health care including the role and responsibilities of the physical therapist assistant (PTA), and professional behaviors will be introduced along with common disease processes and pertinent medical terminology. The student will learn basic professional documentation and communication skills.

Prerequisite: Acceptance into the program.

Offered: FA.

AS only.

PHT 1120 - Functional Anatomy and Kinesiology 3 cc

Provides the student with a basic knowledge and understanding of the biomechanical principles of human motion. The structure and function of the musculoskeletal and nervous systems will be studied and applied in basic analysis of therapeutic exercise and gait.

Prerequisite: Acceptance into the program.

Corequisite: PHT 1000, PHT 1120L.

Offered: FA.

AS only.

PHT 1120L - Functional Anatomy and Kinesiology Laboratory 2 cc

The student will develop skills in palpation of bony landmarks, goniometry, gross manual muscle testing, basic gait analysis and analysis of muscle function as it relates to the biomechanical principles of human motion.

Prerequisite: Acceptance into the program.

Corequisite: PHT 1000, PHT 1120.

Offered: FA.

AS only.

PHT 1210C - Therapeutic Modalities 3 cc

Instructs the student in the use and operation of therapeutic modalities used for patient care. Knowledge of the physical principles, physiological effects, indications, and contraindications of heat, cold, light, traction, compression, electricity, and massage on the body will be developed and applied. The student will understand selected tests and evaluation procedures which are related to the safe application of modalities and will be able to select the modality or procedure which would be most appropriate for a specified clinical presentation. Wound management will be addressed.

Prerequisite: PHT 1120.

Offered: SP.

AS only.

Lab Fee.

PHT 1224 - Musculoskeletal Therapeutic Techniques I 3 cc

Covers a variety of medical and orthopedic conditions commonly treated by physical therapist assistants and emphasizes the effects and types of exercises employed for therapeutic reasons. Included are traditional therapeutic exercise routines such as passive, active-assistive, active and resistive range of motion, PRE programs, manual and mechanical strengthening, and aerobic exercise routines. Non-traditional programs will be introduced. Includes a module with Information about Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), Occupational Safety and Health Administration (OSHA) standards for blood borne pathogens, Domestic Violence (DV), Medical Errors (ME) and the Health Insurance Portability and Accountability Act (HIPAA); satisfying the requirements for education about topics required by the state of Florida for initial licensing.

Prerequisite: PHT 1120.

Corequisite: PHT 1224L.

Offered: SP.

AS only.

PHT 1224L - Musculoskeletal Therapeutic Techniques I Laboratory 2 cc

Application of therapeutic exercise in the laboratory setting. Emphasis on orthopedic, cardiopulmonary, and vascular disorders, and related therapeutic exercise programs.

Corequisite: PHT 1224.

Offered: SP.

AS only.

Lab Fee.

PHT 1251 - Basic Skills in Patient Care 2 cc

Introduces the student to basic patient care skills, patient positioning and draping, treatment booth preparation, transfers, gait training with assistive devices, wheelchair measurement and operation, measurement of vital signs, identification of architectural barriers, wound debridement, and aseptic technique. Elements of body composition as a measure of fitness will be discussed and the gait cycle will be introduced.

Prerequisite: Acceptance into the program.

Corequisite: PHT 1000, PHT 1251L.

Offered: FA.

AS only.

PHT 1251L - Basic Skills in Patient Care Laboratory 2 cc

Application of basic patient care handling techniques including body mechanics and lifting, treatment booth preparation, patient positioning and draping, transfers, gait training with assistive devices, wheelchair measurement and operation, and measurement of vital signs. Students will create and maintain a sterile field and assess body composition as a measure of fitness.

Prerequisite: Acceptance into program.

Corequisite: PHT 1000, PHT 1251.

Offered: FA.

AS only.

Lab Fee.

PHT 1253 - Neuromuscular Therapeutic Techniques I 3 cc

The student physical therapist assistant will learn basic neuroanatomy and physiology principles, motor learning principles and normal motor development. Therapeutic interventions and techniques designed to provide the most effective functional outcome for the neurologically impaired infant, child or adolescent will be discussed. Problem solving for treatment plan implementation, revision and adaptation will be explored. Special concerns related to physical therapy and the pediatric patient will be presented.

Prerequisite: PHT 1120.

Corequisite: PHT 1253L.

AS only.

Offered: SP.

PHT 1253L - Neuromuscular Therapeutic Techniques I Laboratory 2 cc

Provides the student with observation, participation, and application of motor learning theories and therapeutic interventions for the treatment of neurological conditions. Emphasizes application of therapeutic activities with a variety of treatment approaches.

Prerequisite: PHT 1120L.

Corequisite: PHT 1253.

AS only.

Offered: SP.

PHT 1801L - PTA Clinic I 1 cc

Observation and participation in a physical therapy outpatient practice setting under supervision. Focuses on developing professionalism. The student may utilize previously learned positioning, draping, transfers, note writing, gait training, vital sign measurements, goniometry, gross strength testing, orthopedic therapeutic exercises, stretching, and modalities. Four to forty hours per week for a total of 40 hours (part-time clinical experience completed in varying time frames to meet both the students and the clinical instructor's schedule).

Prerequisite: PHT 1120.

Offered: SP.

AS only.

Lab Fee.

PHT 1900L - Alternative Studies in Physical Therapy 1 cc

Provides the student with comprehensive and individualized instruction in selective physical therapy topics. Intended to facilitate improved clinical skills and patient care. Addresses the specific learning skills identified by faculty for each participant in the course.

Offered: TBA.
AS only.

PHT 1901L - Alternative Studies in Physical Therapy 2 cc

Provides the student with comprehensive and individualized instruction in selective physical therapy topics. Intended to facilitate improved clinical skills and patient care. Addresses the specific learning skills identified by faculty for each participant in the course.

Offered: TBA.
AS only.

PHT 2020 - Trends and Issues in PTA 2 cc

Broadens the scope of the student's understanding of health care. Topics include trends in health care and their influence on physical therapy, administrative procedures utilized in physical therapy, employment techniques including resume writing and interview skills, ethical problem solving, and licensing examination preparation. Case studies reviewing patient handling skills and musculoskeletal and neurological interventions will be utilized to help the student review program materials and improve critical thinking skills in preparation for the final physical therapy clinical experience. The student will be required to prepare and present an individual or group project relevant to a specific aspect of physical therapy practice including communication, cultural diversity, gender bias, or generational issues.

Prerequisite: PHT 2162.
Offered: SP.
AS only.

PHT 2162 - Neuromuscular Therapeutic Techniques II 1 cc

Presentation of the pathology of complex neurological disorders and congenital deformities. Specific topics include: cerebrovascular accidents, Parkinsonism, Alzheimer's, and cerebral palsy. Therapeutic exercises and special facilitation techniques will be covered along with basic neuroanatomy. Special concerns related to physical therapy and the geriatric patient will be presented.

Prerequisite: PHT 1224.
Corequisite: PHT 2162L.
Offered: FA.
AS only.

PHT 2162L - Neuromuscular Therapeutic Techniques II Laboratory 2 cc

Identification of special concerns related to physical therapy and the adult and geriatric patient. The student will participate in individual and group projects to analyze case studies as they design and demonstrate appropriate interventions within a treatment plan that encompasses interventional strategies to assist the patient with neurological impairment.

Prerequisite: PHT 1224.
Corequisite: PHT 2162.
Offered: FA.
AS only.

PHT 2227C - Musculoskeletal Therapeutic Techniques II 2 cc

Covers a variety of medical and orthopedic conditions commonly treated by physical therapist assistants and emphasizes orthopedic post-surgical patient care through case-study scenarios and protocol development and implementation. Traditional therapeutic exercise routines and non-traditional programs will be reviewed.

Prerequisite: PHT 1224.
Offered: FA.
AS only.
Lab Fee.

PHT 2301 - Pathological Conditions in Physical Therapy I 3 cc

Discussion of special topics related to the practice of physical therapy. The pathology and medical management of special patient populations including patients with cardiorespiratory dysfunction, diabetic patients, the geriatric population, and arthritic patients. Pediatric experiences will be incorporated into the class.

Prerequisite: PHT 1224.
Offered: FA.
AS only.

PHT 2304 - Pathological Conditions in Physical Therapy II 3 cc

Discussion of special topics related to the practice of physical therapy. The pathology and medical management of special patient populations including patients with burns, psychiatric disorders, amputations, patients requiring orthotics or prosthetics, pediatric athletes, obstetric and gynecological patients, and oncology patients will be addressed. Gender-related issues, infectious diseases, lab tests and imaging methods will be presented. Pediatric experiences will be incorporated into the class.

Prerequisite: PHT 2301.
Offered: SP.
AS only.

PHT 2401 - Psychosocial Issues of the Disabled 2 cc

Examination of psycho-social aspects of the individual with a disability. Emphasis on how the individual or their family relates to physical and social environments; specifically economic factors, support systems, discrimination, and loss and grief process.

Prerequisite: PHT 1224.
Offered: SP.
AS only.

PHT 2810L - PTA Clinic II 6 cc

A full-time supervised and planned learning experience in a physical therapy practice setting under the direction of a clinical instructor (CI) who is either a PT or a PTA. Focuses on application of didactic knowledge and skills gained in the classroom and laboratory settings to the real world of patient care. The student is expected to function near entry-level (80% or greater) by the end of the clinical experience in that specific setting.

Prerequisite: PHT 1801L.
Offered: FA.
AS only.

PHT 2820L - PTA Clinic III 6 cc

A full-time supervised and planned learning experience in a physical therapy practice setting under the direction of a clinical instructor (CI) who is either a PT or a PTA. Focuses on application of didactic knowledge and skills gained in the classroom and laboratory settings to the real world of patient care. The student is expected to function near entry-level (90% or greater) by the end of the clinical experience in that specific setting.

Prerequisite: PHT 2810L.
Offered: SP.
AS only.

PHY - PHYSICS**PHY 1025 - Introduction to Fundamentals of Physics 3 cc**

Introduces the student to the field of physics. Emphasis on the fundamental concepts, language, and mathematics used in physics. Topics include mechanics, sound, and heat.

Corequisite: MAC 1105.

Distribution: General Education, Natural Sciences (Physical Sciences).

Offered: FA, SP.

PHY 1053 - General Physics I 3 cc

General Physics I is the first term of a two term non-calculus based physics course sequence. Topics included are: scalar and vector quantities, Newton's laws of motion, linear and rotational motion, energy, momentum, fluid dynamics, heat, and sound.

Prerequisite: MAC 1114 or MAC 1147 or PHY 1025.

Corequisite: PHY 1053L.

Distribution: General Education Core, Natural Sciences (Physical Sciences).

Offered: FA, SP, SU.

PHY 1053L - General Physics I Laboratory 1 cc

A laboratory course designed to illustrate the laws and principles presented in PHY 1053.

Corequisite: PHY 1053.

Offered: FA, SP, SU.

Lab Fee.

PHY 1054 - General Physics II 3 cc

Major topics include the study of magnetism, electricity, light, and the elements of modern physics.

Prerequisite: Grade of C or better in PHY 1053.

Corequisite: PHY 1054L.

Offered: SP.

PHY 1054L - General Physics II Laboratory 1 cc

A laboratory course designed to illustrate the laws and principles presented in PHY 1054.

Prerequisite: Grade of "C" or better in PHY 1053L.

Corequisite: PHY 1054.

Offered: SP.

Lab Fee.

PHY 2048 - Physics I with Calculus 4 cc

Emphasis on fundamental principles, the quantitative and mathematical aspects of the subject. For engineers and physics majors, optional for chemistry majors. Includes a study of mechanics and thermodynamics. A free use of calculus methods and derivations lay the foundation for basic principles.

Corequisite: MAC 2312, PHY 2048L.

Distribution: General Education Core, Natural Sciences (Physical Sciences).

Offered: FA, SP.

PHY 2048L - Physics I with Calculus Laboratory 1 cc

A laboratory course designed to illustrate the laws and principles presented in PHY 2048.

Corequisite: PHY 2048.

Offered: FA, SP.

Lab Fee.

PHY 2049 - Physics II with Calculus 4 cc

Includes the study of waves, sound, optics, special relativity, electromagnetism, and quantization.

Prerequisite: MAC 2312, Grade of C or better in PHY 2048.

Corequisite: PHY 2049L. Offered: FA, SP.

PHY 2049L - Physics II with Calculus Laboratory 1 cc

A laboratory course designed to illustrate the laws and principles presented in PHY 2049.

Prerequisite: Grade of C or better in PHY 2048L.

Corequisite: PHY 2049.

Offered: FA, SP.

Lab Fee.

PLA - PARALEGAL / LEGAL ASSISTANT / LEGAL ADMINISTRATION**PLA 1003 - The Legal Profession 3 cc**

Provides the student with an overview of the legal system including ethics, our court system, and the functions of a law office, an introduction to procedural and substantive law, and an introduction to civil trial practice.

Offered: FA, SP, SU.

PLA 1104 - Legal Research and Writing I 3 cc

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. This course should be taken during the student's first fall semester.

Offered: FA.

PLA 1203 - Civil Litigation 3 cc

Provides the student with hands-on experience and practical knowledge of civil litigation from the inception of a case through trial of the case, including familiarity with the Florida Rules of Civil Procedure.

Prerequisite: PLA 1003.

Corequisite: PLA 1273.

Offered: SP.

PLA 1273 - Torts 3 cc

In depth coverage of the law of intentional torts, negligence, strict liability, and related defenses. Other topics covered include malpractice, insurance, and other business torts.

Prerequisite: PLA 1003.

Offered: FA.

PLA 1303 - Criminal Law and Procedure 3 cc

Provides an overview of the foundations of the criminal law system, its institutions, substantive offenses, criminal procedures, and criminal trials.

Prerequisite: PLA 1003.

Offered: FA.

PLA 1700 - Legal Ethics 3 cc

Introduces the student to the types of ethical dilemmas that they may face in the workforce, to the ethical rules developed by the American Bar Association, to the rules adopted by The Florida Bar for the regulation of attorney and paralegal conduct, and to methods for researching the answers to ethical dilemmas. Includes the model ethical codes and canons of national paralegal organizations.

Offered: SP.

PLA 2114 - Legal Research and Writing II 3 cc

Applies the research principles and techniques learned in prerequisite courses (including the effective use of Westlaw) to develop, refine, and incorporate effective legal research into legal memoranda and other written communications required in a law office.

Prerequisite: ENC 1102, PLA 1104, PLA 2730.

Offered: SP.

Lab Fee.

PLA 2260 - Evidence 3 cc

Covers rules regarding the admissibility of evidence in trials presented by a review of the Florida Evidence Code and its application in case law.

Offered: FA.

PLA 2276 - Automobile Insurance, Workers' Compensation, and Administrative Law 3 cc

Includes in-depth study of Florida automobile insurance law, worker's compensation law, and administrative law. Approximately 1/3 of the course is devoted to each separate topic. Although these are 3 diverse topics, each is essential to paralegal work in law offices handling these matters.

Offered: SP.

PLA 2423 - Contracts 3 cc

Covers the fundamentals of contract law including contract formation, the UCC, contract provisions, and drafting of simple contracts.

Offered: SP.

PLA 2433 - Business Organizations 3 cc

A study of the law of business organizations together with its application in the related fields of agency and vicarious liability.

Offered: FA.

PLA 2601 - Probate 3 cc

Covers probate law, wills, intestacy, duties of personal representatives, trusts, and estate administration.

Prerequisite: PLA 1003.

Offered: FA.

PLA 2610 - Real Estate Law 3 cc

Reviews the principles of real property transactions including real versus personal property, deeds, concurrent estates, mortgages, liens, easements, and title considerations.

Offered: SP.

PLA 2730 - Computers in Law 3 cc

Reviews computer use in legal research, drafting, with a primary focus on learning and using Westlaw in research. The student will prepare legal documents customarily prepared in the law office.

Prerequisite: PLA 1104.

Offered: FA.

Lab Fee.

PLA 2800 - Domestic Relations 3 cc

Covers research into and drafting of pleadings for dissolution of marriage, separation, custody, legitimacy, adoption, change of name, and support.

Offered: FA.

PLA 2880 - Constitutional Law 3 cc

Provides 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.

Offered: SP.

PLA 2943 - Law Office Internship 3 cc

Provides the student with practical law office experience working as a paralegal trainee. This is a non-paid position that involves working in a law office 145 hours during the semester. The student will receive a pass/fail grade based upon the employer's evaluation of the student.

Prerequisite: Permission of the Paralegal Studies program coordinator, forty-five completed credit hours, enrolled in Paralegal Studies program, and a 3.5 GPA.

Offered: FA, SP, SU.

AS only.

PLA 2944 - Paralegal Practicum 3 cc

Simulates through an online program working in a law office. The student is given a virtual office space with files, phone, policy manual, form bank and access to other firm members through video presentations. The student will complete legal tasks including preparation of documents and research that are required in a law office environment.

Prerequisite: PLA 1003, PLA 1104, PLA1203.

Corequisite: PLA 2730.

Offered: SP.

AS only.

Lab fee.

PLA 2949 - Paralegal Studies Co-op 3 cc

A planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Prerequisite: Permission of the Paralegal Studies Program Coordinator.

Offered: FA, SP, SU.

AS only.

PMT - PRECISION METALS TECHNOLOGY**PMT 0070C - Welder Assistant I 150 ch**

Prepares the student for entry into the welding industry. Explores career opportunities and requirements of a professional welder. Emphasizes beginning skills key to the success of working in the industry. The student studies workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices.

Offered: FA.

Lab fee.

PMT 0071C - Welder Assistant 2 150 ch

Builds on the skills and knowledge students learned in Welder Assistant 1 for entry into the welding industry. Explores career opportunities and requirements of a professional welder. Emphasizes beginning skills key to success of working in the welding industry. The student studies drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW).

Prerequisite: PMT 0070C.
Offered: FA.
Lab fee.

PMT 0072C - Welder, SMAW 1 150 ch

Prepares the student for entry into the welding industry as a basic shielded metal arc welder. Explores career opportunities and requirements of a professional welder. Emphasizes beginning skills key to the success of working in the welding industry. The student studies basic shielded metal arc welding (SMAW), carbon arc gouging (GAC) principles, and visual examination skills.

Prerequisite: PMT 0071C.
Offered: FA.
Lab fee.

PMT 0073C - Welder, SMAW 2 150 ch

Builds on the skills and knowledge the student learned in Welder SMAW 1 for entry into the welding industry as a basic shielded metal arc welder. Explores career opportunities and requirements of a professional welder. Emphasizes beginning skills key to the success of working in the welding industry. The student studies employability and welding careers and intermediate shielded metal arc welding (SMAW).

Prerequisite: PMT 0072C.
Offered: SP.
Lab fee.

PMT 0076C - Advanced Welder II 150 ch

Prepares advanced welders for entry into emerging welding industries. Explores career opportunities and requirements of a professional welder. Emphasizes advanced skills key to the success of working in the welding industry. The student studies emerging technologies directly related to geographically relevant welding needs of business and industry.

Prerequisite: PMT 0078C.
Offered: FA, SP, SU.

PMT 0077C - Advanced Welder 1A 375 ch

Prepares the student for entry into the welding industry. Explores career opportunities and requirements of a professional welder. Emphasizes advanced skills key to the success of working in the welding industry. Intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder, pipe fitting fabrication techniques are covered.

Prerequisite: Students must successfully complete Welding Technology or demonstrate mastery of the outcomes in that program prior to enrollment.
Offered: FA, SP, SU.

PMT 0078C - Advanced Welder 1B 225 ch

Prepares the student for entry into the welding industry. Explores career opportunities and requirements of a professional welder. Emphasizes advanced skills key to the success of working in the welding industry. The student studies advanced Gas Tungsten Arc Welding (GTAW).

Prerequisite: PMT 0077C.
Offered: FA, SP, SU.

PMT 0080C - Welder I 150 ch

Builds on the skills and knowledge students learned in the Welder Assistant and Welder SMAW courses. Explores career opportunities and requirements of a professional welder. Emphasizes skills key to the success of working in the welding industry. The student studies basic and intermediate Gas Metal Arc Welding (GMAW) and basic Flux cored arc welding.

Prerequisite: PMT 0073C.
Offered: FA, SP, SU.
Lab fee.

PMT 0081C - Welder II 150 ch

Builds on the skills and knowledge students learned in previous welding courses. Explores career opportunities and requirements of a professional welder. Emphasizes skills key to the success of working in the welding industry. Students study intermediate Flux-Core Arc Welding (FCAW), Basic and Gas Tungsten Arc Welding (GTAW).

Prerequisite: PMT 0080C.
Offered: FA, SP, SU.
Lab fee.

PMT 0082C - Welder III 150 ch

Builds on the skills and knowledge students learned in previous welding courses. Explores career opportunities and requirements of a professional welder. Emphasizes skills key to the success of working in the welding industry. The student studies intermediate Gas Tungsten Arc Welding (GTAW), and a basic pipe welding.

Prerequisite: PMT 0081C.
Offered: FA, SP, SU.
Lab fee.

POS - POLITICAL SCIENCE**POS 2041 - American National Government 3 cc**

A study of the American federal system of government with emphasis on the constitutional distribution of powers among the legislative, executive, and judicial branches and the states. An analysis of policy formation as related to democratic theory and the role of government in the society.

Prerequisite: ENC 1101C with a grade of C or better.
Distribution: General Education Core, Social Sciences. A writing emphasis course. Satisfies the State of Florida civic literacy requirement.
Offered: FA, SP, SU.

PRN - PRACTICAL NURSING**PRN 0091C - Practical Nurse I 285 ch**

The first of three practical nursing courses that focuses on computer literacy, verbal and written communication in the performance of nursing functions, legal and ethical responsibilities specific to the nursing profession, human growth and development, principles of infection control, utilizing nursing principles, principles of aseptic techniques, anatomy and physiology of the human body, and principles of nutrition.

Prerequisite: Grade of C or better in HCP 0121C, HSC 0003C.
Offered: SP.
Lab fee.

PRN 0092C - Practical Nurse II 450 ch

The second of three practical nursing courses that focuses on nursing procedures, medication administration, utilizing nursing principles in providing care for medical/surgical/oncology patients, and utilizing nursing principles to provide care for pre-operative and post-operative patients.

Prerequisite: Grade of C or better in PRN0091C.

Offered: SU.

Lab fee.

PRN 0096C - Practical Nurse III 450 ch

The third of three practical nursing courses that focuses on utilizing nursing principles to provide safe care for maternal/newborn and pediatric patients. Focuses on providing bio-psycho-social support, developing transitional skills, and demonstrating employability skills specific to practical nursing.

Prerequisite: Grade of C or better in PRN 0092C.

Offered: FA.

Lab fee.

PRN 0098C - Practical Nursing Foundations I 300 ch

Introduces the student to health care delivery systems; the practice safety, security, and emergency procedures; description of blood borne disease; performance of patient and personal care; provision of patient-centered care for the geriatric population; provision of restorative activities; description of organizational functions; computer literacy; appropriate verbal and written communication; legal and ethical responsibilities; the principles of infection control; performance of aseptic techniques; the structure and function of the body; and the principles of nutrition.

Offered: SP.

PRN 0099C - Practical Nursing Foundations II 300 ch

Introduces the student to human growth and development across the lifespan; performance of nursing procedures; demonstration of how to administer medication; provision of bio-psycho-social support; demonstration of healthy lifestyle responsibility specific to personal health maintenance; implement education and resources for family wellness; and participation in community health awareness forums.

Prerequisite: PRN 0099C.

Offered: SP.

PRN 0290C - Medical Surgical Nursing I 300 ch

Introduces the student to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder; and demonstration of how to care for pre-operative and post-operative patients, utilizing nursing principles.

Prerequisite: PRN 0098C, PRN 0099C.

Offered: SU.

PRN 0291C - Medical Surgical Nursing II 300 ch

Introduces the student to care for the surgical patient with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder; and demonstration of how to care for pre-operative and post-operative patients, utilizing nursing principles.

Prerequisite: PRN 0098C, PRN 0099C, PRN 0290C.

Offered: FA.

PRN 0690C - Comprehensive Nursing and Transitional Skills 150 ch

Introduces the student to care for maternal/newborn patients, utilizing nursing principles; demonstration knowledge of SIDS/SUIDS as it relates to the practical nursing role; demonstration of how to care for pediatric patients, utilizing nursing principles; development of transitional skills; and demonstration of employability skills specific to practical nursing.

Prerequisite: PRN 0098C, PRN 0099C, PRN 0290C, PRN 0291C

Corequisite: PRN 0291C.

Offered: FA.

PSY - PSYCHOLOGY**PSY 2012 - General Psychology 3 cc**

A survey of psychology as a social science incorporating the physiological aspects of personality development and mental health. Focuses on the adaptation of the individual to his or her physical and social environments. Human motives and emotions, learning and memory, attention, thinking, intelligence, personality, and abnormal mental conditions are among the topics covered. Emphasizes the physiological and socio-environmental causes of behavior.

Prerequisite: Grade of C or better in ENC 1101C.

Distribution: General Education Core, Social Sciences. A writing emphasis course.

Offered: FA, SP, SU.

PSY 2932 - Special Topics in Research Methods 3 cc

Introduces the student to the basic principles and elements of research. Focuses on the application of the scientific method, empiricism, experimental control, validity, reliability, variance, basic statistics, population distributions, and qualitative research techniques and applications.

Prerequisite: PSY 2012, Test score requirement the same as ENC 1101.

Offered: FA, SP.

PTN - PHARMACY TECHNICIAN**PTN 1001 - Introduction to Pharmacy 3 cc**

Introduces the student to pharmacy practice and the technician's role in a variety of pharmacy settings. Emphasis on the duties and responsibilities of the pharmacy technician, including critical thinking and professional judgment skills. Explores employment opportunities, introduction to interpreting and processing prescriptions, pharmacy law and ethics, standards of practice, and orientation to the skills required for the occupation of a pharmacy technician.

Prerequisite: PTN 1017, PTN 1131, PTN 1131L.

Offered: SU.

Lab Fee.

PTN 1017 - Pharmacy Technician Math 3 cc

Provides a comprehensive overview of math concepts essential to the practice of the pharmacy technician's skill set. Covers the systems of weight, measurement and temperature, and the conversion from one system to another. Other topics include fractions, decimals, ratios, proportions, percentages and allegations. Emphasis on the math skills needed to calculate doses, drug quantity or volume, intravenous flow rates, and percentage concentrations.

Prerequisite: Grade of C or better in MAT 0028.

Offered: SU.

PTN 1121 - Therapeutic Agents I 3 cc

Introduces the student to pharmaceutical nomenclature and classification. Topics include the evolution and source of medicinal drugs, product identification, storage and dispensing requirements, dosage forms and routes of administration, mechanisms of drug actions, interactions, indications and contraindications. Covers antibiotics, therapy for fungal and viral infections, anesthetics, analgesics, narcotics, psychiatric and related drugs.

Prerequisite: HSC 1531, PTN 1001.

Offered: SU.

PTN 1122C - Therapeutic Agents II 3 cc

Continues from Therapeutic Agents I with the pharmaceutical nomenclature and classification of drugs for central nervous system disorders, drugs for gastrointestinal and related diseases, renal, respiratory, and cardiovascular system drugs, drugs for muscle and joint disease pain, hormonal disorders and their treatments, and topical, ophthalmic, and otic medications. Special topics include chemotherapy, vitamins, OTC supplements, antidotes and miscellaneous topics.

Prerequisite: PTN 1121.

Offered: FA.

PTN 1131 - Applied Pharmacy Practice 3 cc

Provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, non-sterile compounding, intravenous admixture, maintaining patient profiles, prescription order entry and label creation. Upon completion, the student will be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

Prerequisite: PTN 1001.

Corequisite: PTN 1131L.

Offered: FA.

PTN 1131L - Applied Pharmacy Practice Lab 3 cc

Provides practical hands-on instruction of the technical procedures required for preparing and dispensing drugs in the hospital and retail settings in a laboratory environment. The student will practice and perform skills such as drug packaging and labeling, non-sterile compounding, IV admixture using aseptic technique, maintaining patient profiles, and typing and filling drug orders. Upon completion, the student will be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

Prerequisite: PTN 1001.

Corequisite: PTN 1131.

Offered: FA.

Lab Fee.

PTN 1132C - Basic Business Skills for the Pharmacy Technician 1 cc

Combined lecture, lab and clinic course that provides an introduction to professional skills that are critical to the efficient operation of the pharmacy. Topics include customer service, protecting patients' health information, ethics, third-party payers, medication and inventory control, business math applications, managing workflow, staffing and team building. Emphasis is placed on communication skills and professionalism.

Prerequisite: PTN 1001, PTN 1017, PTN 1121C.

Corequisite: BSC 1080, CGS 1570, ENC 1101C, HSC 1531.

Offered: SU.

PTN 1930 - Pharmacy Seminar 1 cc

Provides a discussion forum for topics of special interest or currency to pharmacy or to the role of the pharmacy technician. Topics may include discussion of law and rule pertaining to the role of pharmacy technicians, research and presentation of innovative trends in the field of pharmacy, presentation of current pharmacy issues for discussion, and introduction to national pharmacy technician organizations and certification.

Prerequisite: PTN 1001.

Offered: FA.

PTN 1940L - Pharmacy Practicum I 2 cc

Facilitates the transition of the student from the classroom environment to the clinical site. Topics include professionalism, productivity, work ethic, handling challenging situations, and problem solving with emphasis on success in the workplace. Additional topics include employment opportunities, resume writing, and interviewing skills. The student will participate in a mock panel interview and complete a virtual pharmacy externship.

Prerequisite: PTN 1121.

Corequisite: PTN 1122C.

Offered: FA.

Lab fee.

PTN 1941L - Pharmacy Practicum II 3 cc

Provides the student with hands-on experience in an inpatient hospital setting. Involves a minimum of 180 hours of on-the-job work experience. The student is required to work under the supervision of a licensed pharmacist (preceptor) who may delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. The student is expected to participate in pharmacy practice activities such as dispensing, compounding, inventory handling and control, drug distribution, and the preparation of intravenous (IV) admixture products, chemotherapy products, and total parenteral nutrition (TPN) products.

Prerequisite: PTN 1940L.

Offered: SP.

PTN 1942L - Pharmacy Practicum III 3 cc

Provides the student with hands-on experience in a community pharmacy setting. Involves a minimum of 180 hours of on-the-job work experience. The student is required to work under the supervision of a licensed pharmacist (preceptor) who may delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. The student is expected to participate in pharmacy practice activities such as dispensing, compounding, inventory handling and control, drug distribution, processing of third-party claims, maintenance of patient profiles, and interaction and communication with patients.

Prerequisite: PTN 1941L.

Offered: SP.

REA - READING**REA 0007 - Developmental Reading I 3 cp**

A college preparatory reading course that builds basic skills in vocabulary and literal and critical comprehension. This course emphasizes student development of successful reading strategies.

Prerequisite: Appropriate score on the Florida entry-level placement exam.

Offered: FA, SP, SU.

Lab fee.

REA 0017 - Developmental Reading II 3 cp

A college preparatory reading course that advances college-level skills in vocabulary and literal and critical comprehension. This course emphasizes student development of successful reading strategies.

Prerequisite: Appropriate score on the Florida entry-level placement exam or completion of REA 0007 with grade of C or better.

Offered: FA, SP, SU.

Lab fee.

REA 0055 - Developmental Reading Modules 1 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of REA 0017, this course covers up to 33% of the material in REA 0017, which advances college-level skills in vocabulary and literal and critical comprehension and emphasizes student development of successful reading strategies.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 67% or more of REA 0017 and department head approval.

Offered: FA, SP, SU.

Lab fee.

REA 0056 - Developmental Reading Modules 2 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of REA 0017, this course covers up to 66% of the material in REA 0017, which advances college-level skills in vocabulary and literal and critical comprehension and emphasizes student development of successful reading strategies.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 34% or more of REA 0017 and department head approval.

Offered: FA, SP, SU.

Lab fee.

RTE - RADIOLOGIC TECHNOLOGY**RTE 1000 - Introduction to Radiologic Technology 2 cc**

Introduces the student to basic patient care procedures, understanding radiography clinical settings, and common terminology used in the clinical setting. The student will have a basic understanding of the role of the radiographer, the hospital, and regulations of the program. Medical ethics and legal considerations are also emphasized.

Offered: SU.

AS only.

RTE 1111C - Radiographic Nursing Procedures 3 cc

Introduces the student 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.

Offered: FA.

AS only.

RTE 1418C - Principles of Radiographic Exposure 3 cc

An overview of the production of the radiographic image on film involving both lecture and laboratory exercises. Laboratory experiments will be performed with campus radiographic equipment and phantoms demonstrating the various factors relating to and affecting radiographic images.

Offered: SP.

AS only.

Lab Fee.

RTE 1503C - Radiographic Positioning I 3 cc

Introduces the student to instruction in radiographic examinations of the chest, abdomen, and extremities.

Corequisite: RTE 1000C, RTE 1111C, RTE 1418C, RTE 1804L

Offered: FA.

AS only.

RTE 1513C - Radiographic Positioning II 3 cc

Introduces the student to instruction in positioning of the extremities, spine, and pelvis of the body.

Prerequisite: RTE 1000C, RTE 1111C, RTE 1418C, RTE 1503C, RTE 1804L.

Corequisite: RTE 1814L, RTE 2473, RTE 2601.

Offered: SP.

AS only.

RTE 1562C - Radiographic Special Procedures 2 cc

Introduces the student to instruction in angiographic procedures, equipment, and fluoroscopic procedures.

Prerequisite: RTE 1503C, RTE 1804L, RTE 1814L, RTE 2473, RTE 2601.

Corequisite: RTE 1824L.

Offered: SU.

AS only.

RTE 1804L - Radiography Clinic I 4 cc

Introduces the student to the clinical setting and while directly supervised the student will demonstrate radiographic procedures.

Corequisite: RTE 1000C, RTE 1418C, RTE 1503C.

Offered: FA.

AS only.

Lab Fee.

RTE 1814L - Radiography Clinic II 5 cc

Introduces the student to the clinical setting and while directly supervised the student will demonstrate radiographic procedures.

Prerequisite: RTE 1000C, RTE 1111C, RTE 1418C, RTE 1503C, RTE 1804L.

Corequisite: RTE 1513, RTE 2473, RTE 2601.

Offered: SP.

AS only.

Lab Fee.

RTE 1824L - Radiography Clinic III 5 cc

Introduces the student to the clinical setting and while directly supervised the student will demonstrate radiographic procedures.

Prerequisite: RTE 1513C, RTE 1804L, RTE 1814L, RTE 2473, RTE 2601.

Corequisite: RTE 1562C.

Offered: SU.

AS only.

Lab Fee.

RTE 2061 - ARRT Review 2 cc

Presents the student with instruction on how to prepare for the national certification examination for Radiologic Technologist.

Prerequisite: RTE 1824L, RTE 2523C, RTE 2563, RTE 2872, RTE 2844L.

Corequisite: RTE 2854L.

Offered: SP.

AS only.

RTE 2473 - Radiation Biology, Safety and Quality Assurance 2 cc

Introduces the student to instruction of radiation interaction at the cellular level, the effects of acute and chronic exposure to radiation, and introduces the student to the quality of image.

Prerequisite: RTE 1000C, RTE1111C, RTE 1418C, RTE 1503C, RTE 1804L.

Corequisite: RTE 1513C, RTE 1814L, RTE 2601.

Offered: SP.

AS only.

RTE 2523C - Radiographic Positioning III 2 cc

Introduces the student to instruction in special views, mammography, myelography, and special equipment.

Prerequisite: RTE 1562C, RTE 1814L, RTE 1824L, RTE2473, RTE 2601.

Corequisite: RTE 2563, RTE 2782, RTE 2844L.

Offered: FA.

AS only.

RTE 2563 - Advanced Radiographic Procedures II 3 cc

An overview of advanced procedures in various areas, including radiation therapy, cardiac catheterization, magnetic resonant imaging, and computed tomography. Also cross sectional anatomy of the body begins.

Offered: FA.

AS only.

RTE 2601 - Radiographic Imaging 3 cc

Introduces the student to instruction in radiographic, fluoroscopic, and image recording equipment.

Prerequisite: RTE 1000C, RTE 1111C, RTE 1418C, RTE 1503C, RTE 1804L.

Corequisite: RTE 1513C, RTE 1814L, RTE 2473.

Offered: FA.

AS only.

RTE 2782 - Applied Radiographic Pathophysiology 3 cc

Introduces the student to instruction in disease process.

Prerequisite: RTE 1562C, RTE 1814L, RTE 1824L, RTE 2473, RTE 2601.

Corequisite: RTE 2523C, RTE 2563, RTE 2844L.

Offered: SP.

AS only.

RTE 2844L - Radiography Clinic IV 5 cc

Introduces the student to the clinical setting and while directly supervised the student will demonstrate radiographic procedures.

Prerequisite: RTE 1562C, RTE 1814L, RTE 1824L, RTE 2473, RTE 2601.

Corequisite: RTE 2523C, RTE 2562, RTE 2782.

Offered: FA.

AS only.

Lab Fee.

RTE 2854L - Radiography Clinic V 5 cc

Introduces the student to the clinical setting and while directly supervised the student will demonstrate radiographic procedures.

Prerequisite: RTE 1824L, RTE 2523C, RTE 2563, RTE 2782, RTE 2844L.

Offered: SP.

AS only.

Lab Fee.

SBM - SMALL BUSINESS MANAGEMENT

SBM 2000 - Small Business Management 3 cc

Examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems.

Prerequisite: ENT 1000.

Offered: FA, SP, SU.

SLS - STUDENT LIFE SKILLS (LEARNING)

SLS 0380 - Introduction to Entrepreneurship 60 ch

Introduces the student to entrepreneurship: the formation, planning, management and operation of a small business. Presents 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. Includes insurance billing and networking.

Prerequisite: Permission required.

Offered: SP, SU.

SLS 1101 - College Success 3 cc

Teaches the skills necessary for college and career success. Critical thinking, time and financial management, study and test-taking strategies, and effective interpersonal communication are emphasized. Students explore learning styles, career options, and motivation, among other relevant topics.

Offered: FA, SP, SU.

SLS 1122 - Computer Skills for Academic Success 1 cc

Teaches the skills necessary for using technology in a college environment. The student will navigate the online college environment, including college web pages, college email accounts, and online course environments; use online college resources to access registration-related information; conduct Internet research to locate and evaluate online information; avoid plagiarism when using online sources; and create and manage electronic documents.

Offered: FA, SP, SU.

Lab fee.

SLS 1353 - Generations at Work 3 cc

Covers basic skills needed for workplace success such as problem solving, critical thinking, team work and cooperation, time management, good communication, stress management, and conflict resolution. Classroom sessions includes discussions, role playing, video modeling, practice, feedback, and activities to build participants skills and encourage the transfer of new skills to the workplace.

Offered: SP.

AS only.

SON - SONOGRAPHY

SON 1004C - Basic Procedures 4 cc

Introduces the student to clinical protocols/procedures and the role of the sonographer. Competency in patient care skills required of a sonographer is acquired. Includes common disease processes, medical terminology, and professional issues.

Prerequisite: BSC 1080, BSC 1080L, PHY 1025.

Offered: SP.

AS only.

SON 1100C - Principles and Protocols of Sonography 5 cc

Introduces the student to the basic principles of sonographic scanning and scanning protocols for the abdomen, pelvis, and vascular system with laboratory practice of basic skills and application of basic principles.

Corequisite: SON 1170.

Offered: SU.

AS only.

Lab Fee.

SON 1111 - Abdominal Sonography I 3 cc

Covers the sonographic appearance of the abdominal cavity, recognition of abnormality sonographically, and optimizing imaging of the abdomen. Includes gross anatomy and physiology of abdomen structures and congenital malformations.

Prerequisite: SON 1100C, SON 1170.

Offered: FA.

AS only.

SON 1112 - Abdominal Sonography II 3 cc

Continuation of SON 1111 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study. Covers pathological processes and differential diagnosis of the abdominal organs.

Prerequisite: SON 1111.

Offered: SP.

AS only.

SON 1121 - OB/GYN Sonography I 3 cc

Covers the sonographic appearance of the female reproductive system with and without pregnancy, recognition of abnormality sonographically, and optimizing imaging of the female pelvis. Includes gross anatomy and physiology of the female reproductive system and congenital malformations. Covers anatomy and physiology of normal obstetrics from fertilization through the post natal period and obstetrical sonographic imaging.

Prerequisite: SON 1100C, SON 1170.

Offered: FA.

AS only.

SON 1122 - OB/GYN Sonography II 3 cc

Continuation of SON 1121 stressing deviation from normal and customizing the sonographic examination to make a diagnostically optimal study. Covers gynecologic pathologic processes, differential diagnosis, and obstetrical abnormalities during all phases of obstetrics and postpartum.

Prerequisite: SON 1121.

Offered: SP.

AS only.

SON 1144 - Superficial Structures (Small Parts) 3 cc

Includes anatomy, physiology, and pathophysiology of the superficial structures imaged with sonography. Sonographic recognition of normal and pathologic states and the techniques unique for superficial structure imaging is stressed.

Prerequisite: SON 1112.

Offered: SU.

AS only.

SON 1170 - Sonography of the Circulatory System 3 cc

Introduces the student to the hemodynamics of circulatory systems and the sonographic imaging and Doppler assessment of the cardiac and vascular structures.

Corequisite: SON 1100C.

Offered: SU.

AS only.

SON 1211 - Medical Sonography Physics I 3 cc

Offers the principles of diagnostic ultrasound and presents the fundamental properties of ultrasound physics. Introduces tissue interactions and interfaces, focusing characteristics and methods and intensity and power considerations, and system resolution considerations.

Prerequisite: SON 1100C, SON 1170.

Offered: FA.

AS only.

SON 1212 - Medical Sonography Physics II 3 cc

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. Includes current developments in ultrasound.

Prerequisite: SON 1211.

Offered: SP.

AS only.

SON 1214 - Practical Aspects of Sonography I 3 cc

Explores the practical application of sonography techniques, image critique, communication, patient care as related to sonographic examination, and the routine operation of a sonography department. Covers invasive procedures and cleaning and care of equipment care. Legal, ethical, and cultural issues for sonography are discussed. Professionalism and communication are stressed.

Prerequisite: SON 1170.

Offered: FA.

AS only.

SON 1215 - Practical Aspects of Sonography II 3 cc

Offers more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes and differential diagnosis. Further presenting the practical aspects of scanning techniques, image critique, communication, patient care as related to sonographic examination, and the routine operation of a sonography department while stressing professionalism. Covers scientific research, professional organizations, credentialing, and electronic communication.

Prerequisite: SON 1214.

Offered: SP.

AS only.

SON 1804L - Sonography Clinic I 6 cc

Under professional supervision the student learns and practices in actual clinical settings combining skills learned in previous courses and didactic knowledge. Professionalism and personal interactions are stressed along with technical abilities for obtaining images.

Prerequisite: SON 1170.

Offered: FA.

AS only.

Lab Fee.

SON 1814L - Sonography Clinic II 6 cc

Continuation of SON 1804L. The student will continue to build skills utilizing clinical facilities. Deviation from normal and adaptation of sonographic studies to obtain optimal data is stressed.

Prerequisite: SON 1804L.

Offered: SP.

AS only.

Lab Fee.

SON 1824L - Sonography Clinic III 6 cc

Clinical education requiring application of knowledge learned in previous courses. Professionalism and personal interactions are stressed along with technical abilities. The student will be able to explain and demonstrate all procedures learned in prior clinics and didactic courses. He/she will be under the supervision of a registered sonographer during all examinations. The student may have an opportunity to explore an area of sonography of special interest.

Prerequisite: SON 1814L.

Offered: SU.

AS only.

Lab Fee.

SON 1834L - Clinic Skills Maintenance 2 cc

An extension of the Sonography Clinical Experience to bridge a hiatus in the student's program. Under supervision, the student will maintain Sonography skills utilizing clinical facilities.

Offered: FA, SP.

SON 2009 - Diagnostic Medical Sonography Review 1 cc

Discussion and presentation course focusing on interpersonal skill refinement, employment issues, and career development; a comprehensive curriculum review of all aspects of Sonography and detailed discussions on applying for licensure, as students prepare for the transition to the work place.

Prerequisite: SON 1215.

Offered: SU.

AS only.

SON 2942L - Internship in Sonography 2 cc

Planned work-based experience that provides the student with an opportunity to fine-tune skill sets learned in course-work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of internship requires a maximum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied.

Prerequisite: Successful completion of Pensacola State College's Sonography program; permission required.

Offered: FA, SP, SU.

AS only.

SOW - SOCIAL WORK**SOW 2031 - Introduction to Social Work and Social Welfare 3 cc**

Examines the history, practice settings, and career paths of the social work profession. Four components are used to view social work issues: economic and social justice, a supportive environment, human needs and rights, and political access. With an emphasis on advocacy, all levels of practice are studied including the clinical/client level, as well as the organizational, community, national, and international levels.

Offered: FA, SP.

SPC - SPEECH COMMUNICATION**SPC 1006 - Study of Speaking and Listening 1 cc**

Introduces the student to speech communication focusing on the study of speech composition and delivery and on basic listening skills.

Distribution: Serves as an elective for A.A. and A.S. students.

Offered: SU.

SPC 1608 - Public Speaking 3 cc

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. Speaking-intensive and participation may include original research, writing, and delivery of several types of formal speeches, panel discussions, and critical analysis and evaluation of other speakers.

Distribution: General Education, Communications.

Offered: FA, SP, SU.

SPC 2300 - Interpersonal Communication 3 cc

A study of the speech communication principles involved in one-to-one interaction, family, social, and occupational group communication, comprehensive listening, and intrapersonal thought. Discussions and activities focus on application of verbal and nonverbal communication to convey messages about the self, to create and maintain relationships, to improve academic and professional performance, and to manage/resolve conflict, among other concepts. Learning techniques may include formal and informal presentations, role play, simulation, and small group participation.

Distribution: General Education, Communications.

Offered: FA, SP.

SPN - SPANISH LANGUAGE**SPN 1120 - Beginning Spanish I 4 cc**

Emphasizes the development of basic skills in listening, speaking, reading, and writing Spanish with an introduction to culture. The student with two consecutive years of high school Spanish within the last 3 years with a grade of C or higher should begin in SPN 1121.

Offered: FA, SP, SU.

SPN 1121 - Beginning Spanish II 4 cc

Continued development of basic skills in listening, speaking, reading, and writing with greater emphasis on culture.

Prerequisite: Grade of C or better in SPN 1120 within the last 3 years, or departmental approval.

Distribution: General Education, Humanities.

Offered: FA, SP, SU.

STA - STATISTICS**STA 2023 - Elementary Statistics 3 cc**

A study of fundamental statistical methods including organization, analysis and interpretation of numerical data, measures of central tendency and dispersion, statistical distributions, sampling techniques, hypothesis testing, probability, z-tests, chi-square tests, correlations, and regression equations.

Prerequisite: Appropriate placement score or completion of MAT 1033C with grade of C or better.

Distribution: General Education, Mathematics.

Offered: FA, SP, SU.

STS - SURGICAL TECHNOLOGY STUDIES**STS 0010 - Surgical Technologist 1 150 ch**

Introduces the student to basic sciences related to surgical technology. Includes an introduction to surgical technology, microbiology for surgical technologists, pharmacology and anesthesia.

Corequisite: Grade of C or better in HSC 0003C, STS 0015C.

Offered: TBA.

STS 0011C - Surgical Technologist 2 450 ch

Expands the student's knowledge and understanding of the basic sciences related to surgical technology. Includes anatomy and physiology with pathophysiology relating to surgical interventions; aseptic technique, surgical supplies and surgical case management; and surgical procedures.

Prerequisite: Grade of C or better in STS 0010.
Offered: TBA.

STS 0012L - Surgical Technologist 3 435 ch

Supervised experiences in the clinical setting where the student is a member of the surgical team. The student will apply and reinforce concepts of the principles of aseptic technique and the skills required of an entry level surgical technologist.

Prerequisite: Grade of C or better in STS 0011C.
Offered: TBA.

STS 0015C - Central Supply Technician 210 ch

Introduces the student to basic medical principles regarding the use and processing of surgical instruments. Includes operations and procedures performed in the sterile processing department, key principles of microbiology as it relates to the surgical environment, instrumentation and lab, central service and lab, and identification of major instrument sets.

Corequisite: Grade of C or better in HSC 0003C.
Offered: TBA.

SUR - SURVEYING AND RELATED AREAS**SUR 2002C - Overview of Surveying 3 cc**

Covers advanced land survey with mapping, boundary surveys, photogrammetry, geodetic and contour surveying. Building on a required base of geographic information and basic surveying principles, focuses on the use of modern Photogrammetry, Cartography, Geographic Information Systems (GIS), and Global Positioning System (GPS) as required for use in land sub-division and building construction.

Prerequisite: GIS 2040C and MAC 1105.
Offered: SU.
Lab fee.

SWS - SOIL AND WATER SCIENCES**SWS 2006 - Introduction to Soil Science 4 cc**

A study of the relationships of soil water, fertilizers and plant roots. Includes soil properties, classification, management and use. Covers the social issues surrounding soil water use. The laboratory period will give the student practical experience in the above areas.
Offered: SP.

SYG - SOCIOLOGY, GENERAL**SYG 2000 - Introduction to Sociology 3 cc**

Introduces the student to the field of sociology as the systematic study of human group dynamics. Covers 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. Invites the student to view and analyze their social world in a new and exciting perspective.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.
Distribution: General Education Core, Social Sciences.
Offered: FA, SP, SU.

TAX - TAXATION**TAX 2000 - Income Tax Procedures 3 cc**

A study of current Federal Income Tax Laws and rules as they apply to individual income tax returns. Actual tax forms are studied and prepared by the student. Topics include gross income, inclusions, and exclusions, personal itemized deductions, tax credits and pre-payments, capital gains and losses, and rental and self-employment income.

Prerequisite: ACG 2001 or ACG 2021.
Offered: FA, SP.
AS only.

THE - THEATRE STUDIES AND GENERAL RESOURCES**THE 2000 - Theatre Appreciation 3 cc**

Designed to instill in the student a curiosity and interest in all areas of the theatre by inspiring him or her to look at this collaborative art form from the point of view of those who create it. This is not an acting class.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.
Distribution: General Education Core, Humanities.
Offered: FA, SP, SU.

THE 2300 - Dramatic Literature 3 cc

Explores dramatic literature and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis, and criticism.

Offered: SP.

THE 2925 - Theatre Colloquiums 1 cc

Special sessions centering on a specific topic designed to enhance specific professional skills. Topics will be drawn from the areas of acting, technical theatre, and dance/stage movement. In acting, the focus will be upon improvisational acting skills. In technical theatre, the focus will be on the focus will be on Old Age and basic Theatrical Make-up. In dance/stage movement, the focus will be on a variety of physical skills and movement exercises; safety conscious warm-up techniques; basic stage combat techniques will be introduced.

Prerequisite: DAN 2100, THE 2000.
Offered: FA.
Lab fee.

TPA - THEATRE PRODUCTION AND ADMINISTRATION**TPA 2200 - Introduction to Technical Theatre 3 cc**

Basic design practice as applied to stage settings, practical exercises in construction, painting, mounting, and lighting a stage production. The student enrolled in this course will not be permitted to enroll in Stagecraft Workshop during the same semester.

Offered: SP.

TPA 2290C - Technical Laboratory 1 cc

Participation in the backstage technical operation of the current production. This course may be taken three times. Hours to be arranged.

Offered: FA, SP, SU.

TPP - THEATRE PERFORMANCE AND PERFORMANCE TRAINING

TPP 1100 - Introduction to Acting 3 cc

Introduces the student to the basic skills of acting, voice, and dance for the stage. 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. The student will participate on stage or back stage in a musical or dramatic production. This course may be repeated as different productions are performed.

Offered: SU.

TPP 1110 - Acting I 3 cc

A practical study of beginning acting. Basic skills will be practiced in pantomime, improvisations, and selected scenes. Participation in current Pensacola State College production is encouraged, as well as studying other actors in performance in area theaters: Pensacola Little Theatre, University of West Florida, and local secondary schools.

Offered: FA.

TPP 1111 - Acting II 3 cc

A study of acting styles with practical application of acting skills in classroom exercises and extra-curricular activities. A study of the advantages and disadvantages of theatre as a vocation and/or an avocation.

Perequisite: TPP 1110 or permission required.

Offered: SP.

TPP 2190 - Rehearsal and Performance (3 times) 3 cc

This credit hour is restricted to the students who are cast in performing roles in the dramatic productions of the semester. This credit may be earned three times. Hours to be arranged.

Perequisite: Permission required.

Offered: FA, SP, SU.

TPP 2190 - Rehearsal and Performance 1 cc

This credit hour is restricted to the students who are cast in performing roles in the dramatic productions of the semester. This credit may be earned three times. Hours to be arranged.

Perequisite: Permission required.

Offered: FA, SP, SU.

TPP 2300 - Directing I 3 cc

Introduces the student to the fundamental principles and techniques of play direction to include script selection and analysis, casting, blocking, composition, picturization, interpretation, and staging of plays.

Perequisite: TPP 1110 or permission required.

Offered: FA.

TRA - TRANSPORTATION AND LOGISTICS

TRA 0080C - Tractor Trailer Truck Driver 320 ch

Prepares students for entry into the trucking industry. Students explore opportunities and requirements of a professional tractor-trailer truck driver. Topics include vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, coupling, uncoupling, maneuvering, road and hazardous driving skills, and licensing requirements.

Offered: FA, SP, SU

Student must have a valid Florida class E driver license and no violations that would prevent obtainment of the "A" CDL.

ZOO - ZOOLOGY

ZOO 2010 - General Zoology 3 cc

A zoological laboratory experience that includes microscopy, experimental exercises, and dissection. Morphological, physiological, and taxonomic aspects of animals are studied. Representative animals are used to illustrate significant characteristics of major and animal groups. Variety of form and function in animals is given considerable emphasis throughout the course. Local beach and marine animals are emphasized. Recommended for biology majors.

Perequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: General Education, Natural Sciences (Biological Sciences).

Offered: FA, SP, SU.

ZOO 2010L - General Zoology Laboratory 1 cc

A zoological laboratory experience that includes microscopy, experimental exercises, and dissection.

Perequisite: Placement at the college level or completion of the appropriate exit-language developmental course(s) with a grade of C or higher.

Offered: FA, SP, SU.

Lab Fee.



COLLEGE PERSONNEL

SECTION VII: COLLEGE PERSONNEL

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President

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B.S., Delta State University
M.S., University of Tennessee
M.A., Ed.D., Ball State University

President's Leadership Team**Vice Presidents**

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A.A., Pensacola Junior College
B.A., M.B.A., University of West Florida
Certified Public Accountant

Thomas J. Gilliam, Jr., Vice President, Administrative Services and General Counsel (2010)
B.S.B.A., University of West Florida
J.D., Mississippi College School of Law

Erin Spicer, Vice President, Academic and Student Affairs (2005)
B.S., M.S., Ph.D., Auburn University

Associate Vice President

Sandra C. Ray, Associate Vice President, Community and Government Relations (1995)
A.A., Miami-Dade Community College
B.S., Florida State University
M.S., Troy State University

Deans

Anthea Amos, Dean, Milton Campus (2003)
A.A., Pensacola Junior College
B.A., University of West Florida
M.M., University of Southern Mississippi
M.A., Fort Hays State University
Ph.D., Capella University

Kirk Bradley, Dean, Baccalaureate Studies and Academic Support (2013)
B.S., M.S., McNeese State University
Ed.D., University of Louisiana at Monroe

Debbie Douma, Dean, Grants and Federal Programs (1999)
A.A., Irvine Valley College
B.A., M.S.A., University of West Florida
Ed.D., University of Florida

Kathy Dutremble, Dean, Student Services (2005)
B.S., M.S., University of Montevallo

Brenda Kelly, Dean, General Studies (1996)
B.A., Spring Hill College
M.A., Ed.S., Ed.D., University of West Florida
Academy of Teaching Excellence

Dusti Sluder, Dean, Warrington Campus (2008)
A.S.N., Pensacola Junior College
B.S.N., University of South Alabama
M.S.N., Walden University
D.N.P., Duquesne University

Executive Directors

Andrea Krieger, Executive Director, Institutional Development (2017)
A.A., Tallahassee Community College
B.A., Florida State University

Lynsey Listau, Executive Director, Institutional Diversity and Student Conduct (2015)
B.A., University of Tennessee
M.A., Virginia Polytechnic Institute and State University

Bert E. Merritt, Executive Director, Information Technology Services (1986)
B.S., University of West Florida

Sheila Nichols, Executive Director, Marketing and College Information (2012)
B.S., Auburn University

Patrice Whitten, Executive Director, Alumni Affairs (1992)
A.A., Pensacola Junior College
B.A., University of West Florida
Certified Fund Raising Executive

Directors

Diane Bracken, Director, Facilities Planning and Construction (2010)

Paula C. Byrd, Director, Century Center (2012)
B.A., M.Ed., University of West Florida

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B.A., Marshall University
M.S., Troy State University

Michael Johnston, Director, Institutional Research (2016)
B.S.I.E., University of Miami
M.S., University of West Florida
Academy of Teaching Excellence

Karen McCabe, Director, South Santa Rosa Center (2017)
B.S., Marist College
M.S., Fordham University
Ed.S., State University of New York, New Paltz

Manager

Robert Culkeen, General Manager, WSRE (2016)
M.Ed., Westfield State College

College Personnel By Department

Office of the President

C. Edward Meadows, President (2008)
Patricia Crews, Executive Assistant to the President (2014)
A.A., Georgia State University
Melissa Jernigan, Senior Executive Assistant (2018)
A.A., Pensacola Junior College
B.A., Armstrong Atlantic State University

Academic and Student Affairs

Erin Spicer, Vice President, Academic and Student Affairs (2005)
Sarah Lewis, Coordinator, Administrative Support (2008)
A.A., B.A.S., Pensacola State College
M.S.M., Troy University
Theresa O'Quinn, Senior Executive Assistant (2016)
A.A., Pensacola State College

Administrative Services

Thomas J. Gilliam, Jr., Vice President, Administrative Services and General Counsel (2010)
Staci McKerren, Senior Executive Assistant (2012)
B.S.B.A., Missouri Southern State University

Admissions and Records

Kathy Dutremble, Dean, Student Services
Susan Desbrow, Director, Admissions and Records/College Registrar (2014)
A.A., Santa Fe Community College
B.A., University of Florida
Patrice Friant, Assistant Director, Admissions and Records (2018)
B.A., Bloomsburg University
Lecia Bradley, Transcript Evaluator (2006)
A.A., Pensacola Junior College
Maria Brake, Admissions and Records Specialist (2002)
A.S., Pensacola Junior College
Kimberly Burrows, Student Services Representative (2017)
Kelsey Godwin, Admissions and Information Specialist (2018)
A.A., Pensacola State College
Norma Govens, Admissions Specialist (2018)
B.S., Johnson C. Smith University
Kristy Howard, Transcript Evaluator (2019)
A.A., Pensacola State College
Danielle Lawson, Admissions Specialist (2018)
A.S., Georgia Military College
Kenneth McElroy, Student Services Representative (2016)
A.A.S., Pensacola State College
Alisha Poma, Records Specialist (2016)
A.A., Pensacola State College
Leann Purdy, Admissions/Registrar Specialist (2013)
A.A., Pensacola State College
Matthew Treadway, Transcript Evaluator (2018)
B.S., Murray State University
Alicia White, Student Services Representative (2000)

Adult Education Programs

Brenda Kelly, Dean
Joseph Kyle, Director (1993)
A.A., Pensacola Junior College
B.S., Florida A&M University
M.S., Troy State University
Ed.S., University of West Florida
Jennifer Doherty, Administrative Assistant (2013)
M.Ed., University of West Florida
B.S., Florida State University
Jody McElroy, Administrative Assistant (2019)
Tara Brown, Office Assistant (1997)
A.S., Pensacola Junior College
Karen Atkins-Harris, Professor/Counselor (1996)
B.S., M.S., Troy State University
Linda Lewandowski, Assistant Professor (2011)
B.A., University of West Florida
 Academy of Teaching Excellence
Margaret Sowa, Associate Professor (2008)
B.A., William Patterson University
M.A., University of Phoenix

Advising Center

Kathy Dutremble, Dean
Monique Collins, Assistant Dean, Student Services (2003)
B.A., M.S., Troy University
Ed.D., University of West Florida
Veronica Jennings, Administrative Assistant (2017)
B.S., M.S., University of West Alabama
Anita Bronson, Student Services Advisor (2016)
B.A., University of West Florida
Lindsey Byrd, Student Services Advisor (2017)
B.A., M.S., University of Alabama
Sandra Colville, Senior Student Services Advisor (1995)
A.S., Pensacola Junior College
A.A., B.A.S., Pensacola State College
Rafael Deliz, Coordinator, First Time In College (2014)
B.A.S., Pensacola State College
Mary Esslinger, Student Services Advisor (1993)
B.A., University of Mississippi
M.Ed., Auburn University-Montgomery
Anthony Harris, Professor/Counselor (1986)
B.S., M.S., Alabama State University
Albert Huffman, Professor/Counselor (1992)
B.A., University of West Florida
M.S., Troy State University
Angela Kendrick, Advising Support Specialist (2018)
A.A., Pensacola State College
Anika McDuffie, Student Services Advisor (2018)
B.S., University of West Florida
Lacey Sims, Advising Support Specialist (2018)
A.A., Pensacola State College
B.A., University of West Florida

Allied Health

Dusti Sluder, Dean

Sandy Moore, Department Head (2010)
A.A., A.S.N., B.A.S.-H.C.M.G., Pensacola State College

Jeanine Dickinson, Administrative Assistant (2014)

Amy Arnold, Physical Therapist Assistant Instructor (2018)
A.A., Broome Community College, B.S., M.S., East Carolina University

Shelly Ashley, Assistant Professor of Veterinary Technology (2018)
B.S., University of Oklahoma
D.V.M., Oklahoma State University

Liesa Bromet, Professor (2000)
B.S.N., University of Missouri, RDMS:Abdomen, OB/GYN,
Neurosonology: RDCS:Adult Echocardiography, RVT:Vascular
Technology

Academy of Teaching Excellence

Julie Burger, Instructor (2016)
A.S., Pima Community College
B.S., University of Arizona
M.P.H., University of West Florida

Wilma Duncans-Burnett, Professor (1988)
C.R.T.T., A.S., R.R.T., Pensacola Junior College
A.A., Normandale Community College
Mary Ekdahl Smart Endowed Chair for Health Sciences (2006)

Kimberly Ellis, Dental Office Receptionist (2016)

Marie Hattabaugh, Professor (2001)
A.A.S., Southern Maine Technical
B.A., Weber University
M.A.T., University of Saint Mary

Mindy Jay, Professor (1985)
A.A.S., Broome Community College
B.H.S., University of Kentucky
M.Ed., Loyola University, R.D.H.
Academy of Teaching Excellence

Linda Lambert, Professor (1990)
B.S., Thomas Jefferson University
M.S., University of West Florida, R.D.H.

Marla Magaha, Instructor (2017)
B.S.N., Chamberlain College

Sarah Meyer-Paterson, Instructor (2015)
A.A.S., Lincoln Memorial University

Jakob Sasser, Radiography Instructor (2018)
A.A., A.S., B.S., Pensacola State College

Barbara Varnadore, Professor (2006)
A.A., A.S., Pensacola Junior College
B.A.S., St. Petersburg College
M.S., University of Texas Health Science Center
Academy of Teaching Excellence

Donna Winterberry, Professor (2007)
A.A.S., Pensacola Junior College
B.A.S.D.H., St. Petersburg College
M.S.D.H., University of Texas Health Science Center
Academy of Teaching Excellence

Sharon Wolfe, Health Information Technology Instructor (2019)
A.A.S., Northern Virginia Community College
B.S., Stephens College
MHSc, Saint Francis University

Alumni Affairs

Patrice Whitten, Executive Director, Alumni Affairs (1992)
A.A., Pensacola Junior College
B.A., University of West Florida
Certified Fund Raising Executive

Applied Technology and Professional Services

Kirk Bradley, Dean

Michael Listau, Department Head (2015)
B.A.S., University of Wisconsin-Oshkosh
M.Ed., University of Florida

Sylvia Hammonds, Administrative Assistant (2018)
A.S., Faulkner State Community College
B.S., University of Mobile

Michael Allen, Instructor (2014)
A.S., Pensacola Junior College

Larry Ball, Professor (2000)
A.A., A.S., Pensacola Junior College
B.S., University of West Florida

Michael Cannon, Assistant Professor (1992)
B.S., East Tennessee State University

Glen Gorman, Instructor (2014)
NCCER Instructor

Anthony Grahame, Instructor (2014)
A.A., Brevard Community College
B.A., Florida State University
M.Ed., University of Georgia

Jimmie Langham, Assistant Professor (2013)
A.A.S., Pensacola Junior College
B.A.S., Pensacola State College

Kimberly Markwick, Instructor (2015)
Facials Specialty Career and Technical Certificate, Pensacola
State College

Sonja McCall-Strehlow, Assistant Professor (2007)
A.S., Jefferson Davis Community College
Licensed Massage Therapist
Certified Florida Therapeutic Massage School

Kelly McCowan, Culinary Technician (2015)
A.A.S., Pensacola State College
A.S., Pensacola State College

Jacob Redwing, Instructor (2017)
A.O.S., Tulsa Welding School

Jac Rolison, Instructor (2016)
CWI Certified Welding Instructor

Roslyn Smith, Cosmetic Arts Technician (2016)
B.S., Florida A&M University
M.B.A., University of West Florida

L.B. (Sandy) Southerland, Professor (1989)
A.A., Pensacola Junior College
A.O.S., Culinary Institute of America
B.S., Florida International University
M.B.A., University of West Florida
Academy of Teaching Excellence

Athletics

Thomas J. Gilliam, Jr., Vice President

Bill Hamilton, Director (1990)
B.A., Huntingdon College
M.Ed., Columbus College

Marcie Roebuck, Administrative Assistant (2009)

Lyndsey Angus, Intercollegiate Athletics Coach, Softball (2015)
B.A.Ed, University of Kentucky

Rachel Barnes, Assistant Athletics Coach, Women's Basketball (2016)
A.S., Seaward County Community College
B.S., Providence College

Penny Belford, Intercollegiate Athletics Coach, Women's Basketball (2014)

B.S., University of West Florida

La Rita Brigham, Coordinator, Fitness Center and Wellness (2005)

A.S., Pensacola Junior College

B.S., University of West Florida

Patrick Cottrell, Assistant Athletics Coach, Baseball (2016)

A.A., Jefferson Davis Community College

B.S., University of West Florida

Bryan Lewallyn, Intercollegiate Athletics Coach, Baseball (2016)

A.A., Pensacola State College

B.A., University of Central Florida

Hailey Lotz, Coordinator, Booster Club Operations (2018)

John Noski, Transportation Technician (1990)

Pedro (Pete) Pena, Intercollegiate Athletics Coach, Men's Basketball (1999)

A.A., Pensacola Junior College

B.A., University of Florida

Caroline Powell, Assistant Athletics Coach, Softball (2016)

A.A., Palm Beach State College

B.S., Samford University

M.S., University of Tennessee, Knoxville

Doug Rogers, Intramurals Coordinator (1987)

A.A., Pensacola Junior College

B.S., M.S., University of West Florida

Justin Wright, Assistant Athletics Coach, Men's Basketball (2015)

A.A., Pensacola State College

B.S. Troy University

Baccalaureate Studies and Academic Support

Erin Spicer, Vice President

Kirk Bradley, Dean (2013)

B.S., M.S., McNeese State University

Ed.D., University of Louisiana at Monroe

Sarah Dowdy, Office Assistant (1986)

A.A.S., Pensacola State College

Kylie Henderson, Administrative Support Specialist (2017)

A.A., Pensacola Junior College

B.S., University of West Florida

J.D., Florida State University

Karen Roshell, Curriculum Services Coordinator (1998)

A.A., A.S., Pensacola Junior College

B.S., M.S., Troy University

Business

Kirk Bradley, Dean

Barbara Rodriguez, Department Head (2014)

B.A., M.A., University of Alabama

D.B.A., Northcentral University

Emma Johnson, Administrative Assistant (2017)

A.S., Pensacola State College

Alan Ammann, Associate Professor (2004)

B.S., M.B.A., D.B.A., Mississippi State University

Mollie Andrae, Lecturer (2016)

B.S.B.A., Auburn University

M.B.A., Troy University

John Atkins, Professor (1989)

A.S., Central Carolina Technical College

B.S., University of North Carolina Chapel Hill, M. of Econ.

M.S., North Carolina State University

Jeanne Branch, Assistant Professor (2003)

A.A., Pensacola Junior College

B.S., B.A., M.Acc., University of West Florida

Academy of Teaching Excellence

Kevin Buell, Assistant Professor (2015)

M.S., Kaplan University

D.B.A., Nova Southeastern University

M.B.A., University of South Dakota

Certified Public Accountant

Mac Crider, Instructor (2006)

B.S., University of Southwestern Louisiana

M.B.A., M.Ed., University of South Carolina

Elizabeth Evett, Assistant Professor (2011)

B.A., M.S., University of West Florida

Michelle Haggard, Professor (1999)

B.A., M.A., University of West Florida

Certified Public Accountant

Wayne Haynes, Instructor (2018)

B.S., Florida State University

B.S., University of West Florida

M.Acc., University of West Florida

M.S., M.B.A., Florida State University

Certified Public Accountant

Project Management Professional

James Hightower, Professor (2000)

B.A., J.D., University of Alabama

Rameca Leary, Instructor (2017)

B.A., Charleston Southern University

M.S., University of Maryland

Ph.D., Regent University

Michael Payne, Assistant Professor (2018)

B.S., Charter Oak State College of Connecticut

M.B.A., Regis University

Ph.D., Northcentral University

Susan Robbins, Assistant Professor (2012)

A.A., Pensacola Junior College

B.S., M.A., University of West Florida

D.B.A., Liberty University

Academy of Teaching Excellence

Natasha Simpson-Robinson, Professor (2003)

B.C.J., Florida A&M University

J.D., Florida State University

Brian Ward, Instructor (2016)

B.S., M.S., Southwestern College

D.B.A., Argosy University

Daniel Ward, Assistant Professor (2011)

B.A., University of West Florida

M.S., Troy University

Business Affairs

Gean Ann Emond, Vice President (1991)

A.A., Pensacola Junior College

B.A., M.B.A., University of West Florida

Certified Public Accountant

Carol Quinn, Administrative Support Specialist (2014)

A.S., Pensacola Junior College

Melonie Miner, Contract Processor (2015)

A.A., B.A., William Penn University

Cashier

Gean Ann Emond, Vice President

Anh Seegert, Bursar (2011)

A.A., Wharton County Community College

B.S.B.A., University of West Florida

Angela Milton, Administrative Assistant (2017)
A.A., Pensacola State College

Megan Baker, Associate Coordinator, Student Accounting (2018)

Ashley Freeman, Accounting Specialist (2019)

B.S., University of Central Florida

B.S., University of South Florida

M.B.A., Nova Southeastern University

Joshua Kennedy, Accounting Specialist (2017)

B.S.B.A., University of West Florida

Anna Lacy, Accounting Specialist, Milton (2016)

A.S., Jefferson Davis Jr. College

Valeria Martinez, Coordinator, Student Financial Services (2016)

B.A.S., University of Florida

Doreen Solon, Accounting Specialist, Warrington (2017)

B.B.A., Radford University

Diana Taylor, Accounting Specialist (2016)

A.S., Pensacola State College

Career and Technical Education Student Resources

Debbie Douma, Dean

Deborah Hooks, Director (2014)

A.A., Lurleen B. Wallace Community College

B.S., M.S., Troy University

Beverly Hutching, Administrative Assistant (2007)

A.S., Pensacola Junior College

Lois Hurd, Career and Technical Education Specialist Student Resources (2011)

A.A.S., Thomas Nelson Community College

B.A.S., Pensacola State College

Kailan Jones, Coordinator, CTE (2018)

A.A., East Mississippi Community College

B.A., M.S., Mississippi State University

Sydney Smart, Career and Technical Education Specialist (2018)

B.S., University of West Florida

Century Center

Brenda Kelly, Dean

Frances Frazier, Administrative Assistant (2012)

Cesar Gonzalez, Maintenance/Security Technician (2012)

Comptroller

Gean Ann Emond, Vice President

Nan Jackson, Comptroller (2011)

B.A., University of West Florida

Sheryl Walker, Assistant Comptroller (2012)

A.A., Pensacola Junior College

B.S., M.A., University of West Florida

Certified Public Accountant

Lanatta Barrett, Senior Administrative Assistant/Accounting Records Specialist (2001)

A.S., Pensacola Junior College

Ella Barker, Coordinator, General Accounting (1987)

A.A., Pensacola Junior College

B.S., B.A., M.Acc., University of West Florida

Donna Carlisle, Property Specialist (1999)

Frederick Holt, Associate Coordinator, Restricted Accounting (2017)

A.S., Troy University

Arsine Hulett, General Accounting Specialist (2014)

Frances Jackson, Associate Coordinator, General Accounting (1996)

Nichole Johns, Coordinator, Capital Outlay (2017)

B.S.B.A., University of West Florida

Christopher Rivera, Jr., Coordinator, Restricted Accounting (2015)

B.B.A., University of West Georgia

Rodney Weddington, General Accounting Specialist (2001)

Theresa Wilkes, General Accounting Specialist (2011)

A.A., A.S., Pensacola State College

Continuing Education

Mike Listau, Department Head

Deven Walther, Coordinator (2018)

A.A., Pensacola State College

B.S., University of Florida

Beverly Donnell, Administrative Assistant (2007)

A.A., Pensacola Junior College

Economic Workforce and Development

Ruth McKinon, Coordinator, Corporate and Professional Training (2008)

B.A., Southern Illinois University

M.Ed., Capella University

Tracy Hunter, Administrative Assistant (1999)

Educational Opportunity Center (EOC)

Debbie Douma, Dean

Timothy McGowan, Program Director (2019)

B.S., University of Wisconsin-Platteville

M.S., Winona State University

Ed.D., Edgewood College

Pamela Munson, Administrative Assistant (2018)

B.A., Louisiana State University

M.S., Florida State University

M.A., University of West Florida

Angela Anderson, Student Services Specialist (2016)

A.A., B.S., Pensacola State College

Robin Giacin, Student Services Specialist (1997)

B.S., M.S., Troy State University

Obi Kalu, Student Services Specialist (2012)

A.A., Pensacola Junior College

B.S., Florida State University

M.P.H., American Public University

Wanda Wood, Student Services Specialist (2012)

B.A., M.A., University of West Florida

Educational Talent Search (ETS)

Debbie Douma, Dean

Juanita Edwards, Program Director (2018)

B.S., Florida State University

M.S., Troy State University

Catherine Salisbury, Administrative Assistant/Retention Specialist (2013)

Lynne Butcher, Student Services Specialist (2002)

A.A., Pensacola Junior College

B.S., University of West Florida

Marcy Matthews-Bethea, Student Services Specialist (2012)

B.A., M.Ed., University of West Florida

Christi McCarley, Student Services Specialist (2013)

B.S., M.S., University of Southern Mississippi

eLearning (Distance Learning)

Kirk Bradley, Dean

Bill Waters, Director, Instructional Technology (1987)

*B.A., University of West Florida
M.A., M.M., Florida State University
Ph.D., Florida State University*

Rose Hall, Administrative Assistant (1986)

A.S., Pensacola Junior College

Paul Chaney, Instructional Technologist (2001)

*A.S., Pensacola Junior College
B.F.A., Atlanta College of Art*

Wanda Edwards, Instructional Technologist (2011)

B.S., M.Ed., University of West Florida

Billy Jackson, Planetarium Specialist (2008)

Holly Vaughn, Senior Instructional Technologist (2001)

*B.A., Lynchburg College
B.A., M.Ed., University of West Florida*

English and Communications

Brenda Kelly, Dean

Tracy Peyton, Department Head (1997)

*A.S., Jefferson State Junior College
B.A., University of Alabama
M.A., University of Alabama at Birmingham
Ed.D., University of West Florida
Outstanding New Faculty (1999)
Academy of Teaching Excellence*

Edward Pate, Assistant Department Head (2012)

*B.A., J.D., University of Alabama
M.Ed., Auburn University-Montgomery
M.Ed., University of Texas*

Miriam Fagerstrom, Administrative Assistant (2016)

B.S., Auburn University

Paige Anderson, Professor (1997)

*B.A., M.A., Emory University
Academy of Teaching Excellence*

Shirlaura Bremer, Associate Professor (2008)

*B.S., University of Southwest Louisiana
M.S., William Carey College
Academy of Teaching Excellence*

Diane Cole, Professor (1997)

*B.A., M.A., Western Illinois University
M.S., St. Thomas University*

Matthew Daniel, Writing Lab Specialist (2019)

*A.A., Pensacola State College
B.A., University of West Florida*

Jennifer Ehrhardt-O'Leary, Professor (2004)

*B.A., M.A., Ed. S., Ed.D., University of West Florida
Academy of Teaching Excellence*

Rodney Garrett, Professor (1999)

*B.A., Auburn University
M.A., University of Alabama
Ed.S., Auburn University
Academy of Teaching Excellence*

Paula Ingram, Professor (1998)

*B.S., University of Illinois
M.A., Ed.S., Ed.D., University of West Florida
Academy of Teaching Excellence*

James Jones, Instructor (2013)

*A.A., Pensacola Junior College
B.A., University of West Florida
M.F.A., Long Island University*

Alexander Ledgerwood, Instructor (2018)

*B.A., Bluefield State College
M.A., Ph.D., University of Miami*

Kenneth McAferty, Professor (1984)

*B.A., M.A., University of Northern Colorado
Academy of Teaching Excellence*

Jessica Millis, District Supervisor, Learning Lab (2013)

*B.A., Alma College
M.A., Ball State University*

Todd Neuman, Professor (2000)

*A.A., Pensacola Junior College
B.A., M.A., University of West Florida
Outstanding New Faculty (2002)
Academy of Teaching Excellence*

Christine O'Donnell, Assistant Professor (2003)

*A.A., Brevard Community College
B.A., University of Central Florida
M.A., University of South Alabama*

Chris Pappas, Lecturer (2017)

B.A., University of Alabama at Birmingham, M.F.A., University of Arkansas

Brigitte Robinson, Associate Professor (2006)

*A.A., Pensacola Junior College
B.A., M.A., Ed.D., University of West Florida*

Julia Ruengert, Professor (2003)

*B.S., Harris-Stowe State College
M.A., University of Arkansas
Academy of Teaching Excellence*

Debra Ryals, Associate Professor (2011)

*B.S., Pensacola Christian College
M.A., Westfield State College
Ph.D., Indiana University of Pennsylvania
Academy of Teaching Excellence*

Britini Schoolcraft, Lecturer (2016)

B.A., M.A., University of West Florida

Sara Smith, Assistant Professor (2011)

*B.A., Florida State University
M.A., University of West Florida*

Brian Underwood, Assistant Professor (2012)

*B.S., M.S., Florida International University
Academy of Teaching Excellence*

Blaine Wall, Professor (2003)

*B.A., M.Ed., William Carey College
Academy of Teaching Excellence*

Michael Will, Associate Professor (2008)

*B.A., Louisiana State University
M.A., Arizona State University*

Guangping Zeng, Professor (1993)

*B.A., M.A., Shanghai International Studies University
Ph.D., Indiana University of Pennsylvania
Academy of Teaching Excellence*

Narla Zinerman, Professor (1995)

*B.A., University of Florida, M.Ed., University of West Florida
Academy of Teaching Excellence*

Facilities, Planning and Construction

Diane Bracken, Director (2010)

Cathy Alman, Senior Administrative Assistant (1988)

Erick Austin, Maintenance Specialist, SSRC (HVAC) (2017)

Ernest Banks, Maintenance Specialist (HVAC) (2006)

Larry Brook, Senior Groundskeeper, Milton (2003)

David Cantrell, Maintenance Specialist (HVAC) (2013)

Larry Clark, Maintenance Specialist II (2017)

Shawn Davis, Laborer Supervisor (2001)
A.A., Pensacola Junior College

Ricky Enfinger, Maintenance Supervisor (HVAC) (2014)

Betty Freaney, Senior Storekeeper (2018)

Jonathan Garrett, Environmental Management Manager (2013)

Kareem Groce, Maintenance Specialist (HVAC) (2017)
B.S., Embry-Riddle Aeronautical University

Wayne Henry, Maintenance Supervisor, Milton (HVAC) (2000)
A.S., Alexander City Junior College

George Hullenbaugh, Maintenance Manager (2019)

Larry Hunt, Maintenance Specialist (Carpenter) (1989)

Kristopher Kembro, Maintenance Specialist II (2006)

Michael Nash, Maintenance Specialist (Carpenter) (1992)

Samuel Nettles, Administrative Assistant (2016)

Don Oglesby, Maintenance Specialist (HVAC) (2002)
A.S., A.A., Pensacola Junior College

Greg Oliver, Maintenance Manager (2012)

Paul Owens, Campus Facilities Supervisor, Warrington (1996)

Joseph Presley, Maintenance Specialist II (2016)

Scott Russell, Maintenance Specialist II (2007)
B.A., Morehead State University

Herman Travis, Senior Groundskeeper (1994)

Donald Ward, Maintenance Specialist (HVAC) (2012)

Richard Whatley, Truck Driver/Laborer Lead (2019)

Michael Womble, Maintenance Specialist II (2008)
A.A., Pensacola State College

Financial Aid / Veteran Services / Scholarships

Erin Spicer, Vice President

Joanne Rozborski, Director (2015)
B.A., University of Guam
M.Ed., Argosy University

Darcey Cospers, Associate Director (2018)
B.A., University of West Florida
M.H.E.S., University of Alabama

Doris Goodwin, Administrative Assistant (2017)

Barbara Ales, Coordinator, Scholarships and Financial Aid Advisor (2017)
A.A., B.A.S., Pensacola State College

Gary Bivens, Financial Aid/Veteran Aid Specialist (2018)
B.S., Excelsior College Albany

Michelle Branch, Financial Aid Coordinator (2011)
A.A., Pensacola State College

Abe Clark, Veteran Services Coordinator (2012)
B.S., Grantham University
B.A.S., Pensacola State College
M.S.A., University of West Florida

Latorya Cothron, Financial Aid Specialist (2016)

Linda Feinberg, Associate Coordinator (2016)
A.A., Pensacola State College

Natalie Hoak, Financial Aid Specialist (2018)
B.A., Florida State University
B.A., Northwood University

Elizabeth Hoffman, Associate Coordinator (2018)
B.S., Florida State University
M.S., Nova Southeastern University

Alonda Jones, Associate Coordinator (2017)

Yolanda Mack, Financial Aid Specialist (2017)
B.A., University of West Florida

Samantha McDole, Coordinator, Federal Direct Loans and Default Management (2017)
B.S., University of West Florida

Tianna Reese, Financial Aid Specialist (2019)
A.A., Pensacola State College
B.A., University of West Florida

Jessica Wilding, Financial Aid Specialist (2018)
B.A., M.A., University of Florida

General Studies

Erin Spicer, Vice President

Brenda Kelly, Dean, General Studies (1996)
B.A., Spring Hill College
M.A., Ed.S., Ed.D., University of West Florida
Academy of Teaching Excellence

Grants and Federal Programs

Debbie Douma, Dean (1999)
A.A., Irvine Valley College
B.A., M.S.A., University of West Florida
Ed.D., University of Florida

Shannon Crawford, Senior Administrative Assistant (2017)
A.A., Pensacola State College

Jamie Russell, Grants Development Manager (2010)
B.A., National University
M.S., Troy University

History, Languages, Social Sciences, and Education

Brenda Kelly, Dean

Susan Morgan, Department Head (1989)
B.A., Berry College
M.A., University of West Florida
Academy of Teaching Excellence

Kathy Van Dyck, Assistant Department Head (2012)
B.A., Macalester College
M.Ed., University of West Florida

Maricia Smith, Administrative Assistant (2015)
A.A., Pensacola State College
B.A., Florida International University

Lee Ann Ward, Administrative Assistant (2013)

Michael Bailey, Instructor (2015)
A.A., Pensacola Junior College
B.A., University of West Florida
M.A., University of North Florida

Andrew Barbero, Instructor (2016)
B.A., M.A., Southern Illinois University

Burton Beck, Instructor (2014)
A.A., Faulker State Community College
B.S., University of Southern Mississippi
M.S., Troy University
M.A., University of Alabama, Birmingham
Ph.D., University of South Alabama

Amber Carey, Associate Professor (2011)
B.A., M.A., Auburn University
Outstanding New Faculty Member (2013)

Richard Carr, Instructor (2017)
B.A., M.A., University of West Florida

Richard Dunn, Instructor (2014)
B.S., *Wright State University*
M.A., *University of West Florida*

Daniela Gonzalez Quesada, Instructor (2017)
B.S., *Universidad Iberoamericana*
M.A., *University of Hawaii at Manoa*

John Holder, Associate Professor (2009)
B.A., M.A., *University of West Florida*
Outstanding New Faculty Member (2012)
Academy of Teaching Excellence

Cindy Kirk, Instructor (2016)
A.S., A.E.D., *National Park Community College*
B.S.E., *Henderson State University*
M.E.D., *University of Arkansas*
M.A.Ed., *Trident University International*

Deborah McClintock, Associate Professor (2007)
B.S., *West Virginia University*
M.A., *American Public University*
Outstanding New Faculty (2010)
Academy of Teaching Excellence

Douglas Mock, Assistant Professor (2015)
M.A., *University of West Florida*
Ph.D., *Boston University*

Darlene Mosley, Associate Professor (2011)
B.S., *Toccoa Falls College*
M.S., *Troy State University*
Ph.D., *Capella University*

Brian Rucker, Professor (1996)
A.A., *Pensacola Junior College*
B.A., M.A., *University of West Florida*
Ph.D., *Florida State University*
Academy of Teaching Excellence

Scott Schackmann, Instructor (2017)
B.A., M.A., *Southern Illinois University, Carbondale*

Charles Schuler, Professor (1990)
B.A., *Florida State University*
M.A., *University of California, Los Angeles*
Ph.D., *Florida State University*
Academy of Teaching Excellence

Lisa Sims, Professor (2003)
B.A., *Millsaps College*
M.A., *University of Southern Mississippi*
Academy of Teaching Excellence

Paul Swanson, Assistant Professor (1997)
B.S., *Iowa State University*
M.A., *Northwestern University*

Human Resources

Gean Ann Emond, Vice President

Tammy Henderson, Director (1994)
B.A., *Marshall University*
M.S., *Troy State University*

Rhonda Likely, Assistant Director (1982)
A.S., *Pensacola Junior College*
B.S., *University of West Florida*
Certified Records Manager

Donna Davidson, Senior Administrative Assistant (2017)
A.A., *Southeastern Louisiana University*

Davieda Grierson, Benefits Processing Specialist (2017)

Beverly Knight Jenkins, Human Resources Assistant (2018)
A.S., *Pensacola State College*

Tanesha McCreary, Employment Specialist (2000)
A.A., A.S., B.A.S., *Pensacola State College*

Elaine Morris, Human Resources Specialist (2017)

Erandi Sanchez-Perez, Benefits Administrator (2013)
A.A., *Hillsborough Community College*
B.A.S., *Pensacola State College*

Lindsey Self, Human Resources Specialist (2018)
B.S.B.A., *Auburn University*

Monica Williams, Human Resources Specialist (2000)
A.A., A.A.S., B.A.S., *Pensacola State College*

Information Technology Services

Bert Merritt, Executive Director (1986)
B.S., *University of West Florida*

Dawn Loyed, Executive Assistant (1980)
A.S., *Pensacola Junior College*

Jamie Beck, Systems Support Analyst (1995)
A.A., *Pensacola Junior College*
B.S., M.S., *University of West Florida*

Cody Cash, Systems and Computer Operations Technician (2018)

Barry Coker, Computer Systems Analyst (1998)
A.S., *Phillips College*
A.A., *Pensacola Junior College*
B.S., M.S., *University of West Florida*

Tina Corbin, Systems Analyst (2017)
B.B.A., *Georgia State University*

David Courington, Network Administrator (2011)
B.A., *University of Alabama*
M.S., *University of New Orleans*
MCSE, MCDBA, MCT, Security+, A+, Network+, CTT+

Michelle Dean, Senior Computer Systems Analyst (1996)
A.A., *Pensacola Junior College*
B.S., *University of West Florida*

David Delarge, Computer Systems Analyst (2016)
A.S., *Pierce Junior College*
B.A., M.A., *Florida Apostolic Bible Institute*

Cookie Duncan, Network Support Analyst (2000)
B.S., *William Carey College*

Marcelene Farose, Help Desk Specialist (2018)
B.S., *Pensacola Christian College*
M.A., *Northwest Nazarene University*

Stephen Flanigan, Computer Lab and Audio Visual Equipment Technician (2014)

Richard Fowler, Computer Systems Analyst (2008)
B.S., *University of Southwest Louisiana*
M.B.A., *University of New Orleans*
Comp TIA Network+ Certification, A+ Certification

Anthony Gladdney, Senior Technology Specialist (1999)
A.S., *Pensacola State College*

Liz Gomez, Director, Technology Support (1999)
A.A., *Pensacola Junior College*

Mary Graves, Senior Computer Systems Analyst (1993)
A.A., *Pensacola Junior College*
B.S., *University of West Florida*

Evelyn Gutknecht, Senior Computer Systems Analyst (1984)
A.A., *Pensacola Junior College*
B.A., *University of West Florida*

Kay Hanson, Computer Services Operations Coordinator (2011)
A.A., *Pensacola State College*

Savana Hatten, Senior Computer Systems Analyst (2014)
B.S., *University of West Florida*

Erin Hernandez, Director, Systems Support (1988)
B.S., *University of West Florida*

Wayne Hill, Systems Coordinator (1998)
A.S., *Daytona Beach Community College*
B.A., *University of West Florida*

Jim Hines, Senior Coordinator, Academic Computing (1998)
A.S., *Pensacola Junior College*
Comp TIA Network+Certification Comp TIA A+Certification

Felix Hotard, Senior Network Support Analyst (2019)
A.A., *Pensacola Junior College*

Roland Hyacinthe, Network Support Analyst (2017)
A.S., *Pensacola State College*

Greg King, Computer Lab Technician (1998)
A.A., *Pensacola Junior College*
B.S., *University of West Florida*

Thomas Kulkish, Academic Computing Coordinator (1998)
B.A., *Hofstra University*
M.A., *Webster University*

Jeff Massey, Computer Lab Technician (1988)
B.A., M.A., *University of Missouri*

Beau McHenry, Director, MIS Support (1993)
A.A., *Jefferson Davis Junior College*
B.S., *Troy State University*

Clint Morgan, Computer Lab Technician (2008)

Daniel Pieknik, Computer Lab Technician (2012)
A.A., *Pensacola State College*

Karol Robertson, Help Desk Specialist (1996)
A.S., *Western Technical College*
A.A.S., A.A., B.A.S., *Pensacola State College*
Comp TIA A+ Certification

Ferdinand Sapiera, Computer Lab Technician (2004)
A.S., *Pensacola Junior College*

Jennifer Sherlock, Systems Support Analyst (2018)
B.S., *University of West Florida*

Ricky Smith, Microcomputer Support Coordinator (2012)
A.S., *Pensacola Junior College*
B.A.S., *Pensacola State College*

Jeffrey Starke, Systems Coordinator (1992)
A.S., A.A.S., *Bronx Community College*
B.S., *Dominican College*

Bruce Summers, Senior Systems and Computer Operations Technician (2008)
A.A., *Pensacola Junior College*

Jeff Ward, Director, Network and Telecommunications (1999)
A.A., *Pensacola Junior College*
B.A., B.S., M.S., *University of West Florida*

Keith Ward, Network Administrator (1998)
A.A., *Pensacola Junior College*
Certified Novell Administrator

Patricia Warner, Computer Systems Analyst (2008)
B.B.A., *University of Wisconsin-Whitewater*

Maureen Wines, Systems Support Analyst (2018)
B.B.A., *Radford University*

Donna Woodcock, Administrative Assistant/Consortium Specialist (2017)

Steven Zukowski, Systems Coordinator (1999)
A.A., *Pensacola Junior College*

Institutional Research

Erin Spicer, Vice President

Michael Johnston, Director (2016)
B.S.I.E., *University of Miami*
M.S., *University of West Florida*
Academy of Teaching Excellence

Laura Fletcher, Senior Administrative Assistant (2018)
A.S., *Mitchell College*
A.S. *Pensacola State College*

Eugenio Hernandez, Research Analyst (2018)
B.S., *Florida State University*

Library Services

Kirk Bradley, Dean

LisaMarie Bartusik, Department Head of Libraries (2012)
B.S., *Kutztown University*
M.L.S., *Drexel University*

Megan Wilkes, Administrative Assistant (2016)
A.A., B.A.S., *Pensacola State College*

Melissa Davis, Librarian (2016)
B.A., *University of Florida*
M.A., *University of Central Florida*
M.L.I.S., *Florida State University*

William Fitzgerald, Library Specialist (1997)
A.A., *Pensacola Junior College*
B.A.S., *Pensacola State College*

Janet Gilliam, Office Assistant (2012)
A.A., *Pensacola State College*

Maria Goodspeed, Librarian (2017)
B.A., *Rhodes College*
M.L.I.S., *Florida State University*

Darene Harris, Library Acquisitions Technician (1985)

Thomas Jonte, Librarian (2017)
B.A., *Presbyterian College*
M.L.I.S., *University of South Carolina*

Cindy Koklas, Library Technician (1988)
A.A., *Pensacola Junior College*
B.A., M.A., *University of West Florida*

Michael Lane, Coordinator, Reader Services (2014)
B.A., M.L.I.S., *Florida State University*

Greg Ledet, Library Specialist, Milton (1990)

Christopher Levesque, Librarian (2016)
B.A., *University of South Florida*
M.A., *Sam Houston State University*
M.S., *Florida State University*
Ph.D., *University of Alabama*

Roberta Martin, Library Circulation Technician (2008)
A.S., A.A.S., A.A., B.A.S., *Pensacola State College*

Patrick Meffan, Library Circulation Technician (2013)

Wanda Osborne, Library Acquisitions Technician (1980)

Melissa Schmidt, Circulation Technician, Warrington (2014)

Charlotte Sweeney, Librarian, Milton (1990)
B.S., *University of South Alabama*
M.L.S., *University of Southern Mississippi*

Jennifer Tart, Library Acquisitions Technician (1994)

Clara Viveros, Circulation Technician (2018)

Martha Weyels, Library Serials Technician (1983)
A.S., *Pensacola Junior College*

Linda Winesett, Library Acquisitions Technician (1981)

Marketing and College Information

Sheila Nichols, Executive Director (2012)
B.S., *Auburn University*

Rhonda Basler, Administrative Assistant (2007)

Frank Asprer, Web Administrator (2017)
B.S., *University of West Florida*

Zachary Blessing, Graphic Artist/Graphic Design Specialist (2018)
B.A.S., Pensacola State College

Jason King, Internet Systems Coordinator (2001)
A.A., Pensacola Junior College
A.S., Okaloosa-Walton Community College
B.S., University of West Florida

Roxanne Lavelle, Web Administrator (2015)
A.A., Pensacola State College

Mary Mabins, Marketing and College Information Coordinator (2015)
A.A., S.D. Bishop State Junior College
B.A., University of Alabama

Robin Mertins, Graphic Artist/Graphic Design Specialist (1998)
B.A., Florida State University

Mathematics and Computer Sciences

Kirk Bradley, Dean

Morris Buchanan, Department Head (2004)
B.S., University of Southern Mississippi
M.S., University of West Florida

Darren North, Assistant Department Head (2018)
A.A., Northwest Florida State College
B.S., University of West Florida

Teresa Jackson, Administrative Assistant (2003)
A.A., Pensacola Junior College
B.S., M.S., Troy University

Monique Vickers, Administrative Assistant (2016)

Chad Andrae, Instructor (2013)
B.S., M.S., Columbia State University

Bradley Bish, Math Lab Specialist (2014)
A.A., Pensacola Junior College
B.A., M.A., University of West Florida

Gregory Bloxom, Assistant Professor (2006)
B.S., Shepherd College
M.S., University of West Florida

Jennifer Brahier, Professor (2005)
B.S., M.S., University of West Florida
Academy of Teaching Excellence

Richard Cacace, Professor (1996)
B.S., U.S. Naval Academy
M.S., University of West Florida
Academy of Teaching Excellence

Wendy Carden, Assistant Professor (2013)
B.S.M.E., University of Alabama-Birmingham
M.S., Ohio State University

Jeremy Carr, Instructor (1996)
B.S., University of West Florida
B.S., M.S., University of South Alabama

Greg Hardin, Assistant Professor (1993)
B.S., University of Tennessee
B.S., M.S., University of West Florida

Jenica Harris, Instructor (2017)
B.S., B.B.S., M.A., Mississippi State University

Pat Horacek, Professor (1987)
B.S., M.S., Pensacola Christian College
M.A., University of West Florida
Academy of Teaching Excellence

Chris Hunt, Lecturer (2017)
B.S., M.S., University of West Florida

William Kelly, Instructor (2016)
B.A., University of West Florida
M.S., Minot State University

Patricia King, Assistant Professor (2016)
B.S., M.S., Ph.D., Auburn University

Vai Kumar, Associate Professor (2003)
B.S., University of Madras
M.S., University of West Florida

Linda Lemley, Professor (1986)
B.A., National Chung Hsing University
B.S., M.S., M.Ed., Ed.S., Ed.D., University of West Florida

Joshua McSwain, Instructor (2018)
A.S., Enterprise State Community College
B.A., Auburn University, M.S., South University

Kathryn Merritt, Associate Professor (1991)
A.A., Pensacola Junior College, B.S., Florida State University
Outstanding New Faculty (1993)
Academy of Teaching Excellence

Willie Ortiz-Caceres, Director, Pensacola State CISCO Academy (2017)
B.S., M.S., Embry-Riddle Aeronautical University
M.S., East Carolina University

Susan Perry, Lecturer (2016)
B.S., M.S., University of West Florida

Mary Anne Petruska, Professor (1996)
A.A., Pensacola Junior College
B.S., M.S., University of West Florida
Academy of Teaching Excellence

Robert Pratten, Assistant Professor (2009)
A.A., Pensacola Junior College
B.S., University of West Florida
M.S., Capella University CCAI

Michael Sabroski, District Supervisor, Learning Lab (2011)
B.S., University of West Florida

Katherine Schultz, Professor (2006)
A.A., Okaloosa-Walton Community College
B.A., M.A., University of West Florida

Chris Turner, Professor (2003)
B.S., M.S., Arkansas State University
Academy of Teaching Excellence

Michael Walker, Assistant Professor (2015)
B.S., University of Montevallo
B.S., Ph.D., University of Alabama

Carla Williams, Associate Professor (1997)
A.A., Pensacola Junior College
B.S., Florida State University
M.Ed., University of West Florida

Handan Williams, Instructor (2016)
M.S., Bowie State University
Ed.D., University of West Florida

Rachael Wood, Instructor (2018)
B.S., Harding University
M.S., Oklahoma State University

Deborah Woods, Instructor (2015)
M.Ed., University of South Alabama

Milton Campus

Erin Spicer, Vice President

Anthea Amos, Dean (2003)
A.A., Pensacola Junior College
B.A., University of West Florida
M.M., University of Southern Mississippi
M.A., Fort Hays State University
Ph.D., Capella University

Debra Bigelow-Jordan, Administrative Support Specialist (1998)
A.S., A.A., Pensacola Junior College
B.A.S., Pensacola State College

Wavolene Kelly, Executive Assistant (2006)
Virginia Fiveash, Administrative Assistant (2013)
Tonie Anderson-Steele, Professor/Counselor (1991)
A.A., Pensacola Junior College
B.A., Ed.S., University of West Florida
M.S., Troy State University
Ed.D., University of West Florida
Barbara Andrews, Admissions and Information Specialist (2017)
A.S., Pensacola Junior College
Butch Branch, Coordinator, Fitness Center, Student Leadership and Activities (2000)
A.A., Pensacola Junior College
B.S., M.S., University of West Florida
 Academy of Teaching Excellence
Larry Brook, Senior Groundskeeper (2003)
Cammie Buchanan, Student Services Advisor (2006)
A.A., B.A.S., Pensacola State College
Jennifer Hill Faron, Director, Student Services (2018)
A.A., Pensacola State College
B.S., Florida State University
M.P.A., M.Ed., Auburn University
Jeff Massey, Computer Lab Technician (1988)
B.A., University of Missouri
M.A., University of Illinois
Terri Parker, Student Services Representative (2000)

Natural Sciences

Kirk Bradley, Dean
Hikmat BC, Department Head (2012)
M.S., Tribhuvan University, Kathmandu, Nepal
M.S., Ph.D., New Mexico State University
 Academy of Teaching Excellence
Michael R. Allen, Assistant Department Head (2016)
B.S., University of Alabama
D.P.M., California School of Podiatric Medicine
Kimberly LaFlamme, Administrative Assistant (1988)
A.S., Pensacola Junior College
Sandra Randall, Administrative Assistant (2007)
A.S., A.A., Pensacola Junior College
Nikki Bennett, Science Lab Specialist (2017)
B.S., North Carolina State University
M.S., Canisius College
Kathryn Cavanaugh, Assistant Professor (2015)
Ph.D., University of Iowa
Beverly Donahue, Instructor (2015)
B.S., M.S., Eastern Kentucky University
W. Logan Fink, Professor (1984)
B.S., M.S., University of Florida
Thor Garber, Professor (2001)
A.A., B.S., M.S., University of Florida
 Academy of Teaching Excellence
Caren Garrity, Assistant Professor (2019)
Ph.D., York University
Susan Giannakis, Assistant Professor (2012)
A.A., Pensacola Junior College
B.S., M.S., Florida State University
Stephen Gottschalk, Assistant Professor (2016)
B.S., Michigan State University
D.C., Palmer College
Domenick Grasso, Associate Professor (2012)
B.S., University of Florida
Ph.D., University of North Carolina

Janice Gregorowicz, Science Lab Specialist (2006)
A.A., Pensacola Junior College
B.S., University of West Florida
Roberta Harvey, Associate Professor (2011)
B.S., Tulane University
M.S., University of New Orleans
 Outstanding New Faculty Member (2013)
 Academy Teaching Excellence
Timothy Hathway, Associate Professor (2009)
B.S., Bradley University
M.S., Ph.D., Iowa State University
 Academy of Teaching Excellence
Kathleen Ireland, Instructor (2018)
B.S., M.S., University of Alabama
Ph.D., Iowa State University
Darrell Kelly, Science Lab Specialist (2008)
B.S., Florida State University
Ph.D., University of New Orleans
Iris Knoebl, Lecturer (2017)
B.S., University of West Florida
M.S., Ph.D., Oregon State
Robyn Ludlum, Associate Professor (2011)
B.S., University of West Florida
M.S., University of Alabama at Birmingham
Gail McClure, Science Lab Specialist (2011)
B.S., Rhodes College
Jorge Monreal, Assistant Professor (2018)
B.S., Florida State University
M.B.A., Georgetown University
M.Eng., Massachusetts Institute of Technology
Ph.D., University of South Florida
Necia Nicholas, Instructor (2018)
B.S., Athens State University
M.S., University of Alabama-Huntsville
Bipin Pandey, Assistant Professor (2015)
B.A., Truman State University
Ph.D., Kansas State University
Vasanth Ramachandran, Assistant Professor (2014)
B.S., Madurai Kamaraj University, Madurai, India
M.S., Anna University, Chennai, India
Ph.D., Florida State University
 Academy of Teaching Excellence
Barbara Reitz, Associate Professor (2012)
B.S., D.V.M., Michigan State University
 Outstanding New Faculty (2014)
 Academy Teaching Excellence
Bobby Roberson, Professor (2006)
B.S., M.S., Ph.D., Auburn University
 Outstanding New Faculty (2007)
 Academy of Teaching Excellence
Lauren Rogers, Instructor (2017)
B.S., University of Texas at Austin
M.S., University of North Dakota
M.Ed., University of Texas at Austin
Melissa Sears, Associate Professor (2011)
B.S., Nicholls State University
M.S., Nova Southeastern University
 Academy of Teaching Excellence
Juline Smith, Lecturer (2017)
B.S., B.A.S., M.S., University of Minnesota

Mitzie Sowell, Associate Professor (2011)
B.S., University of Southern Mississippi
M.Ed., Northwestern State University
M.S., M.Ed., University of South Alabama,
Ph.D., Auburn University
 Academy of Teaching Excellence

Rita Thrasher, Professor (2008)
B.S., M.S., University of West Florida
 Academy of Teaching Excellence

Sonya Urnowey, Assistant Professor (2014)
B.S., M.S., University of West Florida
Ph.D., University of South Alabama

Jeffery Wooters, Professor (1990)
A.S., Lincoln Land Community College, B.S.,
M.S., University of West Florida
 Academy of Teaching Excellence

Elizabeth Yelverton, Professor (2007)
B.S., California Institute of Technology, Ph.D., University of
Washington
 Academy of Teaching Excellence

Nursing and Emergency Medical Services

Dusti Sluder, Dean

Susan Perankovich, Director (2016)
B.A.S., Pensacola State College
M.S.N., University of South Alabama

Wanda McNeal, Assistant Director (2015)
A.S., Tallahassee Community College
B.S.N., University of South Alabama
M.S.N., Aspen University

Zina Johnson, Administrative Assistant (2010)
A.S., Pensacola Junior College

Buffi Bailey, Instructor (2014)
A.S.N., B.S.N., M.S.N., Troy University
D.N.P., Samford University

Jessica Chisholm, Instructor (2018)
A.A., A.S., Pensacola State College
B.S.N., M.S.N., University of West Florida

Suzanne Farthing, Instructor (2017)
A.S., Pensacola State College
M.S., Walden University

Harvey Gibbs, Instructor (2018)
A.A., Pensacola Junior College
B.S., University of South Alabama

Jo Haberbush, Instructor (2017)
B.S., M.S.N., University of Oklahoma

Kerriyan Harper, Instructor (2018)
B.S.N., M.S., University of South Alabama

Barbara Inkel, Instructor (2014)
A.S.N., Providence School of Nursing
B.Ed., University of West Florida

Diane Jennette, Instructor (2016)
B.S.N., M.S.N., University of West Florida

Lorraine Kelley, Instructor (2014)
A.S.N., Pensacola State College
B.S.N., University of Phoenix
D.N.P., American Sentinel University

Don Lee, Associate Professor (2017)
B.S., University of West Florida
M.S., Troy State University

Linda McKay, Instructor (2015)
A.A., Meridian Community College
B.S., University of Southern Mississippi
M.S., Gonzaga University

Mary Turner, Associate Professor (1997)
B.S.N., St. Louis University
M.S.N., University of Missouri
 Academy of Teaching Excellence

Worawan White, Assistant Professor (2011)
B.S.N., Mahidol University, Thailand
M.S.N., Ph.D., University of Alabama

Karen Young, Professor (2007)
B.S.N., East Central University
M.S.N., University of South Alabama
 Academy of Teaching Excellence

Pamela Zingale, Instructor (2017)
M.S.N., Spring Hill College

Office of Institutional Diversity and Student Conduct

Thomas J. Gilliam, Jr., Vice President

Lynsey Listau, Executive Director (2015)
B.A., University of Tennessee
M.A., Virginia Polytechnic Institute and State University

Ruth Davison, Interim Director of Student Conduct (2018)
B.A., Mary Washington College
M.Div., Southern Baptist Theological Seminary
M.A., Ph.D., University of Louisville

Jessica Johnson, Project Coordinator for Sexual Assault and Relationship Violence Prevention (2019)
B.A., Auburn University at Montgomery

Kimberly Waldron, Wellness Case Manager (2018)
B.A., North Carolina Agricultural and Technical State University,
M.A., University of North Carolina at Pembroke

Payroll

Gean Ann Emond, Vice President

Patricia Duncan, Director (1996)
A.A., Pensacola Junior College
B.A.S., Pensacola State College

Janice Bryson, Payroll Specialist (2015)

Karen Spracklen, Payroll Accountant (2017)
B.S., M.S., Pensacola Christian College

Performing Arts

Brenda Kelly, Dean

Don Snowden, Department Head (1987)
B.M.E., Livingston University
M.M.Ed., University of Southern Mississippi

Kelly Ryan, Administrative Assistant (2000)
B.A., Auburn University

Xiao-Lun Chen, Professor (1998)
B.A., The Central Conservatory of Music, Beijing, China
M.M., Eastman School of Music, University of Rochester

Hillary Claypoole, Ticket Office Technician (2017)
A.S., Pensacola State College
B.A., University of West Florida

Robert Gandrup, Technical Director (2001)
B.F.A., University of Texas at El Paso

Richard Jernigan, Professor (1993)
A.A., Pensacola Junior College
B.A., University of West Florida
M.M., Louisiana State University
 Academy of Teaching Excellence

Joe Stallings, Professor (1988)
B.S., M.M., Western Kentucky University
D.M.A., Arizona State University
 Academy of Teaching Excellence

Rodney Whatley, Associate Professor (2005)
B.F.A., University of Montevallo
M.F.A., Lindenwood University
Ph.D., Florida State University

Pensacola State College Foundation, Inc.

Andrea Krieger, Executive Director (2017)
A.A., Tallahassee Community College
B.A., Florida State University

Sarah Richards, Administrative Assistant (2018)
A.A., A.S., Pensacola State College

Kimberly Davis, Research Coordinator and Donor Database Manager (2018)
B.S., University of West Florida

Laura Hill, Donor Relations Manager/Events (2017)
A.A., University of LaVerne

Angela Kemp, Scholarship Program Manager (2007)
A.A., Pensacola Junior College
B.A., University of West Florida

Gaye LaCasce, Development/Campaigns Director (2017)
A.B., Bowdoin College

Jo McArthur, Capital Campaign Manager (2019)
A.S., DeKalb Community College
B.S.B.A., Georgia State University

Susan Peaden, Director, Finance and Business Operations (2019)
A.S., Pensacola Junior College
B.S., M.Acc., University of West Florida

Courtney Reed, Senior Administrative Assistant (2018)
A.A., Pensacola State College
B.B.A., Trevecca Nazarene University

Rosemary Ropke, Accounting Specialist (1998)

Layla Zandi-Karimi, Donor Campaigns/Reporting Manager (2014)
A.A., Pensacola State College

Public Safety

Thomas J. Gilliam, Jr., Vice President

Sean Fagan, Director, Public Safety and Chief of Police (2016)

Shane Brannock, Assistant Director, Public Safety (2011)

Jawanna Williams, Administrative Assistant (2012)
A.A.S., State College of Florida

Nickolas Churill, College Police Officer (2014)

Amanda Gary, College Police Officer (2017)
B.S., University of West Florida

David K. Hinds, College Police Officer (2012)
A.A., Pensacola State College

Stephanie Mendez, College Police Officer (2018)
B.A., Virginia Wesleyan College

Fred Pack, Service Officer/Dispatcher (1993)
A.S., A.A., Pensacola Junior College

Rodney Rani, Evening Sergeant, College Police (1998)
A.S., Pensacola State College

Richard Steele, Sergeant, College Police (2012)

Terry White, College Police Officer (2016)
B.S., Troy State

Purchasing and Auxiliary Services

Gean Ann Emond, Vice President

Ted Young, Director (2017)
B.S., Brenau University

Anita Cormier, Administrative Assistant (2016)

Dewayne Bradley, Receiving Specialist (2004)

Thomas Good, Courier (2008)

Renee Jenkins-Hosea, Purchasing Specialist (2006)
A.S., A.A., Pensacola State College
B.S., B.A., University of West Florida

Clark Puckett, Purchasing Specialist (2017)
B.S., University of Florida
M.B.A., University of Alabama

Robert Seay, Central Services Supervisor (2000)

South Santa Rosa Center

Brenda Kelly, Dean

Karen McCabe, Director (2017)
B.S., Marist College
M.S., Fordham University
Ed.S., State University of New York, New Paltz

Katja Lunsford, Administrative Assistant (2016)
A.A., University of Maryland

Deborah Gerard, Student Services Advisor (1987)
A.A., Pensacola Junior College
B.A., University of West Florida

Carol O'Hara, Student Services Advisor (2012)
B.S., University of West Florida

Staff Professional Development

Tammy Henderson, Director

Juanita Scott, Director (2005)
A.A., Community College of Baltimore County
B.A., Faulkner University
M.A., University of West Florida

Ashley Dailey, Administrative Assistant (2018)
A.A., Pensacola State College
B.A., University of West Florida

Student Activities

Samantha Hill, Director, Student Engagement and Leadership

Makenzie Johnson, Coordinator, Student Engagement and Leadership (2007)
B.A., University of West Florida

Student Resource Center for ADA Services

Thomas J. Gilliam, Jr., Vice President

Elizabeth Moseley, Director (2013)
B.S., Illinois State University
M.A., Bradley University
Ph.D., University of Miami
 Outstanding New Faculty (2016)

Alreema Pryor, Administrative Assistant (2018)
A.A.S., Pensacola State College

Kathryn Coxwell, Coordinator (2019)
B.A., Baylor University
M.B.A., University of West Florida

Student Services

Erin Spicer, Vice President

Kathy Dutremble, Dean
B.S., M.S., University of Montevallo

Karen Todd, Senior Administrative Assistant (2012)
C.C.C., Human Resource Administrator, Pensacola State College

Samantha Hill, Director, Student Engagement and Leadership (2007)
B.A., M.Ed., University of West Florida

Tanesha Culpepper, Administrative Assistant (2018)
Clinical Medical Assistant Certification, Pensacola School of Massage Therapy

Scott Bemiss, College Recruiter (2017)
B.A., M.B.A., Winthrop University

Crystal Clinkenbeard, Contact Center Advisor (2017)
B.A., University of Colorado

Rickell Irvin, College Recruiter (2017)
B.A., University of West Florida

Summer Kreiser, Contact Center Advisor (2006)
A.S., Pensacola Junior College
B.A.S., Pensacola State College

Donte Sheppard, College Recruiter (2017)
A.A., Hillsborough Community College
B.A., University of West Florida

Student Support Services (SSS)

Debbie Douma, Dean

Rachelle Burns, Director (2005)
B.A., Fairfield University
M.A., Reformed Theological Seminary

Penny Taylor, Administrative Assistant/Retention Specialist (2005)
A.A., Pensacola Junior College
B.A., University of West Florida

James Blackwell, Academic Advisor/Life Skills Counselor (2007)
B.A., B.S., University of West Florida
M.Ed., University of Southern Mississippi

Randall Broxton, Supervisor, Learning Lab (1995)
B.S., University of South Alabama
M.S., Troy State University
Academy of Teaching Excellence

Rhonda Duryea, Academic Advisor/Life Skills Counselor (2018)
B.S., Methodist College
M.S., Troy State University
Ed.S., University of West Florida

Michele Fero, Student Services Advisor (2019)
B.S., M.A., Eastern Michigan University

Dominique Grant, Student Services Advisor (2019)
B.S., Florida State University

Anika McDuffie, Student Services Advisor (2018)
B.S., University of West Florida

Lindsey Pieknik, Academic Advisor/Life Skills Counselor (2018)
B.A., M.A., University of West Florida

Testing and Assessment

Kathy Dutremble, Dean

Kathryn Quillen, Director (2001)
B.A., University of the South
M.S., Indiana University

Kathie Geyer, Administrative Assistant (2005)
A.S., Pensacola Junior College

Jane Duke, Testing Operations Specialist (1988)
A.A.S., Pensacola Junior College

Elizabeth McHenry, Test Technician (2015)
A.A.S., Pensacola State College

Debra Mowery, Senior Test Technician (2000)
M.S., Central Michigan University
M.A., US Naval War College

Jennifer Neeley, Test Technician (2014)
A.A.S., Pensacola State College

Veterans Student Support Services (VSSS)

Debbie Douma, Dean

Bill Tice, Director (2016)
B.A., University of West Florida
M.S., Troy University

Janice Walker, Administrative Assistant/Retention Specialist (2018)
B.A., University of West Florida

Randall Broxton, Supervisor, Learning Lab (1995)
B.S., University of South Alabama
M.S., Troy University

Rhonda Duryea, Academic Advisor/Life Skills Counselor (2018)
B.S., Methodist College
M.S., Troy State University
Ed.S., University of West Florida

Veterans Upward Bound Project (VUB)

Debbie Douma, Dean

Rob Gregg, Project Director (2008)
B.S., Excelsior College
M.S., Capella University

Ingrid Davis, Recruitment/Retention Specialist (2015)
A.A.S., Pensacola State College
B.A.S., Troy University

John Woods, Academic Coordinator (2018)
A.A.S., Community College of the Air Force
B.S., M.P.A., Troy State University
Ed.S., University of West Florida

Visual Arts

Brenda Kelly, Dean

Krist Lien, Department Head (2006)
B.F.A., Auburn University
M.F.A., University of Alabama

Kathy Brower, Administrative Assistant (1999)
A.A.S., Pensacola Junior College

Mark Francis, Professor (2001)
A.A., Pensacola Junior College
B.S., Florida Agricultural and Mechanical University
M.F.A., Savannah College of Art and Design

Mark Hopkins, Instructor (2004)
B.A., Camberwell College of Arts
M.A., University of the Arts-London

Linh-Trang O'Briant, Instructor (2015)
B.F.A., University of South Alabama
M.F.A., University of Houston

Kristen Regan, Associate Professor (2008)
A.A.S., Pensacola Junior College
B.F.A., School of Visual Arts, NY
M.F.A., Savannah College of Art and Design
Academy of Teaching Excellence

James Rhea, Instructor (2015)
B.A., University of West Georgia
M.F.A., University of Massachusetts, Amherst

Melina Smyres, Instructor (2017)
B.F.A., College of Saint Rose, New York
M.F.A., School of Visual Arts, New York

Christopher White, Photography Lab Manager (2016)
A.A.S., Pensacola State College
B.F.A., University of Florida

Paula Work, Instructor (2014)
B.F.A., School of the Art Institute of Chicago
M.A., Western Michigan University

Warrington Campus

Erin Spicer, Vice President

Dusti Sluder, Dean (2008)
A.S.N., Pensacola Junior College
B.S.N., University of South Alabama
M.S.N., Walden University
D.N.P., Duquesne University

Lisa Payne, Executive Assistant (1979)
A.S., A.A., Pensacola Junior College

Maria Colbert, Administrative Support Specialist, Dean (2018)
A.A., Jefferson Community College
B.A., M.A., M.A., M.A., University of West Florida

Dawn Lenoir, Administrative Assistant (2017)

Traci Jones, Administrative Assistant, Student Services (1998)
A.S., Pensacola Junior College

Edith Fox, Student Services Advisor (1987)
A.A., Pensacola Junior College
B.S., M.S.M., Troy State University

Judy Floyd, Director, Student Services (1988)
B.S., University of Arkansas
M.S., University of New York
Ph.D., University of Alabama

Aaron Hunt, Supervisor, Health Sciences Learning Center (2017)

Christopher Knudsen, Patient Simulation Technician (2018)
A.S., Coastal Alabama Community College

Thomas Kuklish, Academic Computing Coordinator (1998)
B.A., Hofstra University
M.A., Webster University

Sandy Moore, Department Head (2010)
C.D.A., A.A., A.S.N., B.A.S., Pensacola State College

Bridget Moon, Admissions Specialist (2018)
A.A., Gulf Coast State College
B.S., Florida State University

Paul Owens, Campus Facilities Supervisor (1996)

Jennifer Ponson, Coordinator, Student and Program Outreach (1990)
A.S., C.D.A., Pensacola Junior College
B.S., University of West Florida

Andrew Rodriguez, Student Services Advisor, Warrington (2018)
B.S., University of West Florida
M.B.A., Shorter University

David Smith, Patient Simulation Specialist, Mary Ek Dahl Smart Patient Simulation Training Center (2017)
A.S.N., Excelsior College
B.S.N., Jacksonville State University
M.S.N., Wilkes University

Marta Suarez-O'Connor, Education Director, Mary Ek Dahl Smart Patient Simulation Training Center (2003)
B.S.N., M.S.N., University of Miami

Workday Implementation

Stephen Whiting, Workday Implementation Coordinator (2015)
A.A., Pensacola Junior College
B.A., University of West Florida
M.Acc., University of West Florida

WSRE - TV

Sandra Ray, Associate Vice President, Government and Community Relations (1995)
A.A., Miami-Dade Community College
B.S., Florida State University
M.S., Troy State University

Robert Culkeen, General Manager (2016)
M.Ed., Westfield State College

Suzie Payne, Senior Administrative Assistant (2006)

Patrice Gooden, Administrative Assistant (2019)

Tracey Burgess, Digital Arts and Graphic Design Coordinator (2003)
A.A., Pensacola Junior College

Frank Burton, Traffic Manager (2004)
A.S., Faulkner State University
B.S., Auburn University
B.S., University of West Florida

Joe Clary, Assistant Director, Engineering and Operations (2017)
CPBE, Society of Broadcasting Engineers

Therese Freeman, Accounting Specialist (2018)

Eric Fundin, Director, Station Operations (2008)
A.A., Mercer County Community College
A.B., University of Alabama

Jennifer Hill, Database Coordinator (2018)
A.A.S., Pensacola State College

Jill Hubbs, Director, Educational Content and Services (1999)
A.A., Pensacola Junior College
B.A., University of West Florida

Kasey Jones, Station Administrative Coordinator (2014)
A.A., Daytona Beach Community College
B.A.S., University of Central Florida

Edward King, Television Producer/Director (2008)
A.A., Pensacola Junior College, B.A., University of West Florida

Donna Lymons, Traffic Assistant (1987)

Ann McGuire, Accounting Specialist (2007)
B.A., University of West Florida

Brenton McMahon, Online Media Technologies & Web Content Manager (2014)
B.S., University of West Florida

Mary Riker, Director, Marketing and Communications (2014)
B.S., Troy University

Michael Rowan, Senior TV Producer/Director (2007)
B.A., George Mason University

James Roy, Multi Media Production Manager (2013)
B.A., University of West Florida

Laura Shaud, Director, Business and Administration (2015)
A.A., Okaloosa Walton Community College
M.A., University of West Florida

Faculty Emeriti

William Y. Bennett (1995)
 Faculty Emeritus in Biological Sciences
B.S. Ed., M.Ed., University of Florida
 Academy of Teaching Excellence

Elizabeth Cauley (1998)
 Faculty Emerita in Mathematics
B.S., University of Montevallo
M.Ed. University of North Carolina
Ed.D., Nova University

James E. Desmond (1994)
 Faculty Emeritus in Mathematics
B.S., M.S., Florida State University
 (deceased)

Robert M. Kleinman (1996)
 Faculty Emeritus in Philosophy
B.A., New York University
B.A., Pennsylvania State University
M.A., Ph.D., Columbia University
 Academy of Teaching Excellence

Winifred McManus (1994)
 Faculty Emerita in English
B.A., Huntingdon College
M.A., Arizona State University
 Academy of Teaching Excellence

Martha M. Nez (1995)
 Faculty Emerita in Biological Sciences
B.S., Birmingham Southern College
M.S., Vanderbilt University
Ph.D., Florida State University

Louis A. Ross (1996)
 Faculty Emeritus in Social Sciences
B.A., M.A., Florida State University

Louise L. Teagle (1994)
 Faculty Emerita in Secondary Education
B.A., Huntingdon College

Joseph M. Zayas (2012)
 Faculty Emeritus in Physical Sciences
B.S., Iona College
M.S., Ph.D., Adelphi University

College Personnel in Alphabetical Order

A

Ales, Barbara

Coordinator, Scholarships and Financial Aid Advisor, Financial Aid, Veteran Services, and Scholarships

Allen, Michael

Instructor, Engineering Technology

Allen, Michael R.

Assistant Department Head, Natural Sciences

Alman, Cathy

Senior Administrative Assistant, Plant Operations

Ammann, Alan

Associate Professor, Business

Amos, Anthea

Dean, Milton Campus

Anderson, Angela

Student Services Specialist, Educational Opportunity Center

Anderson, Paige

Professor, English and Communications

Anderson-Steele, Tonie

Professor/Counselor, Student Services, Milton Campus

Andrae, Chad

Instructor, Mathematics and Computer Science

Andrae, Mollie

Lecturer, Business

Andrews, Barbara

Admissions and Information Specialist, Student Services, Milton Campus

Angus, Lyndsey

Intercollegiate Athletics Coach, Athletics

Arnold, Amy

Physical Therapist Assistant Instructor, Allied Health

Ashley, Shelly

Assistant Professor, Veterinary Technology Program, Allied Health

Asprer, Frank

Web Administrator, Marketing and College Information

Atkins, John

Professor, Business

Atkins-Harris, Karen

Professor/Counselor, Adult Education Programs

Austin, Erick

Maintenance Specialist (HVAC), Maintenance Services

B

Bailey, Buffi

Instructor, Nursing and Emergency Medical Services

Bailey, Michael

Instructor, History, Languages, Social Sciences, and Education

Baker, Megan

Associate Coordinator, Student Accounting, Cashier

Ball, Larry

Professor, Engineering Technology

Banks, Ernest

Maintenance Specialist (HVAC), Maintenance Services

Barbero, Andrew

Instructor, History, Languages, Social Sciences, and Education

Barker, Ella

General Accounting Coordinator, Comptroller

Barnes, Rachel

Assistant Athletics Coach, Athletics

Barrett, Lanatta

Senior Administrative Assistant/Accounting Records Specialist, Comptroller

Bartusik, Lisamarie

Department Head of Libraries, Library Services

Basler, Rhonda

Administrative Assistant, Marketing and College Information

BC, Hikmat

Department Head, Natural Sciences

Beck, Burton

Instructor, History, Languages, Social Sciences, and Education

Beck, Jamie

Systems Support Analyst, Information Technology Services

Belarmino, Jennifer

Intercollegiate Athletics Coach, Athletics

Belford, Penny

Intercollegiate Athletics Coach, Athletics

Bemiss, Scott

College Recruiter, Recruiting/Call Center

Bennett, Nikki

Science Lab Specialist, Natural Sciences

Bigelow-Jordan, Debra

Administrative Support Specialist, Milton Campus

Bish, Bradley

Math Lab Specialist, Mathematics and Computer Science

Bivens, Gary

Financial Aid/Veteran Services Specialist, Financial Aid, Veteran Services and Scholarships

Blackwell, James

Academic Advisor/Life Skills Counselor, Student Support Services

Blessing, Zachary

Graphic Artist/Graphic Design Specialist, Marketing and College Information

Bloxom, Gregory

Assistant Professor, Mathematics and Computer Science

Bracken, Diane

Director, Facilities, Planning and Construction

Bradley, Dewayne

Receiving Specialist, Purchasing and Auxiliary Services

Bradley, Kirk

Dean, Baccalaureate Studies and Academic Support

Bradley, Lecia

Transcript Evaluator, Admissions and Records

Brahier, Jennifer

Professor, Mathematics and Computer Science

Brake, Maria

Admissions and Records Specialist, Admissions and Records

Branch, Butch

Coordinator, Fitness Center, Student Leadership, and Activities, Milton Campus

Branch, Jeanne

Assistant Professor, Business

Branch, Michelle

Financial Aid Coordinator, Financial Aid, Veteran Services, and Scholarships

Brannock, Shane

Assistant Director, Public Safety

Bremer, Shirlaura

Associate Professor, English and Communications

Brigham, La Rita

Coordinator, Fitness Center and Wellness, Athletics

Bromet, Liesa

Professor, Allied Health

Bronson, Anita

Student Services Advisor, Advising Center

Brook, Larry

Senior Groundskeeper, Milton Campus

Brower, Kathy

Administrative Assistant, Visual Arts

Brown, Tara

Office Assistant, Adult Education Programs

Broxton, Randall

Supervisor, Learning Lab, Student Support Services

Bryson, Janice

Payroll Specialist, Payroll Services

Buchanan, Cammie

Student Services Advisor, Milton Campus

Buchanan, Morris

Department Head, Mathematics and Computer Science

Buell, Kevin

Assistant Professor, Business

Burger, Julie

Instructor, Allied Health

Burgess, Tracey

Digital Arts and Graphic Design Coordinator, WSRE

Burns, Rachelle

Director, Student Support Services/Crisis Referral, Student Support Services

Burrows, Kimberly

Student Services Representative, Admissions and Records

Burton, Frank

Traffic Manager, WSRE

Butcher, Lynne

Student Services Specialist, Educational Talent Search

Byrd, Lindsey

Student Services Advisor, Advising Center

C

Cacace, Richard

Professor, Mathematics and Computer Science

Cannon, Michael

Assistant Professor, Engineering Technology

Cantrell, David

Maintenance Specialist (HVAC), Maintenance Services

Carden, Wendy

Assistant Professor, Mathematics and Computer Science

Carey, Amber

Associate Professor, History, Languages, Social Sciences, and Education

Carlisle, Donna

Property Specialist, Comptroller

Carr, Jeremy

Instructor, Mathematics and Computer Science

Carr, Richard

Instructor, History, Languages, Social Sciences, and Education

Cash, Cody

Systems and Computer Operations Technician, Systems Support

Cavanaugh, Kathryn

Assistant Professor, Natural Sciences

Chaney, Paul

Instructional Technologist, eLearning

Chen, Xiao-Lun

Professor, Performing Arts

Chisholm, Jessica

Instructor, Nursing and Emergency Medical Services

Churill, Nickolas

College Police Officer, Public Safety

Clark, Abner

Coordinator, Veterans Services, Financial Aid, Veterans Services, and Scholarships

Clark, Larry

Maintenance Specialist II, Maintenance Services

Clary, Joe

Assistant Director, Engineering and Operations, WSRE

Claypoole, Hillary

Ticket Office Technician, Performing Arts

Clinkenbeard, Crystal

Contact Center Advisor, Recruiting/Call Center

Coker, Barry

Computer Systems Analyst, Management Information Systems

Colbert, Maria

Administrative Support Specialist, Dean, Warrington Campus

Cole, Diane

Professor, English and Communications

Collins, Monique

Assistant Dean, Student Services

Colville, Sandra

Senior Student Services Advisor, Advising Center

Corbin, Tina

Systems Analyst, Information Technology Services

Cormier, Anita

Administrative Assistant, Purchasing and Auxiliary Services

Cosper, Darcey

Associate Director, Financial Aid, Veteran Services, and Scholarships

Cothron, Latorya

Financial Aid Specialist, Financial Aid, Veteran Services, and Scholarships

Cottrell, Patrick

Assistant Athletics Coach, Athletics

Courington, David

Network Administrator, Systems Support

Coxwell, Kathryn

Coordinator, Student Resource Center for ADA Services

Crawford, Shannon

Senior Administrative Assistant, Grants and Federal Programs

Crews, Patricia

Executive Assistant to the President, Office of the President

Crider, Mack

Instructor, Business

Culkeen, Robert

General Manager, WSRE

Culpepper, Tanesha

Administrative Assistant, Recruiting/Call Center

D

Dailey, Ashley

Administrative Assistant, Staff Professional Development

Daniel, Matthew*Writing Lab Specialist, English and Communications***Davidson, Donna***Senior Administrative Assistant, Human Resources***Davis, Ingrid***Recruitment and Retention Specialist, Veterans Upward Bound***Davis, Kimberly***Research Coordinator and Donor Database Manager, College Development***Davis, Melissa***Librarian, Warrington Campus***Davis, Shawn***Laborer Supervisor, Maintenance Services***Davison, Ruth***Interim Director of Student Conduct, Student Conduct***Dean, Michelle***Senior Computer Systems Analyst, Management Information Systems***Delarge, David***Computer Systems Analyst, Management Information Systems***Deliz, Rafael***Coordinator, First Time In College, Advising Center***Desbrow, Susan***Director, Admissions and Records/College Registrar***Dickinson, Jeanine***Administrative Assistant, Allied Health***Doherty, Jennifer***Administrative Assistant, Adult Education Programs***Donahue, Beverly***Instructor, Natural Sciences***Donnell, Beverly***Administrative Assistant, Continuing Education***Douma, Deborah***Dean, Grants and Federal Programs***Dowdy, Sarah***Office Assistant, Baccalaureate Studies and Academic Support***Duke, Jane***Testing Operations Specialist, Testing Services***Duncan, Cookie***Network Support Analyst, Telecommunications Systems***Duncan, Patricia***Director, Payroll Services***Duncans-Burnett, Wilma***Professor, Allied Health***Dunn, Richard***Instructor, History, Languages, Social Sciences, and Education***Duryea, Rhonda***Academic Advisor/Life Skills Counselor, Student Support Services***Dutremble, Kathy***Dean, Student Services***E****Edwards, Juanita***Program Director, Educational Talent Search***Edwards, Wanda***Instructional Technologist, eLearning***Ehrhardt-O'Leary, Jennifer***Professor, English and Communications***Ellis, Kimberly***Dental Office Receptionist, Allied Health***Emond, Gean Ann***Vice President, Business Affairs***Enfinger, Ricky***Maintenance Supervisor (HVAC), Maintenance Services***Esslinger, Mary***Student Services Advisor, Advising Center***Evett, Elizabeth***Assistant Professor, Business***F****Fagan, Sean***Director, Public Safety and Chief of Police, Public Safety***Fagerstorm, Miriam***Administrative Assistant, English and Communications***Farose, Marcelene***Help Desk Specialist, Microcomputer Resources***Farthing, Suzanne***Instructor, Nursing and Emergency Medical Services***Feinberg, Linda***Associate Coordinator, Financial Aid, Financial Aid/Scholarships***Fero, Michele***Student Services Advisor, Advising Center***Fink, W. Logan***Professor, Natural Sciences***Fitzgerald, William***Library Specialist, Warrington Campus***Fiveash, Virginia***Administrative Assistant, Milton Campus***Flanigan, Stephen***Computer Lab and Audio Visual Equipment Technician, Academic Computing***Fletcher, Laura***Senior Administrative Assistant, Institutional Research***Floyd, Judy***Director, Student Services, Warrington Campus***Fowler, Richard***Computer Systems Analyst, Information Technology Services***Fox, Edith***Student Services Advisor, Warrington Campus***Francis, Mark***Professor, Visual Arts***Frazier, Frances***Administrative Assistant, Century Center***Freeman, Ashley***Accounting Specialist, Cashier***Freeman, Therese***Accounting Specialist, WSRE***Freeney, Betty***Senior Storekeeper, Plant Operations***Friant, Patrice***Assistant Director of Records, Admissions and Records***Fundin, Eric***Director, Station Operations, WSRE***G****Gandrup, Robert***Technical Director, Performing Arts***Garber, Thor***Professor, Natural Sciences*

Garrett, Jonathan

Environmental Management Manager, Maintenance Services

Garrett, Rodney

Professor, English and Communications

Garrity, Caren

Assistant Professor, Natural Sciences

Gary, Amanda

College Police Officer, Public Safety

Gerard, Deborah

Student Services Advisor, South Santa Rosa Center

Geyer, Kathie

Administrative Assistant, Testing Services

Giacin, Robin

Student Services Specialist, Educational Opportunity Center

Giannakis, Susan

Assistant Professor, Natural Sciences

Gibbs, Harvey

Instructor, Nursing and Emergency Medical Services

Gilliam, Janet

Office Assistant, Library Services

Gilliam Jr., Thomas

Vice President, Administrative Services and General Counsel

Gladdney, Anthony

Senior Technology Specialist, Microcomputer Resources

Godwin, Kelsey

Admissions and Information Specialist, Admissions and Records

Gomez, Liz

Director, Technology Support, Microcomputer Resources

Gonzalez, Cesar

Maintenance/Security Technician, Century Center

Gonzalez Quesada, Daniela

Instructor, History, Languages, Social Sciences, and Education

Good, Thomas

Courier, Purchasing and Auxiliary Services

Gooden, Patrice

Administrative Assistant, WSRE

Goodspeed, Maria

Librarian, Library Services

Goodwin, Doris

Administrative Assistant, Financial Aid, Veteran Services, and Scholarships

Gorman, Glen

Instructor, Engineering Technology

Gottschalk, Stephen

Assistant Professor, Natural Sciences

Govens, Norma

Admissions Specialist, Admissions and Records

Grahame, Anthony

Instructor, Engineering Technology

Grant, Dominique

Student Services Advisor, Advising Center

Grasso, Domenick

Associate Professor, Natural Sciences

Graves, Mary

Senior Computer Systems Analyst, Management Information Systems

Gregg, Rob

Project Director, Veterans Upward Bound

Gregorowicz, Janice

Science Lab Specialist, Natural Sciences

Grierson, Davieda

Benefits Processing Specialist, Human Resources

Groce, Kareem

Maintenance Specialist (HVAC), Maintenance Services

Gutknecht, Evelyn

Senior Computer Systems Analyst, Information Technology Services

H

Haberbush, Jo

Instructor, Nursing and Emergency Medical Services

Haggard, Michelle

Professor, Business

Hall, Rose

Administrative Assistant, eLearning

Hamilton, Bill

Director, Athletics

Hammonds, Sylvia

Administrative Assistant, Applied Technology and Professional Service Careers

Hanson, Kay

Computer Services Operations Coordinator, Systems Support

Hardin, Greg

Assistant Professor, Mathematics and Computer Science

Harper, Kerriyan

Instructor, Nursing and Emergency Medical Services

Harris, Anthony

Professor/Counselor, Student Services

Harris, Darene

Library Acquisition Technician, Library Services

Harris, Jenica

Instructor, Mathematics and Computer Science

Harris, Jessica

Instructor, Mathematics and Computer Science

Harrison, Edgar

Director, Engineering and Broadcast Operations/Assistant General Manager, WSRE

Harvey, Roberta

Associate Professor, Natural Sciences

Hathway, Timothy

Associate Professor, Natural Sciences

Hattabaugh, Marie

Professor, Allied Health

Hatten, Savana

Senior Computer Systems Analyst, Management Information Systems

Haynes, Wayne

Instructor, Business

Henderson, Kylie

Administrative Support Specialist, Baccalaureate Studies and Academic Support

Henderson, Tammy

Director, Human Resources

Henry, Wayne

Maintenance Supervisor, Maintenance Services, Milton Campus

Hernandez, Erin

Director, System Support

Hernandez, Eugenio

Research Analyst, Institutional Research

Hightower, James

Professor, Business

Hill, Jennifer*Database Coordinator, WSRE***Hill, Laura***Donor Relations Manager/Events, College Development***Hill, Samantha***Director, Student Engagement and Leadership***Hill, Wayne***Systems Coordinator, Information Technology Services***Hill Faron, Jennifer***Director, Student Services, Milton Campus***Hinds, David***College Police Officer, Public Safety***Hines, James***Senior Coordinator, Academic Computing***Hoak, Natalie***Financial Aid Specialist, Financial Aid, Veteran Services, and Scholarships***Hoffman, Elizabeth***Associate Coordinator, Financial Aid, Veteran Services, and Scholarships***Holder, John***Associate Professor, History, Languages, Social Sciences, and Education***Holt, Frederick***Associate Coordinator, Restricted Accounting, Comptroller***Hooks, Deborah***Director, Career and Technical Education and Student Resources***Hopkins, Mark***Instructor, Visual Arts***Horacek, Pat***Professor, Mathematics and Computer Science***Hotard, Felix***Senior Network Support Analyst, Network and Telecommunications***Howard, Kristy***Transcript Evaluator, Admissions and Registration***Hubbs, Jill***Director, Educational Content and Services, WSRE***Huffman, Albert***Professor/Counselor, Student Services***Hulett, Arsine***General Accounting Specialist, Comptroller***Hullenbaugh, George***Maintenance Manager, Maintenance Services***Hunt, Aaron***Supervisor, Health Sciences Learning Center***Hunt, Chris***Lecturer, Mathematics and Computer Science***Hunt, Larry***Maintenance Specialist (Carpenter), Maintenance Services***Hunter, Tracy***Administrative Assistant, Downtown Center***Hurd, Lois***Career and Technical Education Specialist, Student Job Services***Hutching, Beverly***Administrative Assistant, Career and Technical Education and Student Job Services***Hyacinthe, Roland***Network Support Analyst, Telecommunications Systems***I****Ingram, Paula***Professor, English and Communications***Inkel, Barbara***Instructor, Nursing and Emergency Medical Services***Ireland, Kathleen***Instructor, Natural Sciences***Irvin, Rickell***College Recruiter, Recruiting/Call Center***J****Jackson, Billy***Planetarium Specialist, Instructional Technology***Jackson, Frances***Associate Coordinator, General Accounting, Comptroller***Jackson, Nan***Comptroller***Jackson, Teresa***Administrative Assistant, Mathematics and Computer Science***Jay, Mindy***Professor, Dental Hygiene***Jenkins-Hosea, Renee***Purchasing Specialist, Purchasing and Auxiliary Services***Jennette, Diane***Instructor, Nursing and Emergency Medical Services***Jennings, Veronica***Administrative Assistant, Advising Center***Jernigan, Melissa***Senior Executive Assistant, Office of the President***Jernigan, Richard***Professor, Performing Arts***Johns, Nichole***Coordinator, Capital Outlay, Comptroller***Johnson, Emma***Administrative Assistant, Business***Johnson, Jessica***Project Coordinator for Sexual Assault and Relationship Violence Prevention, Office of Violence Against Women***Johnson, Makenzie***Coordinator, Student Engagement and Leadership, Student Activities***Johnson, Zina***Administrative Assistant, Nursing and Emergency Medical Services***Johnston, Michael***Director, Institutional Research***Jones, Alonda***Associate Coordinator, Financial Aid, Veteran Services and Scholarships***Jones, James***Instructor, English and Communications***Jones, Kailan***Coordinator, Career and Technical Education and Student Resources***Jones, Kasey***Station Administrative Coordinator, WSRE***Jones, Traci***Administrative Assistant, Student Services, Warrington Campus***Jonte, Thomas***Librarian, Library Services*

K**Kalu, Obi**

Student Services Specialist, Educational Opportunity Center

Kelley, Lorraine

Instructor, Nursing and Emergency Medical Services

Kelly, Brenda

Dean, General Studies

Kelly, Darrell

Science Lab Specialist, Natural Sciences

Kelly, Wavolene

Executive Assistant, Dean, Milton Campus

Kelly, William

Instructor, Mathematics and Computer Science

Kembro, Kristopher

Maintenance Specialist II, Maintenance Services

Kemp, Angela

Scholarship Program Manager, College Development

Kendrick, Angela

Advising Support Specialist, Student Services

Kennedy, Joshua

Accounting Specialist, Cashier

King, Edward

Television Producer/Director, WSRE

King, Greg

Computer Lab Technician, Academic Computing

King, Jason

Internet Systems Coordinator, Marketing and College Information

King, Patricia

Assistant Professor, Mathematics and Computer Science

Kirk, Cindy

Instructor, History, Languages, Social Sciences, and Education

Knight Jenkins, Beverly

Human Resources Assistant, Human Resources

Knoebl, Iris

Lecturer, Natural Sciences

Knudsen, Christopher

Patient Simulation Technician, Patient Simulation Training Center

Koklas, Cynthia

Library Technician, Library Services

Kreiser, Summer

Contact Center Advisor, Recruiting/Call Center

Krieger, Andrea

Executive Director, Institutional Development, College Development

Kuklish, Thomas

Academic Computing Coordinator, Warrington Campus

Kumar, Vai

Associate Professor, Mathematics and Computer Science

Kyle, Joseph

Director, Adult Education Programs

L**Lacasse, Gaye**

Development/Campaigns Director, College Development

Lacy, Anna

Accounting Specialist, Cashier, Milton Campus

LaFlamme, Kimberly

Administrative Assistant, Natural Sciences

Lambert, Linda

Professor, Allied Health

Lane, Michael

Coordinator, Reader Services, Library Services

Langham, Jimmie

Assistant Professor, Culinary and Hospitality Management

Lavelle, Roxanne

Web Administrator, Marketing and College Information

Lawson, Danielle

Admissions Specialist, Admissions and Records

Leary, Rameca

Instructor, Business

Ledet, Greg

Library Specialist, Milton Campus

Ledgerwood, Alexander

Instructor, English and Communications

Lee, Don

Associate Professor, Emergency Medical Technician

Lemley, Linda

Professor, Mathematics and Computer Science

Lenoir, Dawn

Administrative Assistant, Dean, Warrington Campus

Levesque, Christopher

Librarian, Library Services

Lewallyn, Bryan

Intercollegiate Athletics Coach, Athletics

Lewandowski, Linda

Assistant Professor, Adult Education Programs

Lewis, Sarah

Coordinator, Administrative Support, Vice President, Academic and Student Affairs

Lien, Krist

Department Head, Visual Arts

Likely, Rhonda

Assistant Director, Human Resources

Listau, Lynsey

Executive Director, Institutional Diversity and Student Conduct

Listau, Mike

Department Head, Applied Technology and Professional Services

Lotz, Hailey

Coordinator, Booster Club Operations, Athletics

Loyed, Dawn

Executive Assistant, Information Technology Services

Ludlum, Robyn

Assistant Professor, Natural Sciences

Lunsford, Katja

Administrative Assistant, South Santa Rosa Center

Lymons, Donna

Traffic Assistant, WSRE

M**Mabins, Mary**

Coordinator, Marketing and College Information

Mack, Yolanda

Financial Aid Specialist, Financial Aid, Veterans Services, and Scholarships

Magaha, Marla

Instructor, Allied Health

Markwick, Kimberly

Instructor, Cosmetic Arts

Martin, Roberta

Circulation Technician, Library, Milton Campus

Martinez, Valeria*Coordinator, Student Financial Services, Cashier***Massey, Jeff***Computer Lab Technician, Academic Computing, Milton Campus***Matthews-Bethea, Marcy***Student Services Specialist, Educational Talent Search***McAferly, Kenneth***Professor, English and Communications***McArthur, Jo***Capital Campaign Manager, College Development***McCabe, Karen***Director, South Santa Rosa Center***McCall-Strehlow, Sonja***Assistant Professor, Professional Services***McCarley, Claudia***Student Services Specialist, Educational Talent Search***McClintock, Deborah***Associate Professor, History, Languages, Social Sciences, and Education***McClure, Gail***Science Lab Specialist, Natural Sciences***McCowan, Kelly***Culinary Technician, Culinary and Hospitality Management***McCreary, Tanesha***Employment Specialist, Human Resources***McDole, Samantha***Coordinator, Federal Direct Loans and Default Management, Financial Aid, Veteran Services, and Scholarships***McDuffie, Anika***Student Services Advisor, Advising Center***McElroy, Jody***Administrative Assistant, Adult Education Programs***McElroy, Kenneth***Student Services Representative, Admissions and Records***McGowan, Timothy***Program Director, Educational Opportunity Center***McGuire, Ann***Accounting Specialist, WSRE***McHenry, Beau***Director, MIS Support, Management Information Systems***McHenry, Elizabeth***Test Technician, Testing Services, Warrington Campus***McKay, Linda***Instructor, Nursing and Emergency Medical Services***McKerren, Staci***Senior Executive Assistant, Vice President, Administrative Services and General Counsel***McKinon, Ruth***Coordinator, Corporate & Professional Training, Economic Workforce and Development***McMahon, Brenton***Online Media Technologies & Web Content Manager, WSRE***McNeal, Wanda***Assistant Director, Nursing and Emergency Medical Services***McSwain, Joshua***Instructor, Information Technology***Meadows, C. Edward***President***Meffan, Patrick***Circulation Technician, Library Services***Mendez, Stephanie***College Police Officer, Public Safety***Merritt, Bert***Executive Director, Information Technology Services***Merritt, Kathryn***Associate Professor, Mathematics and Computer Sciences***Mertins, Robin***Graphic Artist/Graphic Design Specialist, Marketing and College Information***Meyer-Paterson, Sarah***Instructor, Veterinary Technology, Allied Health***Millis, Jessica***District Supervisor, Learning Lab, English and Communications***Milton, Angela***Administrative Assistant, Cashier***Miner, Melonie***Contract Processor, Legal Services***Mock, Douglas***Assistant Professor, History, Languages, Social Sciences, and Education***Monreal, Jorge***Assistant Professor, Natural Sciences***Moon, Bridget***Admissions Specialist, Student Services, Warrington Campus***Moore, Sandy***Department Head, Allied Health***Morgan, Clint***Computer Lab Technician, Academic Computing, Milton Campus***Morgan, Susan***Department Head, History, Languages, Social Sciences, and Education***Morris, Elaine***Human Resources Specialist, Human Resources***Moseley, Elizabeth***Director, Student Resource Center for ADA Services***Mosley, Darlene***Associate Professor, History Languages, Social Sciences, and Education***Mowery, Debra***Senior Test Technician, Testing Services***Munson, Pamela***Administrative Assistant, Educational Opportunity Center***N****Nash, Michael***Maintenance Specialist (Carpenter), Maintenance Services***Neeley, Jennifer***Test Technician, Testing Services***Nettles, Samuel***Administrative Assistant, Plant Operations***Neuman, Todd***Professor, English and Communications***Nicholas, Necia***Instructor, Natural Sciences***Nichols, Sheila***Executive Director, College Marketing and Information***North, Darren***Interim Assistant Department Head, Mathematics and Computer Science***Noski, John***Transportation Technician, Athletics*

O**O'Briant, Linh-Trang***Instructor, Visual Arts***O'Donnell, Christine***Assistant Professor, English and Communications***Oglesby, Don***Maintenance Specialist (HVAC), Maintenance Services, Milton Campus***O'Hara, Carol***Student Services Advisor, Student Services, South Santa Rosa Center***Oliver, Greg***Maintenance Manager, Maintenance Services***O'Quinn, Theresa***Senior Executive Assistant, Vice President, Academic and Student Affairs***Ortiz-Caceres, Willie***Director, Pensacola State CISCO Academy, CISCO Academy Support Center***Osborne, Wanda***Library Acquisition Technician, Library Services***Owens, Paul***Campus Facilities Supervisor, Maintenance Services, Warrington Campus***P****Pack, Frederick***Service Officer/Dispatcher, Public Safety, Milton Campus***Pandey, Bipin***Assistant Professor, Natural Sciences***Pappas, Chris***Lecturer, English and Communications***Parker, Terri***Student Services Representative, Student Services, Milton Campus***Pate, Edward***Assistant Department Head, English and Communications***Payne, Lisa***Executive Assistant, Dean, Warrington Campus***Payne, Michael***Assistant Professor, Business***Payne, Susan***Senior Administrative Assistant, WSRE***Peaden, Susan***Director, Finance and Business Operations, College Development***Pena, Pedro***Intercollegiate Athletics Coach, Athletics***Perankovich, Susan***Director, Nursing and Emergency Medical Services***Perry, Susan***Lecturer, Mathematics and Computer Science***Petruska, Mary Anne***Professor, Mathematics and Computer Science***Peyton, Tracy***Department Head, English and Communications***Pieknik, Daniel***Computer Lab Technician, Academic Computing***Pieknik, Lindsey***Academic Advisor/Life Skills Counselor, Student Support Services***Poma, Alisha***Records Specialist, Admissions and Records***Ponson, Jennifer***Coordinator, Student and Program Outreach, Warrington Campus***Powell, Caroline***Assistant Athletics Coach, Athletics***Pratten, Robert***Assistant Professor, Math and Computer Science***Presley, Joseph***Maintenance Specialist II, Maintenance Services***Pryor, Alreema***Administrative Assistant, Student Resource Center for ADA Services***Puckett, Clark***Purchasing Specialist, Purchasing and Auxiliary Services***Purdy, Leann***Admissions/Registrar Specialist, Admissions and Records***Q****Quillen, Kathryn***Director, Testing Services***Quinn, Carol***Administrative Support Specialist, Vice President, Business Affairs***R****Ramachandran, Vasanth***Assistant Professor, Natural Sciences***Randall, Sandra***Administrative Assistant, Natural Sciences***Rani, Rodney***Evening Sergeant, College Police, Public Safety***Ray, Sandra***Associate Vice President, Government and Community Relations***Redwing, Jacob***Instructor, Engineering Technology Programs***Reed, Courtney***Senior Administrative Assistant, College Development***Reese, Tianna***Financial Aid Specialist, Financial Aid, Veteran Services, and Scholarships***Regan, Kristen***Assistant Professor, Visual Arts***Reitz, Barbara***Associate Professor, Natural Sciences***Rhea, James***Instructor, Visual Arts***Richards, Sarah***Administrative Assistant, College Development***Riker, Mary***Director, Marketing and Communications, WSRE***Rivera, Christopher***Coordinator, Restricted Accounting, Comptroller***Robbins, Susan***Assistant Professor, Business***Roberson, Bobby***Professor, Natural Sciences***Robertson, Karol***Help Desk Specialist, Microcomputer Resources***Robinson, Brigitte***Associate Professor, English and Communications***Rodriguez, Andrew***Student Services Advisor, Student Services, Warrington Campus*

Rodriguez, Barbara*Department Head, Business***Roebuck, Marcie***Administrative Assistant, Athletics***Rogers, Doug***Coordinator, Intramurals, Athletics***Rogers, Lauren***Instructor, Natural Sciences***Rolison, Jac***Instructor, Engineering Technology Programs***Ropke, Rosemary***Accounting Specialist, College Development***Roshell, Karen***Coordinator, Curriculum Services, Dean, Baccalaureate Studies and Academic Support***Rowan, Michael***Senior TV Producer/Director, WSRE***Roy, James***Multi Media Production Manager, WSRE***Rozborski, Joanne***Director, Financial Aid, Veterans Services, and Scholarships***Rucker, Brian***Professor, History, Languages, Social Sciences, and Education***Ruengert, Julia***Professor, English and Communications***Russell, Jamie***Grants Development Manager, Grants and Federal Programs***Russell, Scott***Maintenance Specialist II, Maintenance Services***Ryals, Debra***Associate Professor, English and Communications***Ryan, Kelly***Administrative Assistant, Performing Arts***S****Sabroski, Michael***District Supervisor, Learning Lab, Mathematics and Computer Science***Salisbury, Catherine***Administrative Assistant/Retention Specialist, Educational Talent Search***Sanchez-Perez, Erandi***Benefits Administrator, Human Resources***Sapiera, Ferdinand***Computer Lab Technician, Academic Computing***Sasser, Jakob***Instructor, Allied Health***Schackman, Scott***Instructor, History, Languages, Social Sciences, and Education***Schmidt, Melissa***Circulation Technician, Library, Warrington Campus***Schoolcraft, Britni***Lecturer, English and Communications***Schuler, Charles***Professor, History, Languages, Social Sciences, and Education***Schultz, Katherine***Professor, Mathematics and Computer Sciences***Scott, Juanita***Director, Staff Professional Development***Sears, Melissa***Associate Professor, Natural Sciences***Seay, Robert***Central Services Supervisor, Purchasing and Auxiliary Services***Seegert, Anh***Bursar, Cashier***Self, Lindsey***Human Resource Specialist, Human Resources***Shaud, Laura***Director, Business and Administration, WSRE***Sheppard, Donte***College Recruiter, Recruiting/Call Center***Sherlock, Jennifer***Systems Support Analyst, Systems Support***Simpson-Robinson, Natasha***Professor, Business***Sims, Lacey***Advising Support Specialist, Advising Center***Sims, Lisa***Professor, History, Languages, Social Sciences, and Education***Sluder, Dusti***Dean, Warrington Campus***Smart, Sydney***Career and Technical Education Specialist, Career and Technical Education and Student Resources***Smith, David***Patient Simulation Specialist, Patient Simulation Training Center***Smith, Juline***Lecturer, Natural Sciences***Smith, Maricia***Administrative Assistant, History, Languages, Social Sciences, and Education***Smith, Ricky***Microcomputer Support Coordinator, Microcomputer Resources***Smith, Roslyn***Cosmetic Arts Technician, Professional Services***Smith, Sara***Assistant Professor, English and Communications***Smyres, Melina***Instructor, Visual Arts***Snowden, Donald***Department Head, Performing Arts***Solon, Doreen***Accounting Specialist, Cashier, Warrington Campus***Southerland, Sandy***Professor, Culinary and Hospitality Management***Sowa, Margaret***Associate Professor, Adult Education Programs***Sowell, Mitzie***Associate Professor, Natural Sciences***Spicer, Erin***Vice President, Academic and Student Affairs***Spracklen, Karen***Payroll Accountant, Payroll Services***Stallings, Joe***Professor, Performing Arts***Stanton, Susan***Virtual Tutoring Lab Manager, Tutoring Lab***Starke, Jeffrey***Systems Coordinator, Management Information Systems***Steele, Richard***Sergeant, College Police, Public Safety*

Suarez-O'Connor, Marta

Education Director, Patient Simulation Training Center, Warrington Campus

Summers, Bruce

Senior System and Computer Operations Technician, Systems Support

Swanson, Paul

Assistant Professor, History, Languages, Social Sciences, and Education

Sweeney, Charlotte

Professor/Librarian, Library Services, Milton Campus

T

Tart, Jennifer

Library Acquisition Technician, Library Services

Taylor, Diana

Accounting Specialist, Cashier

Taylor, Penny

Administrative Assistant/Retention Specialist, Student Support Services

Thrasher, Rita

Professor, Natural Sciences

Tice, Bill

Project Director, Veteran Student Support Services

Todd, Karen

Senior Administrative Assistant, Dean, Student Affairs

Travis, Herman

Senior Groundskeeper, Grounds

Treadway, Matthew

Transcript Evaluator, Admissions and Records

Turner, Chris

Professor, Mathematics and Computer Sciences

Turner, Mary

Associate Professor, Nursing and Emergency Medical Services

U

Underwood, Brian

Assistant Professor, English and Communications

Urnowey, Sonya

Assistant Professor, Natural Sciences

V

Van Dyck, Kathy

Assistant Department Head, History, Languages, Social Sciences, and Education

Varnadore, Barbara

Professor, Dental Hygiene, Allied Health

Vaughn, Holly

Senior Instructional Technologist, eLearning

Verlin, Joni

Instructor, Culinary and Hospitality Management

Vickers, Monique

Administrative Assistant, Mathematics and Computer Science

Viveros, Clara

Circulation Technician, Library, Milton Campus

W

Waldron, Kimberly

Wellness Case Manager, Student Conduct

Walker, Janice

Administrative Assistant/Retention Specialist, Veteran Student Support Services

Walker, Michael

Assistant Professor, Mathematics and Computer Science

Walker, Sheryl

Assistant Comptroller, Comptroller

Wall, Blaine

Professor, English and Communications

Walther, Deven

Coordinator, Continuing Education

Ward, Alan

Network Administrator, Systems Support

Ward, Brian

Instructor, Business

Ward, Daniel

Assistant Professor, Business

Ward, Donald

Maintenance Specialist (HVAC), Maintenance Services

Ward, Jeff

Director, Network and Telecommunications, Telecommunications Systems

Ward, Lee Ann

Administrative Assistant, History, Languages, Social Sciences, and Education

Warner, Patricia

Computer Systems Analyst, Information Technology Services

Waters, Bill

Director, eLearning

Weddington, Rodney

General Accounting Specialist, Comptroller

Weyels, Martha

Library Serials Technician, Library Services

Whatley, Richard

Truck Driver/Laborer Lead, Maintenance Services

Whatley, Rodney

Associate Professor, Performing Arts

White, Alicia

Student Services Representative, Admissions and Records

White, Christopher

Photography Lab Manager, Visual Arts

White, Terry

College Police Officer, Public Safety, Milton

White, Worawan

Assistant Professor, Nursing and Emergency Medical Services

Whiting, Stephen

Workday Implementation Coordinator, Workday Implementation

Whitten, Patrice

Executive Director, Alumni Affairs

Wilding, Jessica

Financial Aid Specialist, Financial Aid, Veteran Services, and Scholarships

Wilkes, Megan

Administrative Assistant, Library Services

Wilkes, Theresa

General Accounting Specialist, Comptroller

Will, Michael

Associate Professor, English and Communications

Williams, Carla

Associate Professor, Mathematics and Computer Science

Williams, Handan

Instructor, Mathematics and Computer Science

Williams, Jawanna

Administrative Assistant, Public Safety

Williams, Monica

Human Resources Specialist, Human Resources

Wines, Maureen

Systems Support Analyst, Systems Support

Winesett, Linda

Library Acquisition Technician, Library Services

Winterberry, Donna

Professor, Dental Hygiene, Allied Health

Wolfe, Sharon

Instructor, Allied Health

Womble, Michael

Maintenance Specialist II, Maintenance Services

Wood, Rachael

Instructor, Mathematics and Computer Science

Wood, Wanda

Specialist, Student Services, Educational Opportunity Center

Woodcock, Donna

Administrative Assistant/Consortium Specialist, Consortium Operations

Woods, Deborah

Instructor, Mathematics and Computer Science

Woods, John

Academic Coordinator, Veterans Upward Bound

Wooters, Jeffery

Professor, Natural Sciences

Work, Paula

Instructor, Visual Arts

Wright, Justin

Assistant Athletics Coach, Athletics

Y

Yelverton, Elizabeth

Professor, Natural Sciences

Young, Karen

Professor, Nursing and Emergency Medical Services

Young, Ted

Director, Purchasing and Auxiliary Services

Z

Zandi-Karimi, Layla

Donor Campaigns and Reporting Manager, College Development

Zeng, Guangping

Professor, English and Communications

Zinermon, Narla

Professor, English and Communications

Zingale, Pamela

Instructor, Nursing and Emergency Medical Services

Zukowski, Steven

Systems Coordinator, Management Information Systems



CAMPUSES AND CENTERS

SECTION VIII: CAMPUSES AND CENTERS

DISTRICT OFFICE

Pensacola Campus

1000 College Boulevard
Pensacola, Florida 32504-8998
(850) 484-1000(888) 897-3605
www.pensacolastate.edu

Milton Campus

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

Warrington Campus

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

Century Center

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

South Santa Rosa Center

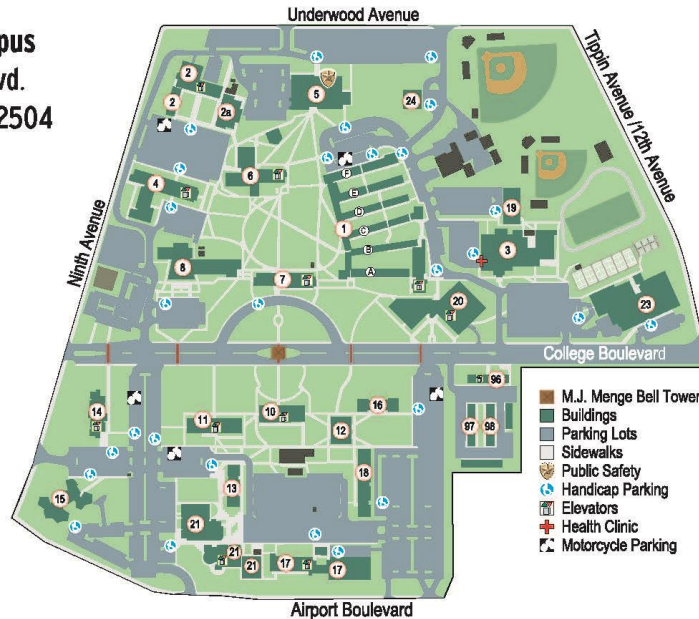
5075 Gulf Breeze Parkway
Gulf Breeze, Florida
32563-9334
(850) 471-4630

Downtown Center

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

CAMPUS MAPS

Pensacola Campus
 1000 College Blvd.
 Pensacola, FL 32504
 850-484-1000

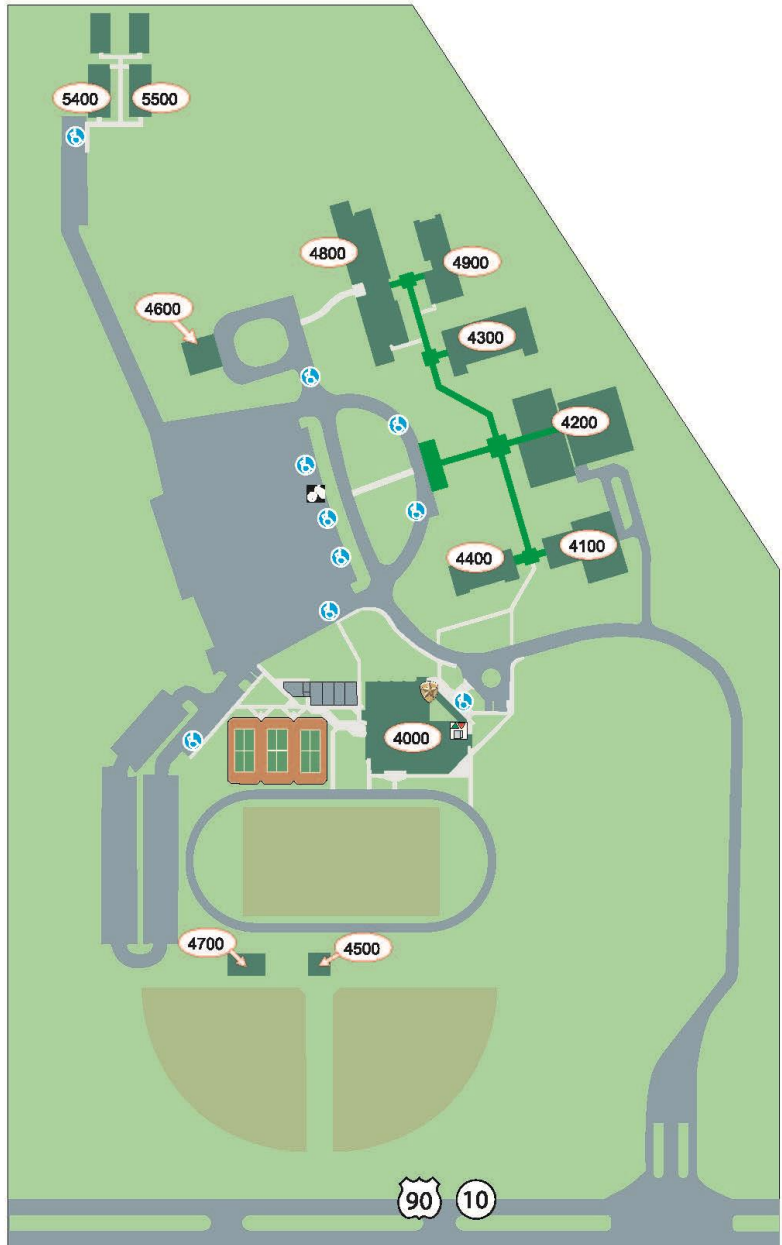


- | | | |
|--|---|--|
| <p>1 Baars Building
 Wing A: Rooms 100-107
 Wing B: Rooms III-119
 Wing C: Rooms 120-125
 Wing D: Rooms 131-137
 Wing E: Rooms 140-149
 Wing F: Rooms 41-45
 Mathematics Department: Room 40
 1st Floor: L.I.F.E. Center, Room 108
 2nd Floor: Adult Basic Education</p> <p>2 Registration Center
 New Student Information Center</p> <p>2a Hagler Auditorium</p> <p>3 Lou Ross Center
 Hartsell Arena
 Swimming Pool</p> <p>4 Allen Liberal Arts Building</p> <p>5 Student Center
 Culinary Dining Room
 Career Connection
 Public Safety
 Campus Bookstore
 Student Job Services</p> | <p>6 Student Affairs</p> <p>7 Barfield Administration Building</p> <p>8 The Ashmore Fine Arts Center
 Auditorium</p> <p>10 Business Building</p> <p>11 Raymond B. & Leila Hobbs Center
 for Teaching Excellence and
 Collegiate High School</p> <p>12 Cosmetology</p> <p>13 Information Technology Services</p> <p>14 William D. & Mary Ellen Spears
 Behavioral Science Building</p> <p>15 Anna Lamar Switzer Center for
 Visual Arts</p> <p>16 Management Information Systems</p> <p>17 Baroco Center for Science &
 Advanced Technology (East)
 Pensacola State College Foundation
 Computer Science Department
 Biological Science Department
 Division of Technology &
 Professional Studies</p> | <p>18 Mechanical Technology Lab</p> <p>19 Gymnasium</p> <p>20 Edward M. Chadbourne Library
 Distance Learning
 Coffee Shop</p> <p>21 Baroco Center for Science &
 Advanced Technology (West)
 Academic Computing Center
 Planetarium</p> <p>23 Kugelman Center for
 Telecommunications
 WSRE-TV
 Jean & Paul Amos Performance Studio</p> <p>24 Childcare Center</p> <p>96 College Center
 Continuing education
 Staff & Program Development</p> <p>97 Physical Science Building</p> <p>98 PACE Center for Girls</p> |
|--|---|--|

★ **Garrett T. Wiggins Student Complex** consists of Buildings 2, 5, and 6

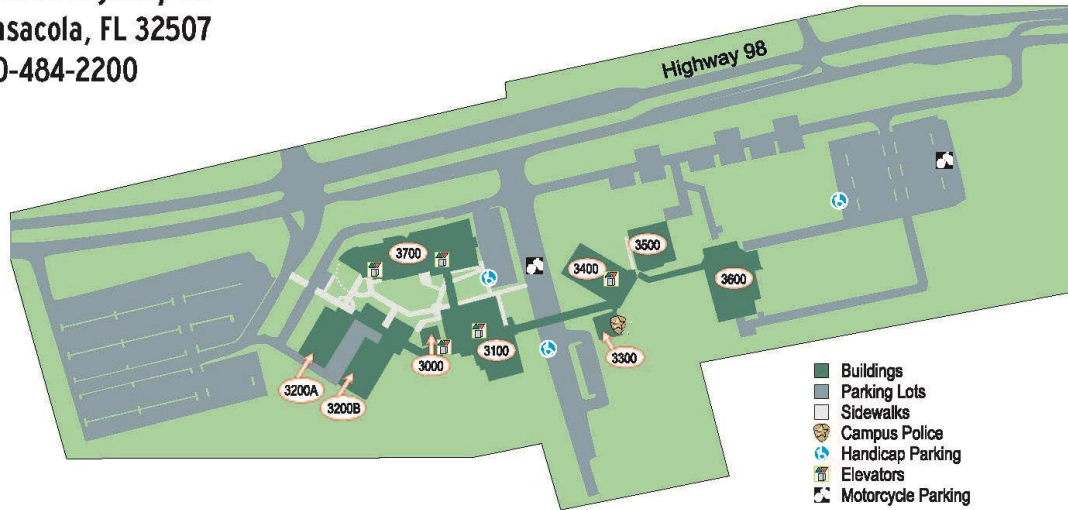
Milton Campus
 5988 Highway 90
 Milton, FL 32570
 850-484-4400

- 4000 L.I.F.E. Center/Sports Complex**
 Classroom
 Public Safety
- 4100 Library**
 Classrooms
 EOC
 Veteran's Affairs
- 4200 Massey Administration**
 Student Services
 Academic Programs
 Cashier
- 4300 Classrooms/Cosmetology**
- 4400 Classrooms/Computer Center**
- 4500 Restrooms**
- 4600 Maintenance**
- 4700 Classrooms**
- 4800 Classrooms**
- 4900 Community Room**
- 5400 Pensacola State College/
 University of Florida Greenhouse**
- 5500 Pensacola State College/
 University of Florida Greenhouse**



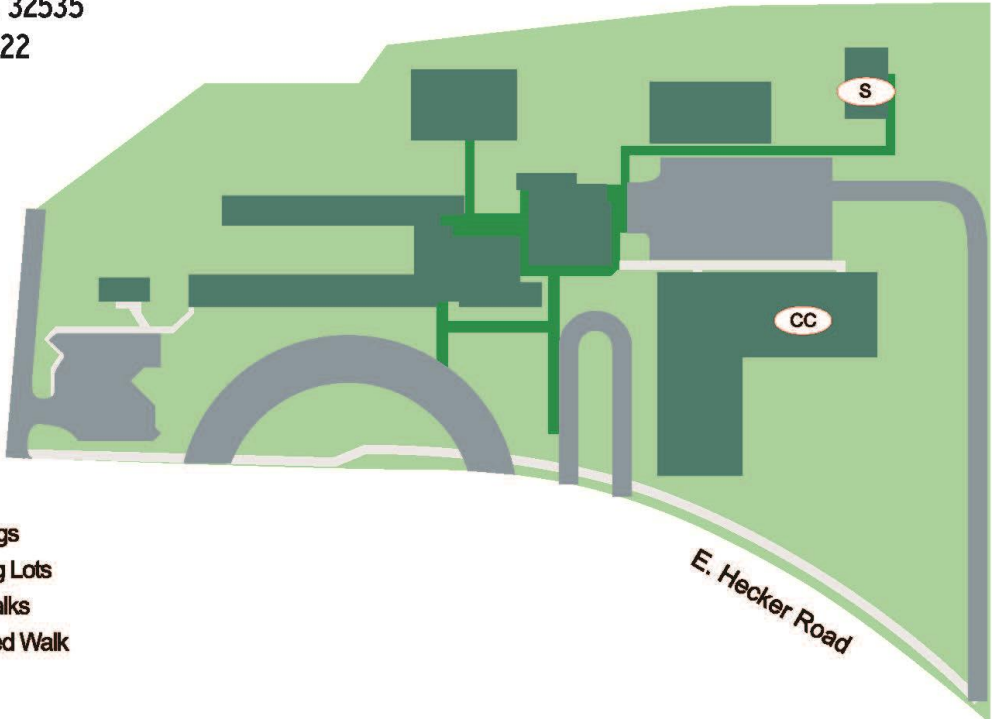
- Buildings
- Parking Lots
- Sidewalks
- Covered Sidewalk
- 🛡️ Campus Police
- ♿️ Handicap Parking
- 🛖 Elevator
- 🏍️ Motorcycle Parking

Warrington Campus
 5555 W. Highway 98
 Pensacola, FL 32507
 850-484-2200



- 3000 Auditorium
- 3100 Simon William Boyd Health Related Education Building
- 3200A Veterinary Technology
- 3200B Fitness Center
- 3300 Public Safety
- 3400 John T. Venettozzi Arts & Science Building
- 3500 Library
- 3600 T. Felton Harrison Student Affairs Building
- 3700 Charles A. Atwell Health Science Complex
 Mary Ek Dahl Smart Center for Patient Simulation Training & Research
 D.W. McMillan Auditorium

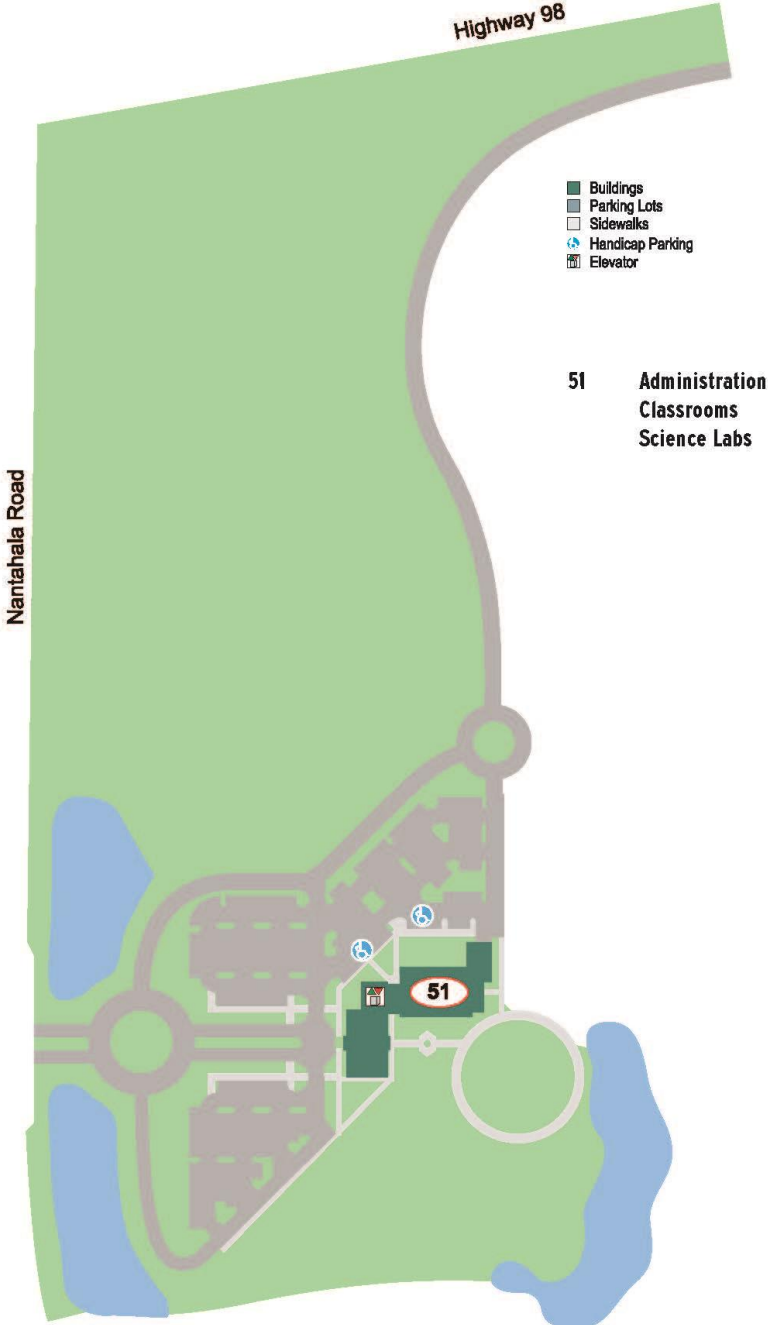
Century Campus
440 E. Hecker RD
Century, FL 32535
850-471-4622



- Buildings
- Parking Lots
- Sidewalks
- Covered Walk

- CC Classroom Building
Administration
Classrooms
- S Storage Building

South Santa Rosa Center
5075 Gulf Breeze Pkwy
Gulf Breeze, FL 32563
850-471-4630





GLOSSARY

SECTION IX: GLOSSARY

Academic Year: A school year consisting of the fall, spring, and summer terms.

Accreditation: Certification that the College has met established standards and is nationally recognized by appropriate accrediting agencies. PSC's major accrediting agency is the Southern Association of Colleges and Schools-Commission on Colleges (SACS-COC).

Adult Education: Non-credit classes for adults who want to improve basic academic skills, prepare for the General Education Development (GED) examination, or learn English.

Advanced Technical Certificate (ATC): Designed for the student who has completed an associate degree and wants more specialized knowledge and an additional academic credential. PSC offers several ATDs.

Applied Technology Diploma (ATD): Prepares the student for immediate entry into the workforce. Each ATD requires prescribed technical courses. Credits earned in an ATC may be used towards an Associate in Science degree.

Advisor: A PSC staff member who assists students with career planning, setting and meeting academic goals, course selection, and transfer requirements.

Articulation Agreement for the AA Degree: Agreement between Florida's public colleges and universities assuring junior-level status to students who complete the community college general education and graduation requirements in university parallel (AA degree) programs.

Associate in Arts Degree (AA): Designed to prepare a student for entry into the junior year in an appropriate baccalaureate degree program. The AA degree is a university parallel, college transfer degree comprised of 36 general education credits and 24 college elective credits. The Associate in Arts (AA) degree is a single degree issued by the College. The College has designed several areas of concentration to assist the student in transferring to a baccalaureate program.

Associate in Science Degree (AS): Designed to prepare a student 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.

Audit: A grade option that reflects a student's enrollment in a course but does not carry course credit or count for enrollment verification, cannot be used to meet prerequisite or corequisite requirements, and does not reflect competency in a course.

Bachelor of Applied Science (BAS): Prepares the student for entry or advancement in the workforce. PSC offers 2 BAS degrees. The Marjan Mazza BAS in Business and Management offers concentrations in graphic design management, health care management, human resources management, law enforcement administration, organizational administration, project management, and public safety management. PSC also has the BAS in Cybersecurity with concentrations in information security and cyber forensics.

Bachelor of Science in Nursing (BSN): Prepares the student to succeed and be promoted within the nursing profession. The program is designed for the graduate of an Associate Degree in Nursing (ADN) program who has a Registered Nursing (RN) license. The BSN offers skills in management, leadership, theory, research, and evidence-based practice.

Canvas: PSC's learning management system, which delivers all online and hybrid courses as well as course companion websites.

Career Certificate (CC): The Career Certificate programs, also called vocational certificate programs or clock hour programs, prepare the student for careers and direct entry into the workforce. The programs require prescribed vocational clock hour courses, and the student is required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Education (TABE) before graduation.

Career Pathways: Groupings of programs of study to assist the student in selecting the appropriate program.

Catalog and Student Handbook: A document published annually. It contains the College calendar, policies, procedures, regulations, programs, and course descriptions. This document may be modified during the academic year.

Civic Literacy Competency: In accordance with the State Board of Education Rule 6A-10.02413, prior to the award of an Associate in Arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2018-2019 school year and thereafter must demonstrate competency in civic literacy. The civic literacy requirement may be met by one of the following: successfully passing POS2041, successfully passing AMH2020, a score of 3 or above on AP Government and Politics: United States, a score of 4 or above on AP United States History, or a score of 50 or above on CLEP: American Government.

Clock Hours: The unit of study for technical courses. In these areas, a technical credit equals 30 clock hours in class during the term; two technical credits equal 60 clock hours.

College Credit Certificate (CCC): Prepares the student for immediate employment. Each CCC requires prescribed technical courses. College credit hours earned in a CCC are embedded in an Associate in Science degree, except for hours earned in the Crime Scene Technician College Credit Certificate. Also referred to as a Technical Certificate.

Common Prerequisites: Courses, identified by the State of Florida for all public baccalaureate degree programs, which must be completed by all students entering a specific program of a state college or university.

Commencement: Held twice a year at the close of the fall and spring terms (semesters) for graduates from all campuses to celebrate their academic achievement. There is no cost to participate other than the cost of the required cap and gown, which can be purchased at any PSC bookstore. Please note: participating in the Commencement ceremony does not ensure graduation. Graduation requirements must be satisfied in order for graduation to be completed and a diploma issued.

Companion Websites: Web-based resources, located in Canvas, used to supplement and support traditional on-campus courses.

Concentration: An area of emphasis or specialty within a program of study.

Corequisite: A course that is required to be taken in combination with another course. Often a lab is the corequisite for a lecture, for example. A student who withdraws from one of a pair of corequisite courses may be required to withdraw from the other as well.

Course ID: A designation consisting of a 3-letter discipline abbreviation followed by a 4-digit number. For example, MAC1105 is College Algebra.

Course Load: The number of credit hours a student is enrolled in each term (semester).

Course Substitution: The process through which a student petitions the College for a replacement of a required course with a course that meets similar learning outcomes. The course must be completed at a regionally-accredited post-secondary institution with evidence of common content and learning outcomes.

Credit Hour: A unit of measurement for courses. The minimum amount of time associated with a credit hour is dependent upon the type of course: lecture, lab, studio, clinical, vocational, etc. At PSC, for example, each hour of credit in a lecture class requires a minimum of 750 minutes of instruction.

Days of the Week: M denotes Monday, T denotes Tuesday, W denotes Wednesday, R denotes Thursday, S denotes Saturday, and U denotes Sunday.

Degree Audit: Formal list of the course requirements a student has completed and still must complete in order to satisfy the course requirements for a specific degree or certificate program. Students can view their degree audit in SpyGlass at any time. Depending upon the program of study, graduation requirements, in addition to course requirements, may appear on the degree audit.

Department Exemption Exam: An examination and credit used to demonstrate proficiency in a particular course.

Developmental Course: A course that is designed to prepare students for college-level work.

Distance Learning: Also referred to as “online,” courses that require no on-campus visits. PSC offers 2 types of online courses: Live Online and Traditional Online. A Live Online class is scheduled like a traditional face-to-face class with the same content and experiences. The difference is that students and professor are not in the same location. Students in a Live Online class must login to the class via the internet during the scheduled day(s) and time(s). Students see and hear the instructor and classmates and participate in the class virtually. Reliable internet access, a webcam, and a microphone are required. Live Online is sometimes called Synchronous Online. A Traditional Online class is not scheduled during specific days and times. Although students may complete the coursework when they desire, they must make certain to meet all deadlines established by the professor. Reliable internet access is required. Traditional Online is sometimes called Asynchronous Online. **Note:** Although no on campus visits are required for a Live Online or Traditional Online class, many instructors do require proctored testing, which the student may complete on a PSC campus or under the supervision of a mutually acceptable proctor living anywhere in the world.

Dropping Courses: Permitted only during Schedule Adjustment (drop/add) periods, which are posted on the Academic Calendar. Students may drop a course in SpyGlass; when they do so, no record of the course appears on the student transcript, and there is no charge for the course. “Dropping” a class is different from “withdrawing” from a class.

Dual Enrollment: A program in which eligible high school and other students can enroll at PSC and earn both high school and college credit.

eLearning: A broad term referring to distance learning, Live Online and Traditional Online courses, hybrid courses, and course companion websites.

Elective: A program credit requirement that allows the student to choose from a variety of approved courses or discipline areas.

Fee Pay Day: The date by which students who have registered for classes must pay for those classes. Students who do not pay all required fees by this date will be removed automatically from all classes for which they have not paid. Fee Pay Day is also referred to as the Purge Date.

Financial Aid: Sources of monetary assistance for students seeking to enroll in a college or university. Typically, financial aid includes such help as grants, loans, and on-campus employment.

FloridaShines.org: The State of Florida’s website about Florida colleges and universities that provides information on institutions and degree programs, admission requirements, financial aid, scholarships, students’ academic records, degree audits, transfer requirements, and being a transient student at a Florida public institution.

Foreign Language Competency: In accordance with Florida Statute 1007.25, students initially entering a Florida College System Institution in 2014-2015 and thereafter must demonstrate competency in foreign language pursuant to guidelines set in Florida Statute 1007.262. The Foreign Language Competency Requirement may be fulfilled by 2 years of the same high school foreign language, or documented foreign language proficiency through testing (for example, CLEP), or 2 semesters of the same college level foreign language (level II proficiency), or level II proficiency; this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language competency requirement.

FTIC: Abbreviation for First Time in College, referring to those students who currently are in their first term as a college student after high school.

Full-Time Status: A schedule of 12 or more credit hours per term (semester). PSC highly recommends enrollment in at least 15 credit hours per term (semester) to help ensure timely program completion.

GED: General Education Development diploma, considered the equivalent of a high school diploma.

General Education Courses: Courses that may be used to satisfy five general education categories mandated by the state of Florida: communications, mathematics, social sciences, natural sciences, and humanities. These categories form the common basis of all associate degrees.

Gordon Rule: State Board of Education Rule 6A-10.030, now named Other Assessment Procedures for College-Level Communication and Computation Skills, requires students to successfully complete 12 credit hours of course work in which they must demonstrate writing skills and 6 credits of mathematics course work at the level of college algebra or higher. Students must earn a grade of C or higher in the course for it to satisfy the requirement. At PSC, the writing requirement is referred to as the Writing Emphasis Requirement, and courses that fulfill this requirement are referred to as writing emphasis courses.

Grade: Letter grade of A, B+, B, C+, C, D+, D or F that represents the level of academic success in course used in calculating the grade point average and recommended for courses in a degree plan.

Grade Point Average (GPA): An educational standard computed by multiplying the number of credit hours of a course by the points assigned to the course grade and then dividing by the total number of hours.

Graduation: Official confirmation of the completion of a certificate or degree program. Graduation is dependent upon the approved completion of all program and institutional graduation requirements and is approved by the Office of the Registrar.

Grade Forgiveness: Refers to one grade in a course replacing another grade in the same course when certain conditions are met.

Hybrid Course: A course that combines face-to-face classroom instruction and online internet-based teaching and learning.

Late Registration: Registration for courses after the fee payment deadline during which a late registration fee may be assessed.

Live Online: A class that has no on campus visits and is scheduled like a traditional face-to-face class with the same content and experiences. The difference is that students and professor are

not in the same location. Students in a Live Online class must login to the class via the internet during the scheduled day(s) and time(s). Students see and hear the instructor and classmates and participate in the class virtually. Reliable internet access, a webcam, and a microphone are required. Live Online is sometimes called Synchronous Online.

Live Video-Conferencing: In sections designated as Live Video-conferencing, the instructor is at a different location from the students and interacts in real-time with students via high quality technology. Course facilitators are available to assist students as needed. These sections are sometimes referred to as Broadcast or Receiving sections.

Major: A specific program of study consisting of a specific group of courses designed to provide intensive education or training in a specialized area and leading to a certificate and/or associate degree.

Meta-Majors: The collections of Associate in Science degree majors that have related courses. Meta-Majors cluster groups of majors that fit within a career area. There are eight Meta-Majors used by colleges in the state of Florida. Within each Meta-Major are degrees and certificates that have related courses. The intent of selecting a Meta-Major is to help you choose a major and degree based on your interests, knowledge, skills, and abilities. Selecting a Meta-Major will also help you select classes that relate to a specific degree. The eight Meta-Majors are Arts, Humanities, Communication and Design; Business; Education; Health Sciences; Industry/Manufacturing and Construction; Public Safety; Science, Technology, Engineering, and Mathematics; and Social and Behavioral Sciences and Human Services. With a Meta-Major, you can narrow down your major choice and begin developing an educational plan that will help lead you to degree completion.

Non-Degree Student: A student who does not wish to earn a certificate or degree.

Orientation: A recommendation for all students and a requirement for FTIC students, the Online Orientation introduces students to the College's programs, resources, and policies.

Part-Time Status: A schedule of fewer than 12 credit hours per term (semester).

PERT (Postsecondary Education Readiness Test): Primary entry testing used for placement in English, reading, and mathematics.

PIN: A student's personal identification number used to access PSC's secure online systems.

PirateMail: PSC's official student email system. All students are given a PirateMail account when they apply and are accepted. In addition to email, PirateMail allows students to make appointments, organize tasks, and send files. PirateMail should be checked often.

Plagiarism: Presenting someone else's work (whether it consists of words, research, images or other work) as your own without proper acknowledgment of the true author. Plagiarism is a serious violation of academic rules and carries consequences ranging from failure to expulsion from a course.

Prerequisite: A specific requirement that must be successfully completed before a student may enroll in a course.

Prior Learning Assessment (PLA): A process by which students may demonstrate proficiency in a particular course, whether or not that proficiency has been gained in an academic setting.

Purge Date: The date by which students who have registered for classes must pay for those classes. Students who do not pay all required fees by this date will be removed automatically from all classes for which they have not paid. The Purge Date is also referred to as Fee Pay Day.

Registration: The process of selecting courses and class times for an academic term (semester).

Registration Fee: A processing fee assessed to each student for the semester.

Schedule: A published list of classes to be offered in the upcoming term that includes course number, day/time and location, and information about admission, payments, and registration.

Scholarships: A form of financial assistance that does not have to be repaid. Scholarships may be awarded on the basis of merit and/or need.

Section: Refers to a specific offering of a course.

Section Number: A four-digit course reference number, assigned to each course offering in the schedule of classes and used in registration. The section number designates the specific day(s) and time(s) and location where a class will meet. In addition, each online class section is designated its own section number.

Session: The shorter segments within each term (semester). For example, each fall and spring term has within it an A session (16 weeks), B session (the first 8 weeks of the term), C session (a 12 week segment), and D session (the last 8 weeks of the term).

Suspension: Student status under which a student is not permitted to attend college for a specific period of time.

SpyGlass: The PSC student records system. All PSC students use SpyGlass to register, drop/add courses, pay fees, request transcripts, download schedules, and apply for graduation.

Term: The academic year at PSC is divided into segments called terms, which are also known as semesters. The fall and spring terms last 16 weeks. The summer term lasts 12 weeks. Within each term are shorter segments called sessions. PSC is on a semester system, though we usually speak of the fall term, spring term, and summer term.

Traditional Online: A class that has no on campus visits and is not scheduled during specific day(s) and time(s). Although students may complete the coursework when they desire, they must make certain to meet all deadlines established by the professor. Reliable internet access is required. Traditional Online is sometimes called Asynchronous Online.

Transcript: An official educational record of a student's enrollment at a college, showing courses attempted, completed, final grades, and GPA.

Transfer Credits: Credits for courses taken at another institution and counted toward a PSC certificate or degree.

Transfer Student: Student who attended a college or university before coming to PSC.

Transient Student: Student who takes one or more courses at PSC to apply to academic requirements at another institution, or a PSC student who takes one or more courses at another institution to apply to degree requirements at PSC. Information for students who wish to attend a Florida public institution as a transient student is available at floridashines.org.

Tuition: Cost of courses based on the number of credit hours attempted plus any special course fees. Tuition is classified as in-state tuition or out-of-state tuition.

Veteran Benefits: Financial and other assistance from the government to certain qualifying veterans and dependents of veterans to provide for educational training toward a career.

Virtual Tutoring: Live online tutoring offered in multiple disciplines. Virtual tutoring is fully interactive and, depending on the discipline, offered during day, evening, late night, and weekend hours.

Vocational Certificate (VC): See Career Certificate.

Waiver: An approved exemption from a PSC requirement.

Withdrawal: Removal from a course(s) at the student's request, by a faculty member, or by the College. Withdrawals are represented by a "W" on the student transcript. No credit is

awarded for the course. Tuition and fees are not refunded except in certain specific circumstances.

Writing Emphasis Requirement: See Gordon Rule.

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