







**Student Academic Calendar 2022 – 2023**  
(Dates Subject to Change)

	Fall 2022 Term (2023.1)				Spring 2023 Term (2023.2)				Summer 2023 Term (2023.3)			
	Session A	Session B	Session C	Session D	Session A	Session B	Session C	Session D	Session A	Session B	Session C	Session D
<b>Academic Dates and Deadlines</b>	Aug 15 – Dec 9	Aug 15 – Oct 10	Sep 6 – Dec 9	Oct 11 – Dec 9	Jan 9 – May 9	Jan 9 – Mar 7	Jan 31 – May 9	Mar 8 – May 9	May 15 – Aug 9	May 15 – Jun 27	Jun 13 – Aug 9	Jun 28 – Aug 9
<b>Registration Begins</b>	Apr 1	Apr 1	Apr 1	Apr 1	Nov 1	Nov 1	Nov 1	Nov 1	Mar 1	Mar 1	Mar 1	Mar 1
<b>Deadlines to Pay Fees</b> See Details Below	Jul 31 Aug 8	Jul 31 Aug 8	Aug 30	Oct 4	Jan 3	Jan 3	Jan 24	Mar 1	May 11	May 11	Jun 6	Jun 21
<b>Classes Begin</b>	Aug 15	Aug 15	Sep 6	Oct 11	Jan 9	Jan 9	Jan 31	Mar 8	May 15	May 15	Jun 13	Jun 28
<b>Schedule Adjustment (Drop/Add) Period Ends</b>	Aug 19	Aug 16 Add Aug 19 Drop	Sep 9	Oct 12	Jan 13	Jan 10 Add Jan 13 Drop	Feb 3	Mar 9	May 16	May 16	Jun 14	Jun 29
<b>Midterm</b>	Oct 10	Sep 12	Oct 19	Nov 7	Mar 7	Feb 6	Mar 16	Apr 11	Jun 27	Jun 5	Jul 12	Jul 19
<b>Last Day to Withdraw</b>	Nov 1	Sep 22	Nov 8	Nov 18	Apr 5	Feb 16	Apr 12	Apr 21	Jul 14	Jun 13	Jul 24	Jul 27
<b>Final Exams</b>	See PSC web page for the final exam schedule <a href="http://www.pensacolastate.edu">www.pensacolastate.edu</a>				See PSC web page for the final exam schedule <a href="http://www.pensacolastate.edu">www.pensacolastate.edu</a>				Administered during the last regularly scheduled class period.			
<b>Last Day of Term</b>	Dec 9	Oct 10	Dec 9	Dec 9	May 9	Mar 7	May 9	May 9	Aug 9	Jun 27	Aug 9	Aug 9
<b>Commencement Ceremony</b>	Fall Commencement Ceremony Sunday, December 11, 2022				Spring Commencement Ceremony Thursday, May 11, 2023				There is no Summer Commencement Ceremony. Summer graduates are invited to attend the Spring or Fall Commencement Ceremony.			
<b>HOLIDAYS (College Closed)</b>	<ul style="list-style-type: none"> <li>Labor Day: Monday, September 5</li> <li>Veterans Day: Friday, November 11</li> <li>Fall Break: Wednesday, November 23 – Sunday, November 27</li> <li>Winter Break: Monday, December 19 – Monday, January 2</li> </ul>				<ul style="list-style-type: none"> <li>Martin Luther King Jr. Day: Monday, January 16</li> <li>Presidents' Day: Monday, February 20</li> <li>Spring Break: Monday, March 20 – Sunday, March 26</li> </ul>				<ul style="list-style-type: none"> <li>Memorial Day: Monday, May 29</li> <li>Juneteenth: Monday, June 19</li> <li>Independence Day: Tuesday, July 4</li> </ul>			

Fee Payment Details: The Fall term has 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 the last fee payment deadline day, excluding July 31. Payment can also be made by logging onto Workday and accessing the Finances application. Pensacola State College reserves the right to change the academic calendar as necessary.

# PENSACOLA STATE COLLEGE

## 2022-2023 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

### **Governing Board**

Dr. Troy Tippett, Chair

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Margie Moore

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Julie Sheppard

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Gordan "Flash" Sprague

### **President**

C. Edward Meadows, Ed.D.





## MESSAGE FROM THE PRESIDENT

Welcome Pirates new and old! Thank you for choosing Pensacola State College. We are confident that we can help you achieve your academic goals, whether that's transferring to a university after graduation or moving into the workforce. We know you have goals beyond Pensacola State College and we firmly believe that PSC can help you reach those goals.

We are all still coping and recovering from a trying and often traumatic time in world history and we are still dealing with the effects of COVID-19. However, Pensacola State College remains providing you not only with a high-quality and affordable education, but a safe and secure environment as well.

The College opened with 136 students in 1948. Since then, the College has bestowed more than 117,000 degrees to Pirate graduates. We hope to add your names and numbers to that list someday soon.

We have small classes, highly qualified and caring faculty, academic support programs such as virtual and face-to-face tutoring, veteran support programs, and mental health services to help ensure your success.

With flexible schedules and a variety of educational delivery methods – day, night, face-to-face, online and hybrid classes – Pensacola State College will meet you where you are today. Also, the College has six locations – Pensacola, Milton and Warrington campuses and centers at Century, South Santa Rosa and Santa Rosa Industrial Park West. Pensacola State College's reach goes far beyond Pensacola through online learning.

Finances should not be a deterrent to earning a college education. You are enrolled in one of the most affordable and accessible colleges in the nation – 95 percent of our students graduate debt-free. We also award more than \$24.6 million in scholarships, financial aid and grants each year. We firmly believe that anyone who wants to attend Pensacola State College should be able to.

We know Pensacola State is a great College with a dedicated staff and faculty, and programs that provide the best in both education and workforce training. Others feel the same. Pensacola State is listed among the best colleges in the South by U.S. News and World Report and our highly successful RN to BSN program is ranked in the top 50 in the nation.

The Pirate experience is important to us. We offer students the opportunity to participate in collegiate sports, art exhibitions, music and theater performances, intramural sports and the opportunity to join numerous clubs and organizations that can make their experience at PSC even more special and memorable.

The entire Pirate Family welcomes you to Pensacola State College, where every day we dedicate ourselves to transforming lives and futures. We are here to help you make the most of your educational experience at Pensacola State.

We're excited about the future. We're excited about *your* future.

Go Pirates!

Sincerely,



Edward Meadows  
President









# COLLEGE INFORMATION





# 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.



Mr. David Alexander  
Adjunct Instructor  
Adult Education



Dr. Stephen Gottschalk  
Assistant Professor  
Natural Sciences



Dr. Alex Ledgerwood  
Assistant Professor  
English and Communications



Ms. Lauren Rogers  
Instructor  
Natural Sciences



Dr. Brian Ward  
Instructor  
Business

## 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. Venettozzi, 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 Bedics 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 500<sup>th</sup> 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 program provides a supportive environment to new business startups for high technology and virtual entrepreneurs.

## 10| PENSACOLA STATE COLLEGE 2022-2023 CATALOG

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 35<sup>th</sup> 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 57<sup>th</sup> 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 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

## 12| PENSACOLA STATE COLLEGE 2022-2023 CATALOG

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 70<sup>th</sup> 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 associates 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 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.

In February 2019, 10 of Pensacola State's most-accomplished Pirates were inducted into the College's Athletics Hall of Fame. Making up the inaugural class were 2019 inductees Joel Anthony, former Pirates basketball player and two-time NBA champion; the late Mary Bailey, former softball coach whose team won 1988 NJCAA Division I National Championship; William "Bill" Brantley, former PSC professor and longtime Pirates booster; Jim Donovan, former PSC golf coach who led team to 1993 NJCAA Division II National Championship; Charles Fairchild, member of PSC 1962-63 first championship basketball team and charter member of the PSC Athletic Program Boosters; Dana Gilmore, former softball player and most-decorated female athlete in PSC history; Dennis Lindsey, PSC's first full-time assistant coach and current executive vice president of basketball operations for the Utah Jazz; Greg Litton, former PSC baseball player and 1989 World Series champion; Bob Marlin, former PSC basketball coach who led Pirates to 1993 NJCAA National Championship; and the late William "Bill" McArthur, longtime PSC basketball supporter and table coordinator at College for 42 years.

In March 2019, the University of West Florida and Pensacola State College launched a redesigned and extended PSC2UWF program, which features new benefits. PSC2UWF created a more accessible, streamlined pathway for students to transfer from PSC and earn a bachelor's degree from UWF. The new agreement also includes a reverse transfer option for PSC and gives students access to a personalized UWF degree audit to track their progress toward earning a bachelor's degree while pursuing an associate degree at PSC.



In May 2019, eight successful Pensacola State alumni were recognized at the College's 2019 Distinguished Alumni Awards. "Building on Tradition – Investing in the Future" was the theme of the inaugural event where alumni were recognized in five categories. Denis McKinnon, Sr., was the recipient of the Spirit of Pensacola Award. Steve Olesky received the Rising Star Award. Lifetime Achievement awards were presented to Gary A. DeLapp and Jarl "J.T." Young. Hometown Heroes awards were presented to Cherry Fitch and Chip Simmons. Against the Odds awards were presented to Barry Cole and Thomas Vaughn.

In May 2019, the Gary A. DeLapp Alumni Scholarship was established by family, friends, and colleagues of the hotel executive and 2019 Distinguished Alumni Lifetime Achievement Award recipient.

In May 2019, the Aspire Higher Scholarship was established by 2019 Distinguished Alumni Lifetime Achievement Award Recipient Jarl "J.T." and Deidre Young. The Young's \$12,500 pledge gift was matched the PSC Foundation.

In May 2019, Delta Kappa Alpha Fraternity in partnership with the PSC Alumni Association agreed to raise funds for the Delta Kappa Alpha Scholarship. Fraternity members raised more than the initial \$12,500 goal which was matched by the PSC Alumni Association Scholarship Matching Fund.

In May 2019, the Edward Meadows Meritorious Scholarship was established by PSC President Ed Meadows.

In May 2019, Baptist Health Care Foundation provided \$15,000 in scholarship funds for PSC students who are enrolled in the emergency medical technician program. The gift is a three-year commitment to fund five \$1,000 scholarships each year.

In June 2019, a facelift of the College's Planetarium and Space was completed. Renovations started in 2017 with the repainting of the 40-foot diameter dome. Along with the dome – which was repainted by Astro-Tec Manufacturing, computerized LED lighting, a state-of-the-art surround sound system, new seating, carpeting and a computerized control console were included in the upgrades.

In July 2019, Pensacola State College's RN to BSN program was ranked at No. 4 in Florida by RegisteredNursing.org, a nursing advocacy organization.

In August 2019, Monsanto-Solutia retirees donated \$30,000 to PSC to establish the Monsanto-Solutia Retirees Endowed Scholarship fund. The scholarships will be awarded to students with a Monsanto, Solutia or Ascend connection, Ascend employees enrolled in programs to enhance job skills, students enrolled in a health care program, or chemical engineering students.

In August 2019, Pensacola State College received a \$100,000 donation from Dona and Milton Usry to establish the Dona and Milton Usry Endowed Accounting Scholarship for full- or part-time students majoring in the field of accounting.

In August 2019, Pensacola State College alumnus Denis McKinnon Sr., along with his son, Denis McKinnon, Jr., and Wade Wilson – on behalf of Veterans National Homecare – donated \$5,000 in scholarship funds to Pensacola State for first generation in college students. The organization also will donate \$5,000 in 2020 and 2021.

In September 2019, the College started a Commercial Vehicle Driver Vocational Certificate Program. When students complete the 320-hour course, they are equipped with the tools needed to earn a Florida Class A Commercial Driver's License.

In September 2019, the Irish Politicians Club, a social club based at McGuire's Irish Pub, donated \$35,000 to the College for the Molly McGuire Culinary Arts Endowed Scholarship fund which began in June 2015. McGuire Martin also donated \$25,000 to the scholarship fund named for his late wife, Molly McGuire, who died in 2014. The endowment principal now is more than \$300,000.

In September 2019, Sandy Sansing Universal Scholars were announced. The 2019 scholars were Cynthia Aceto, Elizabeth

Askfeldt, Tabitha Cooper, Bethel Goodwin, Darriell Jones, Laura Shiver, Amelia Maltibia, Regina Young and Rajah Zulla.

In October 2019, Pensacola State College was named the beneficiary of a \$2.4 million Charitable Remainder Unitrust (CRUT) established by Ron and Jan Miller. Based upon the terms and conditions of the trust agreement, the PSC Foundation is the sole beneficiary of the remainder in the trust.

In November 2019, Military Times included Pensacola State College in its 2020 Best for Vets Schools list. The college was 100th among 134 ranked four-year universities and colleges. Academic achievement rates and other factors that make colleges and universities a good fit for service members, veterans and their families also are considered in the list.

In November 2019, The Corsair student newspaper placed second in the General Excellence category and won several other awards at the 2019 Florida College System Publications Awards Conference. The Kilgore Review, the literary magazine, also placed second in the General Excellence category and won numerous other awards.

During fall 2019, new Pensacola State College digital signs were installed at the corner of Ninth Avenue and Underwood Street on the Pensacola campus and on U.S. 98 on the Warrington campus.

In January 2020, Pensacola State College renamed the PSC Board of Trustees Room the Dona and Milton Usry Board Room. A portrait of the Usrys also was unveiled in the College's Hall of Honor in Building 7. In 2019, the Usrys donated \$100,000 to the College. The funds were used to establish the Dona and Milton Usry Endowed Accounting Scholarship.

In January 2020, Pensacola State College's online Bachelor of Science in Nursing (BSN) Program was listed among the best in Florida and nation by U.S. News and World Report for the second consecutive year. In the "Best Online Bachelor's Programs 2020 Edition" listing, the College's online BSN program was ranked third among Florida College System institutions. Pensacola State also tied for 9<sup>th</sup> with Florida Atlantic University among Florida colleges and universities and was ranked 73rd in the United States.

In January 2020, October 2020, former Escambia County District 2 Commissioner Gene Valentino and his wife, Maureen, gifted property in Chumuckla appraised at \$250,000, as well as an additional \$20,000 to PSC to support the Entrepreneurial Program. The College will eventually sell the 4-acre-plus property and use the funds to establish an endowed scholarship and program support for Business Entrepreneurship students in the Valentino name. Students also will participate in an entrepreneurship competition for the scholarships each year. On Oct. 14, 2020 PSC honored the Valentinos by renaming a lecture hall in Building 10 on the Pensacola campus in their honor. The ceremony also included the unveiling of a portrait of the couple inside the Gene and Maureen Valentino Lecture Hall.

In January 2020, Pen Air Federal Credit Union donated \$5,000 to the Pensacola State College Scholarship Fund in a ceremony held in the Pen Air Federal Credit Union Room located in Chadbourne Library. The scholarship donation is a continuation of the credit union's support of PSC. In November 2016, Pen Air gifted PSC with a \$100,000 contribution to establish the Pen Air Federal Credit Union Endowed Scholarship.

In February 2020, five legends were inducted into the Pensacola State College's Athletics Hall of Fame. The 2020 inductees were Doug Bates, former baseball player, recipient of 1998 Lea Plarski Award and past president of the PSC Foundation; Vicki Carson, former Lady Pirates women's basketball coach whose team won 1985 FCAA State Championship and was named 1985 FCAA Coach of the Year; Dr. Donn Peery, former athletic director and military veteran; Brenda Peña, former softball player, former head softball coach and 2003 Panhandle Conference Coach of the Year; and Dan Shugart, longtime PSC athletic supporter and WEAR-TV 3 sports director.

## 14| PENSACOLA STATE COLLEGE 2022-2023 CATALOG

In February 2020, Pensacola State College was acknowledged as a top school for military veterans. The College was named one of 625 “Military Friendly Schools” for 2020-2021 by VIQTORY, a veteran-owned company that connects former military members to civilian employment and educational opportunities.

February 2020, Spring 2020, PSC graphic design student Jay Durham won a gold and silver ADDY at the national level. PSC won 95 awards – 34 gold, 58 silver and 3 Judges Award – at local competition held in February.

March, April, May 2020, PSC moved to online classes for students and work-from-home for employees due to COVID-19 pandemic.

In May 2020, Pensacola State College recognized its 2020 Academy of Teaching Excellence inductees. They were Andrew Barbero, Amber Carey, Domenick Grasso and Deborah Woods. The Academy of Teaching Excellence also has named Lauren Rogers, Natural Sciences instructor, as Outstanding New Faculty Member.

In July 2020, Pensacola State College implemented Phase 1 of Workday, an Enterprise Resource Planning system to replace the College’s Financial Records System and Student System. College administrators, faculty and staff underwent training throughout June. On July 1, the College’s Financial Records System and Payroll and Human Resource package went live. The Phase 2 implementation began in Fall 2020 and started the process of replacing the Student System (eRosters, eAdvising, eManagement, Spyglass).

In July 2020, PSC launched JobX website, a free job board where outside employers can post employment opportunities. The site also includes wages, hours, job location, number of openings and, in some cases, an actual link to a job application. Hourly wages also are listed. Employers who have posted listings on the site include Community Health of Northwest Florida, Creative School Age Child Care, Domino’s Pizza, Episcopal Day School, Firehouse Subs, Gulf States Automation, Keegan Staffing, Landrum HR, My Florida House, Nilsen Orthopedics, Santa Rosa County, TLC Caregivers and other employees.

Midyear 2020, Pensacola State College SkillsUSA chapter was named a 2020 Gold Medal Chapter of Distinction. The SkillsUSA Chapter Excellence Program honors chapter achievement relative to the organization’s framework of developing personal, workplace and technical skills. Chapters achieve status as a Quality Chapter – Bronze, Silver or Gold Medal Chapter of Distinction. The highest chapter honor is the Model of Excellence designation.

Also, four PSC employees were recognized for their service to the College and SkillsUSA. Rebecca Gunter, an office assistant in the Student and Program Outreach Department, received the SkillsUSA Honorary Life Award of the Year. Theresa Hoang, an office assistant in the Student and Program Outreach Department, was named Alumni of the Year for a second year. Sonja McCall-Strehlow, coordinator of the massage therapy program and facial specialty program, received the SkillsUSA Region 1 Advisor of the Year Award. Jennifer Ponson was named the SkillsUSA Florida Region 1 Champion of the Year.

In August 2020, PSC safely held nursing pinning ceremony and graduation ceremonies at the Pensacola Bay Center, despite COVID-19.

In August 2020, the Estate of the late Ralph and Elizabeth “Libby” Ruyle gifted approximately \$140,000 to the College. Ralph Ruyle, a former Pensacola State math instructor, died in 2014. His wife, Libby, passed in August 2020. The couple were members of the PSC Bell Tower Heritage Society – and recorded their intent to make a gift to the College to memorialize their love of the institution.

Late summer 2020, the \$15 million Baars Technology Building was completed in late 2020. Classes were first held in the building starting on March 8 - the start of Session D of the spring semester. The 23,389-square-foot facility will be home to cybersecurity, computer science and mathematics. It replaced the 60-year-old Mary Ellison Baars building which was the first facility constructed

on the Pensacola campus in 1956. It was named after the Baars family matriarch in recognition of the Baars role in making the property available for the College.

In September 2020, the College received a second \$5,000 donation from Veterans National Homecare for first-generation-in-college scholarships. Denis McKinnon Sr., Denis McKinnon Jr., and Wade Wilson presented the donation to the College.

In September 2020, more than 50 Pensacola State student-athletes and coaches came to the rescue of local families whose homes and properties were devastated by Hurricane Sally. The category 2 hurricane hit the Florida Panhandle and coastal Alabama on September 16 bringing wind, rain, and storm surge. Members of PSC Athletics helped at least 25 residents clear debris, remove fallen and cut tree limbs and waterlogged furnishings and other items from their property.

In September 2020, U.S. News and World Report has ranked PSC among the nation’s best postsecondary institutions in its 2021 annual report. The College was the Number 1 Top Performer on Social Mobility and No. 2 in Least Debt in the Regional Colleges South category in the publication’s “Best Colleges 2021 Edition.” In the All Regional Colleges category, PSC ranked Number 5 in Least Debt. Also, in the Regional Colleges South category, Pensacola State was listed Number 11 in the Top Public Schools category. The College also ranked Number 30 in the Best Regional Colleges South group among public and private schools. And PSC scored 51 percent in the Economic Diversity Score category which evaluates students from different economic backgrounds. Published annually, the 2021 report ranked more than 1,400 private and public colleges and universities.

In September 2020, the U.S. Department of Commerce awarded a \$1.6 million grant to PSC to help construct a truck driving training facility in the Santa Rosa County industrial park. Currently, the truck driving program operates near Blue Angel Recreation Park. The new facility should be open in spring/summer 2021. The grant was issued through the U.S. Department of Commerce’s Economic Development Administration and must be matched with \$2.9 million in local funds.

In September 2020, PSC was awarded \$726,388 grant to help students enrolled in the Career and Technical Education (CTE) fields. The Governor’s Emergency Education Relief (GEER) Fund will provide \$105,000 for CTE scholarships and about \$500,000 for new, state-of-the-art equipment that will bolster a variety of the College’s CTE programs which offer training and routes to industry credentialing in high-demand fields. The GEER Fund is provided through the Coronavirus Aid, Relief and Economic Security Act.

In September 2020, TRIO-Student Support Services received a five-year \$1.89 million grant (\$379,197 each year) while TRIO-Veterans Student Support Services received a five-year \$1.25 million grant (\$125,000 each year).

In September 2020, for the second year, Veterans National Homecare donated \$5,000 in scholarship funds to the College for first-generation-in-college students. PSC alumnus Denis McKinnon Sr., along with his son, Denis McKinnon Jr., and Wade Wilson – on behalf of the company – presented the First Generation Matching Scholarship donation to PSC President Ed Meadows on September 3 in the PSC Foundation office. In 2019, the company made its first donation and pledged a total of \$15,000 to fund scholarships. A third \$5,000 donation will be made in 2021. As available, future donations will be matched by funds from the First Generation Matching Grant Program.

In October 2020, more than \$90,000 was raised at PSC’s 12<sup>th</sup> annual Day of Clays held at the Santa Rosa Shooting Center in Pace. Presented by Trane, over 111 shooters took part in the fundraiser which supports Pensacola State students and programs through the PSC Foundation Fund for Excellence.

In October 2020, PSC Milton campus debuted the College’s new 3.1 mile cross-country course during the 49<sup>th</sup> annual Washington High

School Wildcat Invitational. PSC cross country team now has its own course to host competitions in upcoming seasons. PSC employee Richard Whatley Sr. conceived of the course, and with help from PSC cross country coach Julie Burger and Washington High School cross country coaches Brian Quinn and Krystal Falkler helped clean up and mark the course.

In October 2020, Sandy Sansing enjoyed lunch with several of the 33 PSC students who received a Sansing Universal Scholarship for the 2020 academic year. Since its establishment in 2002, the Sandy Sansing Universal Scholarship has awarded, along with matching funds, nearly \$500,000 to 1,126 PSC students. The scholarships cover tuition, fees, and books up to \$1,500. Recipients must demonstrate financial need and have at least a 2.0 grade point average.

In October 2020, PSC recognized the 2020 Employees of the Year. The Professional Employees of the Year were Ella Barker, Butch Branch, Paul Chaney, Michael Johnston, and Patrice Whitten. The 2020 Career Service Employees of the Year were Shannon Crawford, Ricky Enfinger, Teresa Jackson, and Melonie Miner.

In November 2020, more than \$23,000 was raised during the Pensacola State College Alumni Association's Annual Quail Hunt and Pheasant Shoot held November 6 and 7 at Dennis Lake Wing Club in Bay Minette, Alabama. Nine participants turned out for the quail hunt and overnight guests joined a fresh group of hunters at the venue's clubhouse for the pheasant shoot. Overall, nearly 30 hunters participated in the shoot.

In November 2020, Pensacola State College's Medical Assistant Program was named one of the best in Florida by [medicalassistnatadvice.com](http://medicalassistnatadvice.com). Of the 91 Medical Assisting Programs in Florida, Pensacola State was ranked Number 2 by the online resource. The rankings were based on graduation rate, net price, admission rate, retention rate, number of enrolled students and the reputation of the school. The College's one-year vocational certificate program prepares students for employment in physicians' offices, clinics, offices of other health practitioners and hospitals. The program also is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board. The total cost of the PSC program is \$5,880 and it boasts of a 100 percent graduation rate.

In November 2020, McGuire's Irish Pub and members of the Irish Politicians Club donated \$50,350 to the Molly McGuire Culinary Arts Endowed Scholarship Fund. With the latest donation, the endowment principal is now \$350,350, making it the College's sixth-largest endowed scholarship.

In November 2020, the Gulf Power Foundation presented a \$30,000 check to the Pensacola State College Foundation that is just part of the company's pledge contribution to the PSC Nonprofit Center for Excellence and Philanthropy, a training center for area nonprofit organizations. The check was the third \$30,000 payment of Gulf Power's \$150,000 commitment to the Nonprofit Center, which was established in 2019. The company has pledged to contribute \$60,000 more to the Center over the next two years.

In November 2020, Pensacola State College was named one of the top-performing schools in the Florida College System. The College exceeded the FCS average in 23 of 30 evaluated metrics that measure student success and graduation rates, enrollment, transfer performance, college preparatory outcome rates and job placement of students who graduate or complete educational programs. PSC also exceeded its own goals in 20 of the 30 metrics and in seven of the 10 metric goals, the College was within 5 percent of the stated goal. The 2020 Pensacola State College Approved Accountability Measures Plan Evaluation was compiled by Michael Johnston, PSC Executive Director of Institutional Research.

In December 2020, the first Change Maker Program donated \$175,000 to College for student scholarships. Founded by Michael and Jo-Ann Price, the couple initially contributed \$50,000 to the program. The Prices are major supporters of the College's annual

Holiday Experience which was cancelled in 2020 due to COVID-19. The couple met with PSC President Ed Meadows and PSC Foundation Executive Director Andrea Krieger to discuss a way to bolster scholarships for students who have lost jobs and incomes due to the pandemic. That meeting resulted in the creation of the Change Maker program, where the Prices encouraged College administrators to use their gift to inspire four other donors to each give \$10,000 which they matched. And to encourage more participation, the Prices suggested using the final \$10,000 to match \$1,000 gifts from 10 other donors for universal scholarships.

Throughout 2020, the Lou Ross Center and Hartsell Arena received facelifts in 2020 and much-needed updates. The arena was repainted, and graphics, paint and branding were added throughout the hallways to tie into the improvements that were made in the lobby for the unveiling of the 2019 Hall of Fame display.

In January 2021, U.S. News and World Report's "Best Online Bachelor's Programs 2021 Edition," ranked Pensacola State's online BSN program second among Florida College System institutions. The College also tied for 8th among all Florida colleges and universities and was ranked 53rd in the U.S. by the publication. U.S. News and World Report also ranked the College 37th in the 2021 Best Online Bachelor's Program for Veterans category.

In January 2021, Pensacola State baseball coach Bryan Lewallyn and softball coach Lyndsey Angus were named the College's new athletic director and associate athletic director, respectively. The pair assumed the responsibilities from Athletic Director Bill Hamilton who officially retired in March 2021. Lewallyn oversees the day-to-day operations of the PSC Athletics Department, its budgets, staff organization, facilities, emergency/crisis management and serve as a community liaison. Angus is in charge of NJCAA compliance and regulations. Both remained in their head coaching roles.

In January 2021, Jessica Johnson and Scott Schackmann were selected InWeekly's 2021 Rising Stars. Johnson is the Wellness Case Manager at the College. Schackmann is a Spanish instructor and the coordinator of the Online Learning and Innovation. InWeekly's Rising Stars edition spotlights young professionals who will have a meaningful impact on the community and help the Pensacola area grow and improve.

In February 2021, Pensacola State College graphic design and photography students won three Judges Choice Awards and 17 gold and 28 silver American Advertising Awards at the local level at a virtual gala. Judges Choice Awards winners were Jennifer Manare and Danny Nguyen. Both entries also received gold ADDYs. Gold ADDY winners were Joshua Clark, Spencer Clark, Alana Cox, Jay Dunham, Courtney Goodman (3), Lindsy Hicks (3), Miranda Magha, Manare, Anthony McGriff, Nyugen (2), and Amanda Schmidt. Silver ADDY winners were Husna Abubakar (2), Jared Barrow (2), Amber Beasley, Elisabeth Carver, Joshua Clark, Spencer Clark (2), Alana Cox (2), Kylie Crowell, Courtney Goodman (5), Jennifer Manare, Amelia Moore, Sandra Moore, Danny Nguyen, Amanda Schmidt (2), Cheryl Sturges, Eileen Medina Torres (3), and Brandon White. Zack Blessing, a 2017 PSC graduate and graphic designer in the College's Marketing and Information Department, also won an ADDY for freelance work.

In February 2021, Pensacola State College was named a 2021 Military Friendly® School by Victory Media. This is the 12th consecutive year that the College has received the designation awarded to U.S. colleges, universities, and trade schools that dedicate resources to military students to ensure success in the classroom and after graduation.

The College - one of 747 schools to be recognized - received the Bronze designation for the 2021-2022 academic year. Pensacola State has more than 2,000 veterans, active duty personnel and their dependents enrolled in classes.

In February 2021, the College's Associate of Science Degree in Sonography was ranked Number 2 in the U.S. by Best Value Schools. Pensacola State was among the colleges included in the Best 15 Associates in Sonography Programs in the Best Value Schools' 2021



listing. Each college was ranked based on its acceptance rate and estimated tuition and fees (published on each institution's website). The tuition data also was calculated by the in-state tuition rate and academic semester year for all schools.

On February 26, 2021, 11 Pensacola State College students received African American Memorial Endowment or Dr. Garrett T. Wiggins "Live Your Dream" scholarships. The 2021 African American Memorial Endowment Scholarship recipients were Lecia Bradley, Ashley Buskey, Paris Guy, Nkyquashia Mitchell and Keyaundra Mobley. The 2021 Dr. Garrett T. Wiggins "Live Your Dream" Scholarship recipients were Nevaeh Anderson-Polk, Daniel Haile, Lakisha Jones, Nicole Lyons, Caleb Manassa and Xavier Sapp.

In Spring 2021, Pensacola State College's Medical Assisting Program was ranked No. 2 in Florida for 2021 by [medicalassistantadvice.com](http://medicalassistantadvice.com) and [findmedicalassistantprograms.org](http://findmedicalassistantprograms.org).

Spring 2021, six Pensacola State College students were named to the 2021 All-Florida Academic Team. Steffan Al-Bayaty, Kevin Huang, Brandi Lowery, Shayna Payne, Julia Riser, and Steven Wood were among 137 Florida College System students selected for the team.

In April 2021, Pensacola State College unveiled its new state-of-the-art Baars Technology Building during a ribbon cutting ceremony. The \$15 million, 23,839 square foot, two-story facility will be home to the College's STEM programs, including cybersecurity, mathematics, computer science, and other high-tech fields of study. It replaces the Mary Ellison Baars Building. Demolished in January 2019, the Mary Ellison Baars Building was 60 years old and the College's oldest structure. It was named in honor of the Baars family matriarch for donating property to the College.

In April 2021, the College's SkillsUSA chapter won four gold, two silver and four bronze medals at the organization's Florida 2021 Virtual State Leadership and Skills Conference. The winners were: Gold: Patrick Newburn, Commercial Banking; Team A – James A. Martin and Keenan Stoughton, MRE Challenge; Amelia Moore, Photography; and Ashlyn Cain, Restaurant Service. Silver: Beth Burgeson, Commercial Banking, and Frederick Hallman, Photography. Bronze: Lisa Wicks, Commercial Banking; Carolyn Lungaro, Culinary Arts; Team A – LaTeisha Hughes and model India Malone; Esthetics; and Enrique Viveros, Job Interview. Advisors were Jimmie D. Langham, Commercial Banking, Culinary Arts and MRE Challenge; Sonja McCall-Strehlow, Esthetics; Mark Francis, Job Interview and Photography; and Joni Verlin, Restaurant Service.

In April 2021, Pensacola State College cybersecurity student Allison Dugas was one of three national winners of the National Institute for Staff and Organizational Development's (NISOD) Student Essay Contest. Dugas' essay, "A Woman of Letters," was about Amber Carey, PSC Spanish instructor and Robinson Honors Program coordinator. Dugas works for Carey as a student assistant in the History, Languages, and Social Sciences Department and assists Carey with the Robinson Honors Program. Both Dugas and Carey, received \$1,000 from NISOD, and the College received a complimentary membership.

On April 28, 2021, the Cantonment Rotary Club awarded scholarships to 18 PSC students. Music students – Amanda Duffey, Carlos Lopez, Lauren Mills and Lacie Scholz were awarded \$1,000 as part of the Ike and Carolyn, Hicks Terry Music Endowed Scholarships. Recipients of the \$1,500 Ted Ciano Vocational Endowed Scholarship were Leon Dobbins II and Devon Luallen, both engineering technology-advanced manufacturing majors; Dominic Watson, a heating, ventilation and air conditioning student; and Dalton Alewine, a welding technology major. Layton Davis, an architectural design and construction technology major; Briana Esterberg, a nursing student; Alexis Faller, a graphic design major; and Casey Taylor, a radiology student; were awarded \$600 Vocational I Endowed Scholarships. Recipients of the \$500 Vocational II Endowed Scholarships were Carolyn Lungaro, business major Keshia Dunklin, health services management major Coby Myers and graphic technology student Autumn

Notley. Paralegal Studies students Sarah Dawson and Alyssa Vasquez each received \$500 Legal Assistant Endowed Scholarships.

On May 4, 2021, Pensacola State College unveiled the state-of-the-art Donald McMahon III Center for Cybersecurity, which is housed in the Baars Technology Building. The Center for Cybersecurity was named for McMahon, a Pensacola businessman and philanthropist, in appreciation and recognition of his \$250,000 donation to PSC to support students enrolled in the cybersecurity program or closely related fields of study. The College's Bachelor of Applied Science Degree in Cybersecurity also bear McMahon's name. PSC offers both an associate degree and a bachelor's degree in cybersecurity.

On May 7, 2021, the 15<sup>th</sup> annual Big Break Golf Classic raised more than \$27,500 to support the College's greatest needs. The event was held at Marcus Pointe Golf Club.

On May 18, 2021, the College announced plans to open a dual-enrollment charter school at the Warrington campus for military dependents and at-risk students. The proposed opening date for the Pensacola State College Charter School is August 2022. The Gulf Power Foundation presented the College with a \$100,000 leadership gift that will fund a state-of-the-art Technology Innovation Center at the school, which will be open to 10<sup>th</sup> through 12<sup>th</sup> grade students. The charter school will offer precollegiate and collegiate classes, giving students the opportunity to graduate with both a high school diploma and/or an associate degree. It will be based in existing facilities on the Warrington campus.

In Summer 2021, the Margie and Alan Moore Endowed Scholarship was established as part of the College's Your Community, Your Legacy campaign. Throughout their lives, the Moores have worked with and supported organizations that help open the doors of education for young people, including Margie Moore's work as past president of the Pensacola State College Foundation Board of Governors and current chair of the Pensacola State College District Board of Trustees. The couple also has worked closely with Pace Center for Girls for many years and will first offer this scholarship to eligible Pace Center for Girls graduates.

In Summer 2021, Pensacola State College was ranked Number 2 for the Best Affordable RN-to-BSN Degree by University HQ. The ranking was based on several factors including the program's costs, retention rates, the number of first-time, full-time students who return for a second year, graduation rates and more.

In Summer 2021, Pensacola State College was chosen a Best for Vets School by Military Times. The College was ranked the 27<sup>th</sup> best public college or university in the Southeast and was ranked 97<sup>th</sup> among public schools in the United States for its service and commitment to veterans.

In June 2021, six Pensacola State College instructors received the National Institute for Staff and Organizational Development's (NISOD) Annual Excellence Awards. Honored were Karin Carter, adjunct math instructor; Randal Evan McClellan, physical science instructor; Jimmie Langham, culinary arts instructor; Sarah Meyer-Patterson, Veterinary Technician program director; Scott Schackmann, Spanish instructor; and Britni Schoolcraft, English instructor. The NISOD Excellence Awards were established in 1991 to provide NISOD-member colleges with an opportunity to recognize individuals doing extraordinary work.

On June 24, 2021, Pensacola State College brought home two gold medals from the 2021 Virtual National Leadership and Skills Conference. Lateisha Hughes won gold in the field of esthetics, while Amelia Moore was a gold medal winner in photography. The SkillsUSA Championships feature more than 6,500 outstanding career and technical education students -- all state contest winners -- competing hands-on in 107 different trade, technical and leadership fields.

On July 14, 2021, Cassidy Gadsby, an active duty U.S. Navy corpsman and a Pensacola State College honor student, was named a 2021 Coca-Cola Military Leaders of Promise Scholar. She was one of 25 active duty members nationwide to receive the honor and the



accompanying \$1,000 scholarship. The scholarships are provided by the Coca-Cola Scholars Foundation, which awards 200 scholarships annually – 25 of which are reserved for active duty military or veterans. Scholarship recipients must be members of their schools' Phi Theta Kappa Honor Society chapters.

In August 2021, the College's EMS-Paramedic Program earned continuing accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CAAHEP accredits certificate, diploma, associate, bachelor's and master's degree programs in many health disciplines all over the world. The College's current five-year accreditation will be in effect through 2026.

On August 17, 2021, Pensacola builder Amir Fooladi established a scholarship to help PSC students hoping to enter the construction field. Open to students enrolled in the College's carpentry, electrical, mechanical, plumbing, drafting design and similar programs, the scholarship also will help supply Northwest Florida with more construction trade employees. Fooladi's initial gift was \$13,500, with \$1,000 of that immediately awardable to two students who received scholarships in Spring 2021 semester. The Alumni Association matched the remainder – \$12,500 – to establish the current \$25,000 endowment fund.

In Fall 2021, WSRE's documentary, "Hank Locklin: Country Music's Timeless Tenor," was nominated for a 2021 Suncoast Regional Emmy in the "Documentary Cultural" category. The film was directed by James Roy. Emily Hudson Mitchell was associate producer, Ted King was assistant director and Tracey Burgess created the graphics for the film, which includes interviews with country legends such as Dolly Parton, Vince Gill, Dwight Yoakam and more. The documentary premiered in fall 2020. In May 2021, it won a gold 2021 Telly Awards for "Excellence in Video and Television Production." The Telly Awards honor excellence in television from all 50 states and five continents. The Suncoast Regional Emmy Awards are presented by the Suncoast chapter of the National Academy of Television Arts & Sciences. The chapter covers all of Florida, and portions of Alabama, Louisiana, Georgia and Puerto Rico.

In Fall 2021, Pensacola State College's Nursing RN Associate in Science Degree Program earned ongoing national reaccreditation through 2029. Observers for the Accreditation Commission for Education in Nursing Inc. (ACEN) visited the College's Registered Nursing program in February and notified administrators in September that reaccreditation was granted. The RN program was initially accredited in February 2008. The next site visit to the College by ACEN observers of the RN program will be in spring 2029. ACEN also awarded reaccreditation to the Practical Nursing Vocational Certificate Program this year. The next observer visit for that program will be in 2028.

On September 9, 2021, four Pirates were inducted into the Pensacola State College Athletics Hall of Fame. The 2021 PSC Athletics Hall of Fame inductees were: Florida Sen. Doug Broxson, first president of the College's Booster Club. Catherine "Miss G" Gifford, a 50-year PSC employee who served as a tutor to student-athletes for 30 years. Gerald McArthur, official PSC basketball scorer for 32 years and a charter member of the Booster Club. Mark Whiten, a PSC student-athlete, who was a fifth-round pick for the Toronto Blue Jay in the 1986 Major League Baseball Draft. He played 11 years in the Major Leagues on eight different teams.

On September 23, 2021, Pensacola State College's Director of Student Affairs Kathleen "Katie" Hudon was named a 2021 Pinnacle Award winner by 850 Business Magazine. The Pinnacle Awards spotlight leading women in business and education across 18 Northwest Florida counties. Hudon was one of 12 women to receive the award. An accomplished educator and academic leader with an impressive eight degrees, Hudon is currently working on a ninth – a Bachelor of Applied Science degree in Business & Management here at PSC. She earned her first degree, an Associate of Arts, from then-Pensacola Junior College.

On September 27, 2021, Central Credit Union of Florida pledged \$100,000 over a five-year period to the Pensacola State College Athletics Department. The gift will benefit the College's six athletic programs – baseball, softball, men and women's basketball, cross-country and volleyball. Each program will receive a percentage of the donation based on roster size. The softball program will receive an additional percentage and the credit union will gain naming rights to the College's softball field. The field will officially be named later. A portion of the donation also will go to the General Athletics fund.

On September 30, 2021, ground was broken on Pensacola State College's new \$7.8 million Truck Driver Training Facility in Santa Rosa Industrial Park East in Milton. Sitting on a 15-acre parcel, the 13,000-square-foot commercial driver's license training and testing facility and driving range is being funded by a \$3.8 million Triumph Gulf Coast grant, a \$1.6 million U.S. Department of Commerce grant, as well as state and local funding. The PSC truck driving program also has received other matching funds - a \$250,000 GEERS Rapid Credentialing Grant, a \$125,000 Florida Governor's Job Growth Grant and \$49,500 from the Santa Rosa County Board of Commissioners.

On September 30, 2021, Pensacola State College's honored the 2021 Academy of Teaching Excellence inductees - Karin Carter, Cybersecurity; Jimmie Langham, Culinary Arts; Sarah Meyer, Veterinary Technology; Scott Schackmann, Spanish; and Britni Schoolcraft, English. Randall McClellan, Physics, was named the Outstanding New Faculty Member.

On October 2, 2021, the 10th Annual Day of Clays Event presented by TRANE was the most successful shoot to date. More than \$110,000 was raised with all proceeds directly supporting Pensacola State College students and programs.

On October 7, 2021, Pensacola State College recognized donors who have committed more than \$750,000 toward the planned PSC Conference and Training Center. The approximately 13,000-square-foot planned conference and training center will house student activities such as job fairs and provide meeting space for seminars and workshops. Also, the facility will provide meeting space for the College's Nonprofit Center for Excellence training program and community organizations.

On October 9, 2021, the 32nd Annual Northwest Florida Forestry Conclave Lumberjack Festival was held on the College's Milton campus. It was the first Lumberjack Festival since 2019. The 2020 event was canceled because of COVID-19. The event featured folks throwing axes and knives, cross-country runners racing through woods, disc golfers throwing at target baskets in the same woods and more.

On October 18, 2021, Sandy Sansing shared lunch with some of the College's 2020 and 2021 Sandy Sansing Scholars. The Sandy Sansing Scholars were Elizabeth Bowen, Wendi Butler, Katie Castleberry, Alan Drake, Quadeja Gray, Joseph Holt, Amanda Hoyt, Lewis Irby, Cedric Johnson, Christen Knox, Katherine Lavoie, Taylor Nelson, Pamela Perceval, Lisa Pressley, Teala Reguindin, Myeshia Rich, Catherine Royce, Sandra Savage, Destiny Seay, Dena Shea, Samuel Stevenson, Lauren Strickland, Ciera Strong, Olivia Wright, and Jacob Wynn.

On October 28, 2021, Pensacola State College recognized its 2021 Career Service Employees and 2021 Professional Employees of the Year. The Career Service Employees of the Year were Lanatta Barrett, Maria Brake, Fred Holt, Emma Johnson, Denise Reyes and Penny Taylor. The Professional Employees of the Year were Tracey Burgess, Lynne Butcher, Kathy Dutremble, Jill Hubbs, and Nan Jackson.

In November 2021, Pensacola State College's Warrington campus unveiled its new Immersive Technology Room, where instructors can recreate dozens of virtual environments that can assist in health care training. Echo Healthcare's "Immersive Interactive" uses four projectors and lasers to create an immersive, virtual world complete with sound and movement. The technology also includes

cameras where staff can shoot various scenes – local hospitals, beach rescues and more – to use as virtual training spots.

On November 4, 2021, 74 Pensacola State College faculty and staff were recognized for years of service. Dawn Loyed and Wanda Osborne were honored for 40 years of service, Rose Hall and Darene Harris for 35 years of service; Tonie Anderson-Steele, Linda Lambert, Greg Ledet, Kathryn Merritt and John Noski for 30 years of service; Karen Atkins-Harris, Jamie Beck, Rich Cacace Jeremy Carr, Dave Delarge, Frances Jackson, Mary Anne Petruska, Brian Rucker and Kathy Schultz for 25 years; and Rick Dunn, Daniel Garber, Marie Hattabaugh, Holly Vaughn and Monica Williams for 20 years; Gregory Bloxom, DeWayne Bradley, Jennifer Brahier, Rachelle Burns, Mack Crider, Jennifer Ehrhardt and Summer Kreiser for 15 years. Diane Bracken, Amber Carey, Dave Courington, Diane Evett, Thomas Gilliam, Kay Hanson, Roberta Harvey, Lois Hurd, Linda Lewandowski, Robyn Ludlum, Gail McClure, Darlene Moseley, Jamie Russell, Debra Ryals, Melissa Sears, Sara Smith, Kathy Van Dyck and Marc Ward were honored for 10 years of service. Mollie Andrae, Lyndsey Angus, Andy Barbero, Rachel Barnes, Julie Burger, Richard Carr, Ingrid Davis, Melissa Davis, Stephen Gottschalk, Diane Jennette, Michael Johnston, William Kelly, Patricia King, Cindy Kirk, Mike Listau, Mary Mabins, Mel Miner, Susan Perry, Jac Rolison, Britni Schoolcraft, Diana Taylor, Bill Tice, Monique Vickers, Brian Ward, Steve Whiting and Handan Williams received five-year service pins.

On November 13, 2021, Maria Tibbetts, a PSC student-athlete and U.S. Marine Corps sergeant, competed in the 2021 National Junior College Athletic Association Division II Cross-Country National Championship in Richmond, Virginia. She qualified for the national championship run based on her time – 22:36 – at the Region 8 cross-country tournament in October. Tibbetts is enrolled in the College's Nursing program.

On December 7, 2021, the Pensacola State College Foundation announced the establishment of the Escambia High School (EHS) Alumni Scholarship in Memory of Deborah Poe Milam with a \$5,000 gift from the EHS Class of 1970 and a \$1,000 gift from Willie Ray Milam Jr., in loving honor of his wife. Deborah Poe Milam was a businesswoman and leader in the banking industry for more than 40 years. She was also a community leader.

On December 10, 2021, the College honored donors who helped students earn an education at the second annual Change Makers – Expanding Possibilities reception. The event celebrated \$2.8 million in new gifts and commitments to PSC that with matches and endowments, equal a \$3.8 million impact. The Change Makers program was created in 2020 by Jo-Ann and Michael Price, who had hosted the College's annual Holiday Experience. During the

inaugural Change Makers program in 2020, the Prices contributed \$100,000 for scholarships and challenged others to give the College with donations of \$10,000 or more. Community members responded and the fundraiser brought in more than \$175,000.

In January 2022, Pensacola State College announced that a women's soccer team will join the Athletics Department in the fall. The Pirates team will play home games at a yet-to-be determined local soccer facility. The current intramural field on the Pensacola campus will be reconfigured to a regulation collegiate soccer field.

In January 2022, Pensacola State College reinstated a cosmetology program at the Century Center in North Escambia County. The center previously offered cosmetology, but the program was shut down because of oversaturation in the profession. The new program can train up to 15 students. Vina Washington is the instructor.

In January 2022, construction started on Phase II of the Baars Technology Building on the Pensacola campus. The Phase II 45,000-square-foot building will cost \$24 million to \$25 million and is being funded with state money. The new building also will be home to cybersecurity, math, advanced technology and other STEM classes. A third-floor connector linking the two buildings is part of the project along with a planned rooftop terrace for the Phase II building. Phase I, a \$15 million 2,839-square-foot building, officially opened in April 2021. Both Phase I and Phase II buildings were designed by Florida Architects.

In January 2022, Patricia "Pati" Gandolfo, Madeline Heller, Daniela Gonzalez-Quesada and Bryan Lewallyn were selected InWeekly's 2022 Rising Stars. Gandolfo is the women's volleyball coach. Heller is a coordinator and administrative assistant in the Academic and Student Affairs Department. Gonzalez-Quesada is an instructor in the Department of Humanities and Social Sciences. Lewallyn is the Athletic Director and head baseball coach. InWeekly's Rising Stars edition spotlights young professionals who will have a meaningful impact on the community and help the Pensacola area grow and improve.

On January 25, 2022, Pensacola State College's online RN to BSN (Bachelor of Science in Nursing) Program continues to be among the best. For the fourth consecutive year, the College's online RN to BSN Program moved up in U.S. News and World Report's rankings. In the publication's "Best Online Bachelor's Programs 2022 Edition," the program was ranked second among Florida College System institutions, fifth among all Florida colleges and universities and tied for 47th in the U.S. U.S. News and World Report also ranked the College 32nd in the 2022 Best Online Bachelor's Program for Veterans category. This is the second year that the program was ranked. In 2021, the College was 37<sup>th</sup> in the category.



# STUDENT HANDBOOK





# 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.

## COLLEGE AUTHORITY

1. Under the authority of s. 1001.64, F.S., and s. 1006.60, 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. Registered 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

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. All students attending the College are expected to abide by the Code of Student Conduct.
  - a. The term "student" includes any person taking courses, both credit and non-credit, at Pensacola State College on a full time, part time, or transient basis in any program, including but not limited to, undergraduate, professional, certificate, dual enrollment, adult education, and distance learning; any person who has been offered admission to Pensacola State College, regardless if enrolled in class; and/or any person who is not currently enrolled for a particular term but who has a continuing relationship with Pensacola State College.
  - b. The term "recognized student organization" includes any group of persons who is registered or recognized by an official Pensacola State College department, program or office, including but not limited to, student organizations, honor societies, academic/departmental groups or intramural teams.
2. The Code shall apply to conduct that occurs on College premises and at College-sponsored activities when such conduct adversely affects the College community and/or the pursuit of the College's objectives and/or when required by law. Pensacola State College reserves the right to review and adjudicate off campus conduct of any student or student organization that may adversely affect the College community and/or the pursuit of its objectives and/or when required by law.
3. The College reserves the right to put in place interim sanctions against a student or recognized student organization prior to the adjudication of alleged violations. Interim sanctions may include, but are not limited to, class removal, no contact directives and interim suspension. In the event the Executive Director, Institutional Equity and Student Conduct, Campus Public Safety and/or the Vice President, Administrative Services and General Counsel, determines that the continued presence of a student on any of the campuses or centers of Pensacola State College poses an imminent threat to the student and/or the College community, they 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 Equity and Student Conduct, Campus Public Safety and/or the Vice President, Administrative Services and General Counsel, determines that the student no longer poses a threat to himself or herself or others in the College community.
4. The College may charge a student or a registered student organization with violation(s) of the Code of Student Conduct by the last day of the academic semester following the semester in which the violation(s) occurred. If the violation(s) involve criminal law, the College may bring charges in accordance with the statute of limitation under Florida law.

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 a notice from the Student Conduct Review Board, professional staff in the Office of Institutional Equity 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 submission of a false incident report.
  - e. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct process.
  - f. Attempting to influence the impartiality of a member of the Student Conduct Review Board or the hearing administrator prior to, or during the course of, any phase of the student conduct process.
  - 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 process.

4. **Academic Misconduct**

All forms of academic misconduct are prohibited at Pensacola State College. There are many types of academic misconduct, including but not limited to, plagiarism, cheating, facilitation, fabrication and unauthorized collaboration. 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.). The receipt or transmission of unauthorized aid on assignments or examinations is prohibited and includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or submitting one's own work previously used without informing the instructor, and tampering with the academic work of other students.

Faculty members retain the right to act against any student who is suspected of academic misconduct. The faculty member, using his or her academic judgment, may take actions including but not limited to awarding a failing grade or withdrawal of a student from the course with the assignment of a grade of F3. The evaluation of and awarding of grades for academic work, whether for individual assignments, tests/quizzes or the overall course grade, are at the sole discretion of the faculty member and are academic decisions. The Office of Institutional Equity and Student Conduct may bring charges under the Student Code of Conduct against any student who exhibits a pattern of academic misconduct during their enrollment at the College. These charges and any subsequent adjudication and sanctions would be in addition to any action a faculty member may determine is appropriate. In these instances, the disciplinary process and procedures for Non-Academic Misconduct would apply (See Non-Academic Misconduct).

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. **Classroom Recordings**

Pursuant to s. 1004.907, F.S., a student may, without prior notice, make a video or audio recording of a class lecture for a class in which a student is enrolled for that student's own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject.

- a. **Prohibited Classroom Recordings:** It shall be a violation of this code of conduct if Prohibited Classroom Recordings: it shall be a violation of this code of conduct for students to record class activities other than class lectures. This prohibition on recording includes, but is not limited to, lab sessions, student presentations (whether individually or part of a group), student discussions (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, tests or examination administrations, field trips, and private conversations between students in the class or between a student and a faculty member. An exemption to all or part of this paragraph may be made if such exemption is determined by the Student Resource Center for ADA Services to be required as a reasonable accommodation under Federal or Florida disability laws for a student with a documented disability.
  - b. **Prohibited Sharing of Classroom Recordings:** It shall also be a violation of this code of conduct for students to publish or share any recording, whether lawfully made or made in violation of this section, without first obtaining the written consent of the faculty member and all other individuals captured in the recording. This prohibition on publishing and sharing includes transmitting, circulating, distributing, or otherwise providing access to the recording, regardless of format or medium, to any other person, or persons, including but not limited to another student in the class. This prohibition on sharing also prohibits posting on or uploading to, in whole or in part, any social media or online video platform.
7. **Destruction of Property**  
Malicious destruction, damage, vandalism, defacing or misuse of College property, including library materials, or any property belonging to others on campus.
  8. **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.
  9. **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.
  10. **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 or other staff 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.
  11. **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.
  12. **Failure to Comply**  
Failing to comply with reasonable directives from any College officials related to the performance of their official duties when directed to do so. Failure to provide identification to any College official or 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 student conduct process.
  13. **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.
  14. **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.
15. **Hazing**  
Participation in hazing. (See Anti-Hazing Policy)
16. **Intoxication**  
Intoxication while on campus, whether resulting from consumption of alcohol, drugs, or other substances 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.
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**  
The College prohibits any sexual misconduct or sexual harassment and may discipline students for acts of sexual harassment or sexual misconduct when the conduct is unwelcome and would be determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's educational programs and/or activities. 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. The College's Title IX policy, Policy 6Hx20-1.028, may be accessed at <https://www.pensacolastate.edu/current-students/student-services/studentconduct/#Title-IX19>.
19. **Smoking**  
Violating College policies prohibiting 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 or when the College is officially closed for holidays.
  - c. Unauthorized possession, duplication, or use of keys to any College premises, including but not limited to, College buildings or vehicles.
  - 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**  
Pensacola State College prohibits the possession of weapons at a College-sponsored event or on any College property, or the use of any weapon, even if legally possessed, in a manner that harms, threatens or causes fear to others. Weapons, as defined under s. 790.001(13), F.S., include but are not limited to, swords, sword canes, firearms, electric weapons or devices, destructive devices, razor blades, box cutters, pellet guns, and air rifles. Weapons and firearms stored in private vehicles on PSC property must adhere to s. 790.251, F.S. requirements for proper storage. Sworn FDLE certified law enforcement officers attending class or events at any College campus or center may carry a weapon, if required to do so by the policies of the law enforcement agency by which such officers are employed.

**Academic Misconduct Process and Procedures**

All forms of academic misconduct are prohibited at Pensacola State College.

- 1. Faculty members retain the right to act against any student who is suspected of academic misconduct. The faculty member, using his or her academic judgment, may take the following types of action, including but not limited to:
  - a. the awarding of a failing grade on the assignment or test/quiz in question.

- b. withdrawal of a student from the course with the assignment of a grade of F3.
2. All incidents of academic misconduct will be reported to the Office of Institutional Equity and Student Conduct. The faculty member reserves the right to ask for the Office of Institutional Equity and Student Conduct to investigate the alleged academic misconduct prior to awarding of a grade or other action. In these instances, information gathered in an investigation will be provided to the faculty member, but the Office of Institutional Equity and Student Conduct will not take any disciplinary action.
3. The Office of Institutional Equity and Student Conduct may bring charges under the Student Code of Conduct against any student who exhibits a pattern of academic misconduct during their enrollment at the College. These charges and any subsequent adjudication and sanctions would be in addition to any action a faculty member may determine is appropriate. In these instances, the disciplinary process and procedures for Non-Academic Misconduct would apply (See Non-Academic Misconduct).
4. The evaluation of academic work is the responsibility of the faculty member. The awarding of grades, whether for individual assignments, tests/quizzes or the overall course grade, is at the sole discretion of the faculty member and is an academic decision. A student may appeal a grade following the process for grade appeals.

### 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, including but not limited to, a fine up to \$100, withholding of diploma or transcript pending payment of any fine imposed, and/or disciplinary 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, including but not limited to:

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 a hearing and to the same procedural rights as any student accused of violating the Code of Student Conduct.

1. Annually every Registered Student organization advisor shall be given a copy of the Anti-Hazing Policy in the Club Handbook and shall be charged with the responsibility of informing the Registered Student organization members of the adoption of this policy.
2. 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.
3. 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.
4. The Anti-Hazing Policy shall be posted in the *College Catalog*.
5. 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.

### Class Attendance

Regulations governing punctual and regular class attendance are outlined under Attendance Policies.

### 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.

### 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 would be evaluated through orderly procedures. The student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

### 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.).

## Non-Academic Misconduct

### Educational Pre-Hearing Process

The Director of Institutional Equity and Student Conduct, or designee, shall attempt to informally resolve alleged violations of the Pensacola State College Code of Student Conduct with the student or recognized student organization. The purpose of the Educational Pre-Hearing process is to review the following with the student or recognized student organization: the reported behavior which allegedly violates the student code of conduct, the conduct process including the formal hearing, possible sanctions, and to answer questions. During the Educational Pre-Hearing meeting, the student or recognized student organization may be given the opportunity to accept responsibility for the alleged violation(s). If the student or recognized student organization accepts responsibility, sanction(s) may be implemented. The resolution associated with the Educational Pre-Hearing process is final and cannot be appealed. During the Educational Pre-Hearing process, the College will not bring charges against a student or registered student organization. The Director of Institutional Equity and Student Conduct, or designee, will initiate an Educational Pre-Hearing meeting by providing a written notice to the student or student organization. The written notice will include the reported behavior which allegedly violates the student code of conduct, the citation to the specific provision of the code of conduct at issue and the date/time/location of the pre-hearing meeting. This written notice will not include any charge(s). The Office of Institutional Equity and Student Conduct will maintain a record of the Educational Pre-Hearing process, the outcome and any sanctions. The records will be maintained and purged in accordance with state-approved records retention schedules.

When the Educational Pre-Hearing process cannot resolve the alleged violation(s) of the Student Code of Conduct, the matter will be referred to the Formal Hearing process. If a student or recognized student organization fails to participate in the Educational Pre-Hearing Meeting, the College may place a registration hold on a student(s) record until the matter is resolved. The College also reserves the right to refer the matter directly to the Formal Hearing process for adjudication/resolution.

## 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. Due process will be provided in the adjudication of alleged violations(s) and charges under the College Student Code of Conduct. The following due process protections are provided to all students and/or registered student organizations charged with violations of the Student Code of Conduct.

Any charged student/registered student organization has the right to a timely written notice which provides notice of the alleged violation(s) and sufficient details and sufficient time to prepare for any disciplinary proceeding. The written notice must provide the following

1. The allegation(s) to be investigated.
2. The citation to the specific provision of the Student Code of Conduct.
3. The process to be used in determining whether a violation has occurred and associated rights.
4. The date, time, and location of the disciplinary proceeding.

The written notification is considered timely if it is provided to the student or recognized student organization at least seven (7) business days before the disciplinary proceeding by the Office of Institutional Equity and Student Conduct. The student or registered student organization may waive this right to a seven (7) day advanced notification. The written notification will be delivered via PirateMail to the student or registered student organization and serves as constructive notice of the disciplinary proceeding. If the student is under the age of 18, then written notification may be sent to address/email of a parent or guardian.

A student or recognized student organization may inspect the related conduct file upon request to the Office of Institutional Equity and Student Conduct in advance of the disciplinary proceeding. At least five (5) business days before the disciplinary proceeding, the College must provide the following to the student or registered student organization.

1. A listing of all known witnesses that have provided, or will provide, information against the student or registered student organization; and
2. All known information relating to the allegation, including inculpatory and exculpatory information.

The student or registered student organization may waive this right to a five (5) day advanced notification.

All students or student organizations have the following rights

1. The right to a presumption that no violation occurred. The College has the burden to prove, by a preponderance of the evidence, that a violation has taken place. Preponderance of the evidence means that the information presented supports the finding that it is more likely than not that the violation of the Student Code of Conduct was committed by the student or registered student organization.
2. The right to an impartial hearing officer.
3. The right against self-incrimination and the right to remain silent. Such silence may not be used against the student or student organization.
4. The right to an advisor or advocate, such as the PSC Student Ombudsman, who may not serve in any other role, including as an investigator, decider of fact, hearing officer, member of a committee or panel convenes to hear or decide the outcome of the charge(s); the right to have an advisor, advocate, or legal representative, at the student's or student organization's own expense, present at any disciplinary proceeding. Such person may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses.

5. The alleged student or recognized student organization has a right to utilize the College Ombudsman at no cost. The use of the Ombudsman is at the sole discretion of the charged student/student organization. The College Ombudsman will be assigned from a pool of staff who have been trained to provide guidance and advice throughout all disciplinary proceedings.
6. The right to appeal the final decision of the administrative hearing officer or the Student Conduct Review Board directly to the Vice President, Administrative Services and General Counsel, or their designee, who will receive the appeal and render a final decision. The Vice President, Administrative Services and General Counsel, or their designee, who receives the appeal may not have directly participated in any other proceeding related to the charged violation(s).
7. The right to an accurate and complete record of every disciplinary proceeding relating to the charged violation(s) of the code, including a record of any appeal, to be made, preserved, and available for copying upon requests by the charged student or student organization.

A written decision will be sent to the alleged student or recognized student organization within five (5) business days 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. At any time during the student conduct process, the alleged student or recognized student organization has the right to meet with staff from the Office of Institutional Equity and Student Conduct to discuss the incident and be informed of the entire student conduct process.

#### Formal Hearing Process

1. The student shall receive written notification of the alleged violations and charges under 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 at least seven (7) business days prior to the hearing by the Director of Student Conduct, or designee. The written notification will be delivered via PirateMail and serves as constructive notice of the formal hearing. Five (5) days in advance of the hearing, the College will provide the student or registered student organization all relevant information related to the allegations/charges(s) and a list of witnesses the College may call during the hearing.
2. The formal hearing will be recorded. The formal hearing may take place in either of the following formats and in most instances, the student or recognized student organization will choose the hearing format. The College reserves the right to make the final determination on the hearing format.
3. Student Conduct Review Board: The Office of Institutional Equity and Student Conduct shall convene the Student Conduct Review Board. The Student Conduct Review Board shall, at a minimum, consist of one (1) member of the faculty, one (1) member of the College staff, and one (1) member of the student body; or
4. Administrative Hearing: The Office of Institutional Equity and Student Conduct shall convene an administrative hearing which will be conducted by a single administrator.
5. The Director of Student Conduct, or designee, shall present the evidence associated with the alleged violation of the College Code of Student Conduct. The Director of Student Conduct, or designee, may also call witnesses as part of the presentation of evidence. The charged student or recognized student organization will be able to hear all evidence and may question any witnesses presented by the College.
6. The student or recognized student organization shall be entitled to appear in person and to present their defense to any alleged violations and charges directly to the Student Conduct Review Board or the Hearing Administrator. The

student or recognized student organization may call witnesses on their behalf. Students or recognized student organizations may bring an advisor to the hearing. If the student or recognized student organization does not appear and has not provided satisfactory justification to the Director of Student Conduct for non-appearance, the hearing shall be held in the student's or recognized student organization's absence.

7. Following the hearing, the Student Conduct Review Board or Hearing Administrator will determine if the student or recognized student organization is responsible for the alleged conduct violations. The deliberations by the Student Conduct Review Board or Hearing Administrator are closed and are not recorded. If a student or recognized student organization is found responsible, the Student Conduct Review Board or Hearing Administrator will recommend disciplinary sanctions. The Director of Student Conduct may accept the recommendation(s), reject the recommendation(s), modify the recommendation(s), or request the Student Conduct Review Board or Hearing Administrator to reconvene to further review the evidence in the case.
8. All decisions of the Student Conduct Review Board or Hearing Administrator are based upon the preponderance of evidence standard. The determination by any Student Conduct Review Board or Hearing Administrator shall be made on the basis of whether it is more likely than not that the student or student organization violated the Student Conduct Code. Formal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in the College's formal hearing process.
9. The Director of Student Conduct will officially notify the student or recognized student organization of the determination of responsibility and the nature of sanctions. This notification will be in writing and will be sent to PirateMail.

#### Sanctions

The following sanctions may be imposed upon any student or recognized student organization found to have violated the Student Code of Conduct or other College policies. More than one (1) sanction may be imposed for any single violation. Some sanctions require completion by a specific deadline. Failing to complete any sanction(s) by required deadlines will 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 Equity 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 a professional counselor or other third-party who can provide an assessment regarding the student's ability to positively transition back to the College environment and is able to act in a way that does not harm self, others, or the community. The student would be responsible for any costs of this assessment.
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 time period, such as restriction from certain buildings, inability to hold events, or restrictions on student travel. Students may also receive a Trespass Warning from the Office of Public Safety restricting access to any College property for a specific time period.
9. *Loss of Recognized Student Organization Status*: A loss of all privileges including College recognition as a student organization for a specified time 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 time period, 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 Student Conduct.
13. *Written Warning*: A formal or informal notice in writing to the student or recognized student organization indicating a violation of College policies.

#### Conduct Records Retention

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

#### Student Appeals

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.

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>.

#### 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 or center. 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 institutional processes for conduct, complaints and grievances including, but not limited to

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 Equity and Student Conduct, for guidance and assistance if the academic or non-academic complaint relates to alleged discrimination and harassment issues.

#### Student Conduct Appeal Process

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

#### Academic Appeals

##### Grade Grievance

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 timelines 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 for grade grievance

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 Process.

### Formal Process for grade grievance

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.

In the event the student feels the grievance was not managed properly by the institution, the student may visit the Florida College System Complaint Procedure Information webpage for information on how to file a complaint if it is believed that the complaint warrants additional investigation.

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 at <http://www.fldoe.org/sara/complaint-process.stml>.

### Grievances Alleging Discrimination

Pensacola State College prohibits discrimination and harassment of any kind. The Non-Discrimination 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 Equity 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 Equity 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.

Students requiring ADA accommodations during any informal/formal conduct process or appeal/grievance process can contact the ADA Services office to coordinate appropriate support services.

## 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 9-911 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

### Speech and Publication Guidelines

#### 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.

### 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.

### 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).

### 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.

### 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

## 30| PENSACOLA STATE COLLEGE 2022-2023 CATALOG

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: <http://www.leg.state.fl.us/Statutes>. 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.



# STUDENT SERVICES





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

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.

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 transcript 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.

3. Apply for Financial Aid.

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

Complete a scholarship application at [www.pensacolastate.edu/financial-aid](http://www.pensacolastate.edu/financial-aid).

Financial aid may be dependent upon the receipt and evaluation of transcripts from all previously attended institutions. A student anticipating financial aid eligibility is required to submit official high school transcripts or equivalent 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 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 Workday, 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 [floridashines.org](http://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](http://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 [floridashines.org](http://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 Admission

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, Electrocardiograph (EKG) Technician, Emergency Medical Technician (EMT), 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

- Entrepreneurship
- Graphic Design Management
- Health Care Management
- Human Resources Management
- 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. 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.

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 ENC 1101, ENC 1102, 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 SLS 1101 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 SLS 1101 College Success. Enrollment in SLS 1101 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 [pensacolastate.edu](https://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](http://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](http://www.pensacolastate.edu/admissions).

A non-degree-seeking student will not be permitted to enroll in any college credit course unless eligibility is documented with the approved minimum placement test score or college transcripts showing 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](http://www.floridashines.org).

## SPECIAL STUDENT ADMISSION (NON-GRADUATE)

The Special Student admission classification is designed for a student enrolling in credit classes without the high school diploma or its equivalent. The Special Student must be at least 18 years of age and not currently enrolled in a K-12 program. The Special Student is permitted to accumulate 15 credit hours in this status and is encouraged to earn the GED diploma during the first 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 ENC 1101 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 MAT 1033 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 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](http://www.pensacolastate.edu).

The reapplication process will require updated contact information, names of any additional colleges attended, and the Residence Statement. Transcripts from colleges attended since prior enrollment at Pensacola State College must be submitted during the first term of re-enrollment. Returning students will not be reassessed the application fee.

## ADVISING

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

## 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.

## FINANCIAL AID

### 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).

### Federal 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 and/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 and complete verification if selected, as their first step. Students, and their families, must review the information at the United States Department of Education (USDOE) website at [www.studentaid.gov](http://www.studentaid.gov) and in the Pensacola State College Guide to Federal Direct Loans on the Financial Aid website at [www.pensacolastate.edu](http://www.pensacolastate.edu). Students will need to submit a loan request form to the Financial Aid, Veteran Services, and Scholarships office for eligibility evaluation and processing, the student must complete the Entrance Loan Counseling (ELC) and a Master Promissory note (MPN) at [www.studentaid.gov](http://www.studentaid.gov). As a part of the college default prevention program, a student must complete both of these steps for a Direct Loan. Enrollment in a minimum of six credits in required courses for the student's primary program of study at the College is required.

Direct loan disbursements are subject to a 30-day delay prior to disbursement for the first time borrowers.

**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. 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 in a minimum of six credits in courses required for their primary degree program. 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.

### 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 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, and 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 Director, Financial Aid, within 14 days with a new appeal packet and the additional documentation. The Director's decision is the final authorized decision.

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

### Helpful Definitions for Students

[https://studentaid.gov/help-center/answers/topic/glossary/articles?\\_ga=2.154685432.1301324813.1542740339-1097741959.1537833506](https://studentaid.gov/help-center/answers/topic/glossary/articles?_ga=2.154685432.1301324813.1542740339-1097741959.1537833506)

### 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, and 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 Workday 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, and Scholarships will communicate through PirateMail and Workday 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.

### Financial Aid Awards

Financial aid recipients can view their award letter in their self-service section, outlining 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, changes in enrollment, or changes in remaining need may affect current awards and any future awards.

### 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 annually 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.

### 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 half time (six credit hours) for most aid programs;
6. Not be in default on a prior student loan;
7. Not owe a repayment or overpayment of a federal grant;
8. Not have an existing financial obligation to Pensacola State College;
9. Have a standard high school diploma from a valid high school or GED certificate;
10. If a college transfer student, an official transcript from each previously attended institution should be submitted to and evaluated by the Pensacola State College Records Office; and
11. Complete verification and submit any other required documents.

### 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. All transcripts include the final high school, and/or official GED scores, plus all prior college and technical school 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 the College to receive their Student Aid Report.

FAFSA online processing allows the student or parent to use the IRS Data 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, and 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 Data 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, and Scholarships Office at (850) 484-1680.

## 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 Welding Technology (AWELD-VC)	750 hours
Barbering (BARB-VC)	900 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 (PCT-VC)	600 hours
Plumbing Technology (PLUMB-VC)	1080 hours
Practical Nursing (LPN-VC)	1350 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 most scholarships, a student must submit the Free Application for Federal Student Aid (FAFSA) for the appropriate financial aid award year and complete verification if selected. Students must apply for the scholarship by submitting the *Florida Financial Aid Application (FFAA)* no later than August 31 after high school graduation. A student anticipating the use of Florida Bright Futures must meet with his or her high school counselor and submit the required online application. 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 Title VI 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 avocational certificate (clock hour) program that exceeds the Pensacola State College defined academic year will receive an initial payment of half of their full time scheduled award. After the student successfully completes the initial payment period defined as 450 program clock hours and the required weeks in the payment period, additional payment periods will be funded based on continued eligibility. A student may be eligible to receive a second year aid amount per federal guidelines when the number of clock hours required extends to a second year. The student must be determined eligible academically and by filing an accurate FAFSA for the new award year.

### Payment Periods and Disbursement Procedure For 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 approved may complete a deferment for tuition and fees. 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 Workday at [www.pensacolastate.edu](http://www.pensacolastate.edu).



## 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 Workday dashboard.

#### 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.studentaid.gov](http://www.studentaid.gov) by using their FSA 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.

To be eligible a student must be seeking a Title IV eligible undergraduate degree or certificate, have not previously received a baccalaureate degree, enrolled in at least six credit hours per term in the student’s primary program of study. Due to limited availability of FSEOG funds, not all students who meet eligibility and renewal requirements will be awarded. To remain eligible, the student must not drop, withdraw, or stop attending their courses, as these actions may require the student to repay all or a portion of the grant.

#### 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.

## 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 program specific and is evaluated at the end of each term. Students must meet ALL of the following minimum standards:**

Pensacola State College uses the student’s program specific 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 for their program as indicated:

Total Credit Hours Attempted	Required Minimum Cumulative GPA
1 to 14	1.50
15 to 25	1.75
30 or more	2.00

#### AND

Pensacola State College is required to establish and evaluate the maximum time frame in which students must complete their educational programs and the pace of completion that ensures completion of the programs within that 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

The Records Office reviews and evaluates submitted postsecondary transcripts from a student’s prior colleges. All successfully completed and accepted transfer courses 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 the calculation for cumulative primary program GPA, completion rate and maximum timeframe measurements. If a transcript is provided and evaluated after financial aid is awarded, those credits will be included in the next SAP evaluation at the end of the currently term after grades posts.

#### 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. When an incomplete grade is confirmed, it would be factored in the next FASAP evaluation for cumulative primary program GPA, completion rate and maximum timeframe of the student’s primary

program of study. The College will not retroactively change the student's FASAP status when the grade of "I" becomes a final grade since, at the time of the FASAP evaluation, the grade of "I" was a valid grade.

### 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, Completion Rate and Maximum Timeframe: If a course that is applicable to the student's primary program of study or certificate program of study is repeated, each attempt is included in the completion rate and maximum time frame calculations. Although, for developmental coursework it is not included in the completion rate and maximum time frame calculations measurements; it is included in the cumulative GPA calculation.

**Note:** only the latest grade received is used in the cumulative primary program GPA calculation.

### 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 Workday notifications of the warning status after grades have posted.

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.

### 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, Plus 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.

## 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 each new academic year.

\*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 satisfactory FASAP status of good.

**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.

### 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.

## Scholarships

## 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 an error-free FAFSA and have an expected family contribution (EFC) of 0-8769 as determined by the Department of Education, 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 declared program of study each term, have remaining need, maintain Financial Aid Satisfactory Academic Progress (FASAP), satisfy the annual award renewal requirements, and meet other eligibility criterion as established by the State of Florida. Students who have attempted and completed more than 110% of their degree program requirements are not eligible for FSAG funds. Due to limited availability of FSAG funds, not all students who meet eligibility and renewal requirements will be awarded. To remain eligible, the student must not drop, withdraw, or stop attending their courses, as these actions may require the student to repay all or a portion of the grant.

## 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 an error-free FAFSA and have an expected family contribution (EFC) of 0-8769 as determined by the Department of Education, have not previously received a baccalaureate degree, be enrolled in a minimum of six credits in their certificated program of study each term, have remaining need, maintain Financial Aid Satisfactory Academic Progress (FASAP), satisfy the annual award renewal requirements, and meet other eligibility criterion as established by the State of Florida. Students who have attempted and completed more than 110% of their degree program requirements are not eligible for FSAG-CE funds. Due to limited availability of FSAG-CE funds, not all students who meet eligibility and renewal requirements will be awarded. To remain eligible, the student must not drop, withdraw, or stop attending their courses, as these actions may require repaying all or a portion of the grant.

## 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 an error-free FAFSA and have a PELL-eligible expected family contribution (EFC) as determined by the 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 declared program of study each term, satisfy the annual award renewal requirements, and meet other eligibility criterion as established by the State of Florida. Students who have attempted and completed more than 110% of their degree program requirements are not eligible for FSAG funds. Due to limited availability of FGMG funds, not all students who meet eligibility and renewal requirements will be awarded. To remain eligible, the student must not drop, withdraw, or stop attending their courses, as these actions may require repaying all or a portion of the grant.

## FLORIDA BRIGHT FUTURES (FBF)

To access a Florida Bright Futures award, the student must apply for the scholarship by submitting the *Florida Financial Aid Application (FFAA)* no later than August 31 after high school graduation. The State of Florida Office of Student Financial Aid (OSFA) will process the application only at [www.floridastudentfinancialaids.org](http://www.floridastudentfinancialaids.org).

The Pensacola State College Financial Aid, Veterans Services, and Scholarships Office automatically awards this merit aid each term to eligible students enrolled in a minimum of six credits in their declared program of study at the 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 the schedule adjustment period 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.

Repayment to Pensacola State College for the cost of withdrawn course(s) is required to renew the Bright Futures scholarship for the subsequent academic year. Renewal and reinstatement details and changes are listed on the Bright Future website at [www.floridastudentfinancialaid.org](http://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.)

The Florida Legislature requires all students receiving a need-based 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.studentaid.gov](http://www.studentaid.gov). Students must submit an error-free FAFSA application and complete verification, if selected. 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;
2. Submit a completed online Pensacola State College scholarship application ([https://pensacolastate.scholarships.ngwebsolutions.com/scholarx\\_studentportal.aspx](https://pensacolastate.scholarships.ngwebsolutions.com/scholarx_studentportal.aspx)) each academic year, by the deadlines listed on the website at <https://www.pensacolastate.edu/financial-aid/#scholarships-001513>; 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) 484-1680 or review the information on the Financial Aid, Veteran Services, and Scholarships website at [www.pensacolastate.edu/financial-aid/](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 error-free 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 available positions. 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](http://www.pensacolastate.edu). Eligible students are paid the current Florida minimum wage rate. Students are scheduled to work twenty-five hours (25) 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 and demonstrate financial need. Students must maintain a 2.0 program grade point average with

Satisfactory Academic Progress (SAP). 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. The student must submit a Work Study online application at <https://www.pensacolastate.edu/financial-aid/#work-study-001513>.

Students selected are scheduled by Student Job Services to work twenty-five (25) hours per week based on the average award. The Free Application for Federal Student Aid (FAFSA) must be filed error-free 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 available positions. Students must enroll for a minimum of six (6) credits all of which must be required for their primary degree program and demonstrate financial need. Eligible students must maintain a 2.0 grade point average with Satisfactory Academic Progress (SAP) and not previously received a baccalaureate degree. 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.

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

The Higher Education Act of 1998 resulted in the policy for Return of Title IV Funds (R2T4). Federal financial aid recipients who completely withdraws, officially or unofficially, or fails to earn any passing grades for the semester, may be required to repay unearned portions of their federal financial aid received. Federal law states that federal student aid is to be awarded under the assumption students will attend school for the entire term (payment period).

#### Types of Withdrawals

For official withdrawals, the withdrawal date is the date that the student begins the official withdrawal process or provides notification to the designated office of his, her, or their intent to withdraw. The College will return unearned portions of the Title IV program funds within 45 days of the date of determination. For unofficial withdrawals, the withdrawal date is the midpoint of the student's payment period or the last day of active participation (LDA) reported by the instructor and recorded in the student information system. The College will return unearned portions of the Title IV program funds 30 days from the end of the payment period. Students who withdraw from all current courses but have future starting courses within the same term (payment period) for which they have not begun 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.

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. The R2T4 calculation is based on the total number of enrolled days divided by the total days in the payment period in which the student is enrolled. This recalculation may result in the student having to repay the federal government a percentage of the federal aid received. If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay the calculated amount to the Department of Education (ED). Students who withdraw from all courses but are enrolled in future courses within the same term (payment period) must affirm in writing to the College that they plan on beginning attendance in later starting course(s) within fourteen (14) 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 ED. Until both the debt to the College and the debt to the ED 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 ED. All costs of collection including reasonable attorney fees will be the responsibility of the student.

The College will return unearned Title IV Aid within 45 days from the date of determination for official withdrawals and 30 days from the end of the payment period for unofficial withdrawals. The College must return in the following order the percentage of unearned aid to the Title IV programs:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Direct PLUS Loan
- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- Federal Supplemental Education Opportunity Grant (FSEOG)

In cases where the student may be eligible for a post-withdrawal disbursement due to a R2T4 recalculation, any earned portions that have not been disbursed to the student will be disbursed within 45 days for Federal Grants. Federal Loans if deemed eligible will be offered to the student within 30 days and allowing the student to accept or decline within 14 days. A credit balances on the student's account will be disbursed to the student within 14 days of the funds being posted on the account.

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

Questions concerning this federal law, contact the Financial Aid, Veteran Services and Scholarships Office at 850-484-1680 or email [fava@pensacolastate.edu](mailto:fava@pensacolastate.edu).

## **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](http://www.pensacolastate.edu).

A new degree-seeking student must meet placement testing requirements or declare eligibility for the exemption prior to registration. Refer to 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 Workday at [www.pensacolastate.edu](http://www.pensacolastate.edu) is available to all students provided admission has been finalized and no obligations to the College exist.

### **Campus Registration**

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

### **Late Registration**

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

Prior to registering for classes the student is responsible to go online to [www.pensacolastate.edu](http://www.pensacolastate.edu), logon to their Workday 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**

After the Attendance Verification period has ended, if a student is not able to complete a course, it is the responsibility of the student to withdraw from the course, prior to the established withdrawal deadline. A W will appear on the permanent academic record for the course. After the 70<sup>th</sup> percent point of a course, the student is not able to process a withdrawal and a final grade will be assigned.

### **Early F Grade**

After the 70<sup>th</sup> percent point of a course, an instructor may assign an F, which will appear on the permanent record, to a student who has stopped attending class. Instructors will not withdraw a student for excessive absences.

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

*The text below will appear in the Grading Policies section.*

### **F Grade Assigned Early**

A grade of F, which will appear on the permanent record, may be assigned by an instructor before the end of the term, in any of the following circumstances.

1. After the 70<sup>th</sup> percent point of a course, an instructor may assign an F, which will appear on the permanent record, to a student who has stopped attending class. Instructors will not withdraw a student for excessive absences.
2. An instructor may assign a grade of F, which will appear on the permanent record, at any point during the term for the student who has plagiarized or committed academic cheating of any kind.
3. An instructor may assign a grade of F, which will appear on the permanent record, at any point during the term for the student who 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.

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

### Advanced Placement (AP)

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

## STUDENT RECORDS

### 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.

### 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.

### 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 Workday record at [www.pensacolastate.edu](http://www.pensacolastate.edu). Transcripts may be requested in writing at a registration office or by mail/fax. The written request must be accompanied by photo identification.

### 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.

### 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](http://www.pensacolastate.edu). Click on the Workday 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, birthplace, 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.

## 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	Building 6, Room 635
Milton Campus	(850) 484-4410	Building, 4200
Warrington Campus	(850) 484-1076	Building 3300
South Santa Rosa Center	(850) 471-4630	Building 51
Century Center	(850) 471-4622	Building CC

### Placement Testing and Developmental Education

Pensacola State College offers the Post-Secondary Education Readiness Test (PERT) to determine placement into college-level courses. In addition, the College accepts ACT and SAT scores for placement in college-level courses.

#### ACT and SAT

Pensacola State College administers the ACT and SAT on national test dates. Information about ACT or SAT exams registration, test dates, fees, may be obtained on the following websites:

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

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

Information may be obtained from the Testing and Assessment Center, Building 6, Pensacola Campus or from Student Services offices on any campus or center. 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.

#### 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.

For additional information, please visit the CLEP website at <https://clep.collegeboard.org>.

### DANTES SUBJECT STANDARDIZED TESTS (DSST)

The DSST (formerly known as DANTES) is a national credit-by-exam program also available at the Testing and Assessment Center on the Pensacola campus. This program is used to measure knowledge in particular subject areas. Based on achievement of a passing test score, candidates can receive college credit based on the institution's passing score requirements. The DSST website has additional information at <https://getcollegecredit.com>.

### 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: [www.ged.com](http://www.ged.com). Additional information may be obtained from the Testing and Assessment Center, Building 6, on the Pensacola Campus. Candidates may also call the Testing and Assessment Center at (850) 484-1656 for more information.

### 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.

### 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 Testing offered may be found on the Pensacola State College Testing and Assessment website at

[www.pensacolastate.edu/current-students/student-services/testing-center/](http://www.pensacolastate.edu/current-students/student-services/testing-center/).

### 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 SLS 1101 (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.

## TRANSFER OF CREDIT

### 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](http://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](http://www.flvc.org) provides procedures for the resolution of admissions and transfer difficulties. A student may contact a Pensacola State College advisor for resolution of credit or transfer difficulties.

### 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 Workday 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 ENC 1101 English Composition I. English courses taught in the English as a Second Language format will not be considered equivalent to either ENC 1101 or ENC 1102.

## TUITION AND FEES

### Tuition and Fee Charges

#### 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. 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.

#### Matriculation Fee / Cost Per Credit Hour

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

Matriculation Fee: Pensacola State College charges a one-time matriculation fee of \$30.00.



**Per Credit Hour 2021-2022 Academic Year**

College Credit, Baccalaureate	\$120.89
College Credit, Baccalaureate 3rd attempt	\$358.39
College Credit	\$104.58
College Credit, 3rd attempt	\$358.39
Developmental Education Credit	\$104.58
Developmental Education Credit, 3rd attempt	\$307.58
Vocational Credit (Per Credit Hour)	\$85.74
Vocational Credit (Per Contact Hour)	\$2.86
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	\$368.39
College Credit	\$114.58
College Credit, 3rd Attempt	\$368.39
Developmental Education Credit	\$114.58
Developmental Education Credit, 3rd attempt	\$368.39
Vocational Credit (Per Credit Hour)	\$95.74
Vocational Credit (Per Contact Hour)	\$3.19
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 (Per Credit Hour)	\$342.94
Vocational Credit (Per Contact Hour)	\$11.43
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.	
Matriculation fee	\$30.00
Testing	As applicable
Departmental exemption exam	\$40.00
Parking decal	No student cost
Prior learning assessment	\$40.00
Lab fees	As applicable
Duplicate diploma (per copy)	\$10.00
Distance Learning Fee	\$12.00 per credit hour

**Alternative Loan Options**

**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 by logging on to Workday and accessing the Finances application. Under My Account, click Nelnet - Make a Payment or Enroll in a Payment Plan.

**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. 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 Workday and accessing the Finances application. Under my Account: click Nelnet - Make a Payment or Enroll in a Payment Plan 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.** Students can request by logging on to Workday and use the task Create Request.
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 policies and procedures related to refunds for non-credit classes offered through the Center for Corporate and Professional Development Training can be found online at [https://pensacolastate.estore.flywire.com/about\\_us?storeCatalog=3903](https://pensacolastate.estore.flywire.com/about_us?storeCatalog=3903).

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](mailto: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/](http://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.

## 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 <https://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 [www.va.gov](http://www.va.gov) for updates.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

### 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 of 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 [pensacolastate.edu/current-students/student-services/veterans](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: [www.va.gov/education/how-to-apply/](http://www.va.gov/education/how-to-apply/).

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 Workday 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 [www.gibill.va.gov/wave/index.do](http://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 [www.vets.gov/gi-bill-comparison-tool](http://www.vets.gov/gi-bill-comparison-tool) for pay rate information.

### Certification

All enrolled VA students should submit a VA Certification Request via Workday 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](mailto:veterans@pensacolastate.edu). The student's name, Pensacola State College Student ID number, and chapter of VA benefits should always be included.

### Cooperative (CO-OP) Training

Co-op training is approved for DVA benefits if the course is required in a student's program and meets DVA regulations for certification purposes. If the co-op course is verifiable and the student would like to receive DVA benefits, the Statement of Election form must be completed before the co-op course can be certified to the DVA. Contact the VSO to ensure the course is certifiable and to obtain the necessary paperwork.

### Courses for Which the VA Will Not Pay

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

1. Repeated courses which have been successfully completed with a grade of D or better, unless the course is being repeated in accordance with the Gordon Rule or Pensacola State College graduation requirements. This includes courses transferred in whether DVA benefits were received or not.
2. Courses not listed under a student's DVA approved degree program; unless the course is a pre-requisite or co-requisite listed under the course descriptions, 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 deferment of tuition and fees (not including books) 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. This is a manual process that will be completed for all students using VA educational benefits with the College upon receipt of the VA Certification Request in Workday. Consult with the VSO staff for complete eligibility requirements and proper ID documents.

In accordance with Title 38 US Code Section 3679 subsection (e), Pensacola State College adopted the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33), Dependent's Education Assistance (DEA) (Ch. 35), or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution or student is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to provide the VSO with a copy of his/her VA Certification of Eligibility (COE) - A Certificate of Eligibility can also include a Statement of Benefits obtained from the U.S. Department of Veteran Affairs' (VA) website; eBenefits; or a purchase order, for Chapter 31 authorization purposes.

### 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

<https://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: [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and [www.benefits.va.gov/gibill/](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: [gibill.custhelp.com/app/utills/login\\_form/redirect/ask](http://gibill.custhelp.com/app/utills/login_form/redirect/ask) or by calling (888) 442-4551.

### DVA Veteran Readiness & Employment

A student approved for DVA Veteran Readiness & Employment (Chapter 31) (Formerly known as Vocational Rehabilitation and Employment) 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 purchase order 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](mailto:veterans@pensacolastate.edu).

### Educational Objective

In order to receive DVA Educational Assistance, a student must be pursuing an approved BAS, BSN, AA, AS, ATD, or certificate at Pensacola State College. A student must follow the *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) program 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 may have his or her benefits terminated for excessive absences.

### 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.

### College Financing Plan

The Veteran Financial Aid College Financing Plan, 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 Workday, click on Degree Audit. Any course indicated as the following

credits are not used in this program may not count toward enrollment for calculation of benefits. The VSO can help determine which courses are eligible for benefits. Submit an email to [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) with the student's name, Student ID number, chapter of VA benefits, and a statement confirming completion of registration.

2. A student under Chapters 30, 35, (clock hour programs only) and 1606 must certify their enrollment each month. Verification of attendance should be done on the last day of the month to initiate the release of the monthly benefits check. CH 30, 1606, and 1607 should use the Web Automated Verification of Enrollment (WAVE) at [www.gibill.va.gov/wave](http://www.gibill.va.gov/wave) or the toll-free Interactive Voice Response (IVR) telephone line at (877) 823-2378 to verify enrollment. CH 35 students must call (888) 442-4551.
3. A student must e-mail [veterans@pensacolastate.edu](mailto:veterans@pensacolastate.edu) with his or her name, Student ID number, and chapter of VA benefits to report any changes in school enrollment or attendance.

### Tutorial Assistance

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

### Unsatisfactory Progress

When a student fails to meet Pensacola State College 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](mailto: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).

## 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

### Application and Procedures

#### Application for Graduation

Each student must submit an Application for Graduation through Workday 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.

### General Information

## 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 Workday, or through [www.flvc.org](http://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](http://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 Workday 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.
5. Individual baccalaureate degrees may have additional requirements. Consult with a program coordinator or department head when starting the program.

### Associate in Arts Degree

1. Earn a minimum cumulative grade point average of 2.00 in all coursework completed at the College. If any course has or courses have been attempted at any other college or university, the grades earned at the other institution(s) combined with the grades earned at Pensacola State College must also result in a minimum cumulative grade point average of 2.00;
2. Complete a minimum of 25% of program requirements in residence at the College; 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 Workday record at [www.pensacolastate.edu](http://www.pensacolastate.edu).

### Graduation Exceptions and Appeals

### GRADUATION POLICY EXCEPTIONS

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

### COURSE SUBSTITUTIONS OR WAIVERS

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

### EFFECTIVE CATALOG CHANGES

Requests to change the effective catalog are to be submitted to the 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.

### 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.

### TRIO AND FEDERAL GRANT PROGRAMS

TRIO programs are federally funded by the US Department of Education and designed to serve and assist low-income individuals, first-generation college students (neither parent possesses a

bachelor's degree or higher), and individuals with disabilities to progress through the academic pipeline from middle school to postbaccalaureate programs.

## 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) 484-2087 for additional details.

## CAREER AND TECHNICAL EDUCATION STUDENT RESOURCES

The Career and Technical Education Student Resources office provides services to eligible students enrolled in technical programs at the College including associate in science degrees, college credit certificates, technical certificates, and applied technology diplomas. Services include scholarships, textbook loans, career preparation workshops, and resume assistance. Please contact CTE at (850) 484-1961 for additional details.

## 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://psc.studentemployment.ngwebsolutions.com/> 57to 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 <https://psc.studentemployment.ngwebsolutions.com/>.

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 642 on the Pensacola campus or call (850) 484-2162 for more information. Students should update their online student profile each term.

### Cooperative Education and Internships

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 642 on the Pensacola campus or call (850) 484-2162 for more information. Paid and unpaid internship opportunities are also available.

## STUDENT RESOURCE CENTER FOR ADA SERVICES

The Student Resource Center for ADA Services is located on the Pensacola Campus. Students with a disability that qualifies under the American with Disabilities Act (ADA) are encouraged to contact the Student Resource Center for ADA Services. Disabilities covered by the ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact SRC/ADA if they are not certain whether a medical condition/disability qualifies. SRC/ADA is located in Building 6, Room 603 or at [ADA-services@pensacolastate.edu](mailto:ADA-services@pensacolastate.edu) or at (850) 484-1637. Services provided include:

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. Closed captioning;
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.

## 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://ce.pensacolastate.edu/>.

#### Intercollegiate Sports

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

#### Intramural Sports

The intramural program is under the direction of Student Engagement and Leadership and includes tournaments, leagues, and clubs in a variety of different sport activities. The program is open to all students attending Pensacola State College.

## ACTIVITIES AND SPECIAL PROGRAMS

### Student Engagement and Student Leadership Offices

The Student Engagement and Student Leadership offices provides 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](http://www.efollett.com).

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

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

#### Refunds

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

#### Textbook Buy-Back

The College bookstores provide students the opportunity to sell their textbooks throughout the year. Highest used market value is paid for

editions which will be used in the upcoming term, and national wholesale value is offered for all other titles. A picture ID is required.

## 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

- Astronomy Club
- Band & Jazz Ensembles
- Biology Club
- Brain Bowl
- Chorale
- Cosmetology Club
- Corsair* (student newspaper)
- Culinary Club
- Cyber Defense Club
- Engineering Club
- Guitar Ensemble
- Health Occupations Students of America
- Literary Round Table
- Performing Arts Crew
- Philosophy Club
- Phi Tau Alpha
- PSC Dance Theatre
- SkillsUSA
- Student American Dental Hygienists' Association
- Student Dental Assisting Association
- Student Nurses Association

## HONORS ORGANIZATIONS

- National Technical Honors Society
- Phi Theta Kappa - General Academic
- Phi Theta Kappa Theta Chi
- Phi Theta Kappa Beta Beta Gamma
- Robinson Honors Program

## RELIGIOUS ORGANIZATIONS

- Baptist Collegiate Ministry
- The Difference (Marcus Pointe Baptist)

## SOCIAL SERVICE ORGANIZATIONS

- African American Student Association
- FITT & Well Club – Fitness
- Gay-Straight Alliance
- History club
- Outdoor Recreation
- PSC DREAMers – ADA
- Robinson Honors Program Club
- Rotaract Club
- Student Government Association
- Student Support Services
- Student Veterans 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](http://visualarts.pensacolastate.edu).

## ATHLETICS

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

### Athletic Scholarships

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

## 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) 484-1379.

## COLLEGE PUBLICATIONS

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

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

*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](mailto: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 [pensacolastate.edu/community/salon-services-by-cosmetic-arts/](http://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](http://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 through comprehensive campaigns, annual giving, affinity membership group giving, and planned giving to support various College initiatives. Donations are sought for scholarships and other worthwhile projects, which assist the College and its students. Additionally, the Foundation manages rental properties and athletic dormitories to support scholarships and College programming.

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 rotates monthly meetings between the executive board and full board 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 [pensacolastate.edu/community/planetarium/](http://pensacolastate.edu/community/planetarium/) or email [planetarium@pensacolastate.edu](mailto: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) 484-1796.

### Director:

**Mike Listau**

(850) 484-1014

[mlistau@pensacolastate.edu](mailto: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 Engagement and Student 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 Engagement and Student 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 Engagement and Student 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 Engagement and Student 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 Engagement and Student 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 Engagement and Student Activities coordinator no later than two weeks in advance of the event or activity. Each activity is to be approved by the Student Engagement and Student Activities coordinator, the club sponsor, and the department head with oversight of the facility being used (if held on campus). The Student Engagement and Student Activities coordinator will meet with the sponsoring organization to discuss the proposed plans and assist with ideas or suggestions to help ensure the success of the activity. Activity forms are available in the Student Engagement and Student Activities Office.
9. Complete and return a re-chartering request to the Student Engagement and Student 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 Engagement and Student Activities Office.

### Penalties

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

1. Forfeiture of social privileges;
2. Forfeiture of representation in student publications;
3. Forfeiture of representation in intramural or other competitive campus activities;
4. Forfeiture of campus charter;
5. Suspension of campus charter;

6. Suspension of 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 Engagement and Student 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 Engagement and Student 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 Engagement and Student 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 Engagement and Student 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 Engagement and Student 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](http://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](http://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





# 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](mailto: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 or 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. Per Florida Administrative Code Rule 6A-14.0301, 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.

A student cannot register for a third or greater attempt of a course, this 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

Regular class attendance and consistent class participation are significant factors that promote student success. Each student is expected to attend all class meetings of all courses for which he or she is registered.

### Attendance Verification for First Week of Classes

Attendance during the first week of classes is mandatory. Each instructor is required to “verify participation” for each registered student, and any student who has not attended at least one class meeting during the first week of classes may be dropped from the class. A student registered for a distance learning course must login to the course via the College’s Learning Management System Canvas, access course content, and complete assignments during the first week of class in accordance with the instructor’s course syllabus.

Failure to attend class during the first week of class or throughout the term may result in revocation or reduction of financial aid. A student is responsible for adhering to the deadlines for schedule adjustment and must drop any class section he or she does not intend to complete. The student should not assume that any class section will be dropped for him or her.

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

### Credit Hour Attendance Policies

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 Attendance Verification for the First Week of Classes section.

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

## GRADE REPORTS

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

## MINIMUM GRADES

Unless otherwise specified, a grade of D or D+ is counted as earned credit, may be used to meet program requirements, and will be used in calculating academic progress. Any student seeking an Associate in Arts degree or bachelor's 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 instructor must reach a mutual agreement that the student has a reasonable chance of successfully completing the course without additional instruction.

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

1. The student's last date of attendance in the course;

2. The student's remaining requirements for course completion; and
3. The student's deadline for completing the remaining course requirements. The last date to complete the course is determined at the instructor's discretion but shall not exceed one term 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 instructor. A grade of I in a developmental education (college preparatory) course will become a grade of N if not completed by the date indicated by the instructor. With extenuating and mitigating circumstances, a student may request that a failing grade (F) be changed to a W by filing a formal appeal for late withdrawal to the Student Academic Appeals Committee.

An Incomplete grade will not be issued if

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

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

## 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 academical decisions.

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

**Quality Point Total ÷ Total Credit Hours (for GPA) = 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:

**Credit Hours X Grade Quality Points = Total Quality Points for Course**

For example, the total quality points for a grade of C in ENC 1101 (a three-credit hour course) are calculated by multiplying the credit hours by the grade quality points for a C: three credit hours X two grade quality points = six total quality points for the course.

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

## GRADES TABLE

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

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

## GRADING POLICIES

### STUDENT COURSE WITHDRAWALS

A student may withdraw from a class after the drop/add period ends and before the deadline to withdraw. Students are encouraged to consult with their advisor prior to withdrawing from any class and to contact the Office of Financial Aid for questions regarding fee liability or financial aid awards. The enrollment status of full-time or part-time may be adjusted based upon the date of a course withdrawal, and the student withdrawal counts as an attempt at the course. Important: Instructors cannot process a course withdrawal. If a student stops attending a class after the initial instructor "verification of participation," the student will be assigned a final grade of F for the course.

### EARLY F GRADE ASSIGNMENT

At the 70th percent point of the class, 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;
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. The student who appeals a grade via the grade grievance process is not eligible to petition the Student Academic Appeals Committee for a late withdrawal.

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.

### 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, 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](http://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 [pensacolastate.edu/library/](http://pensacolastate.edu/library/). 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: LIS 2005 Information and Internet Research and LIS 1004 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. - 7:00p.m.
Thursday	7:30a.m. - 7:00p.m.
Friday	7:30a.m. - 4:00p.m.
Saturday	Closed
Sunday	1:00p.m. - 5:00p.m.

### 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. - 7:00p.m.
Thursday	7:30a.m. - 7:00p.m.
Friday	7:30a.m. - 4:00p.m.
Saturday	Closed
Sunday	1:00p.m. - 5:00p.m.

### South Santa Rosa and Century Centers

Librarians provide workshops at these facilities when requested by faculty. Online materials and services are available to students at these locations as well as phone, email, and Ask-A-Librarian research assistance.

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

## 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](mailto: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](http://www.pensacolastate.edu/elearning).
2. Request access to and complete the eLearning Course Preview on the eLearning website.

For questions regarding eLearning at Pensacola State College call (850) 484-1238 or email [elearning@pensacolastate.edu](mailto:elearning@pensacolastate.edu).

## 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 SLS 1001 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 the Mathematics Department at (850) 484-1128 or 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

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.

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



# 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.





## BACCALAUREATE DEGREES

The Dr. 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 ENC 1101, ENC 1102, 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.

## DR. MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT

The Dr. Marjan Mazza Bachelor of Applied Science (BAS) in Business and Management includes seven areas of concentration: Entrepreneurship, Graphic Design Management, Health Care Management, Human Resource Management, 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.

## DR. MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, ENTREPRENEURSHIP (ENT-BAS)

The Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Entrepreneurship 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 Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### Program Contact:

**Dr. Barbara Torres**

Department Head, Business

(850) 484-2504

[brodriguez@pensacolastate.edu](mailto:brodriguez@pensacolastate.edu)

### DEGREE REQUIREMENTS

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

Student must complete 21 credit hours in courses at the lower level (1000 and 2000 level) with prefixes of ACG, ACO, BUL, CGS, COM, ENT, FIN, GEB, MAN, MAR, MNK, OR PLA.

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

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

#### Required concentration courses (18 cc)

ENT 3003	Principles of Entrepreneurship	3 cc
ENT 4114	Business Plan Development	3 cc
ENT 4124	Marketing for Entrepreneurs	3 cc
ENT 4412	Entrepreneurial Finance	3 cc
ENT 4604	New Product Development	3 cc
MAN 4720	Strategic Management	3 cc

#### Required core courses (21 cc)

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

#### Upper level elective (3 cc)

Complete one upper level course (3000 and 4000 level) with a prefix of ACG, ACO, BUL, CCJ, CIS, CJE, CNT, ENT, GRA, HSA, ISM, MAN, or PAD.

ACG 3024 is required if the student has not taken ACG 2011 or ACG 2021.

#### 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, ENC 1101, ENC 1102, 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*.

**Total Credit Hours: 120**

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

The Dr. 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 and graphic design 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 Graphic Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### Program Contact:

#### Brian Weaver

Department Head, Visual Arts  
(850) 484-2554  
[bweaver@pensacolastate.edu](mailto:bweaver@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, ENC 1101, ENC 1102, 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 cc)

ART 1301	Drawing II	3 cc
ART 2950	Portfolio and Resume Development	3 cc
ART 1400	Printmaking I	3 cc
GRA 1109	History of Graphic Design	3 cc
GRA 2151	Computer Graphics I	3 cc
GRA 2152	Computer Graphics II	3 cc
GRA 2190	Graphic Design I	3 cc
GRA 2191	Graphic Design II	3 cc
GRA 2206	Typography	3 cc
GRA 2210	Electronic Prepress	3 cc
GRA 2721	Creative Web Design	3 cc
PGY 2201	Photographic Lighting Techniques	3 cc
PGY 2401	Photography I	3 cc
PGY 2801	Digital Photography I	3 cc

#### Required core courses (21 cc)

Grade of C or higher required.

BUL 3130	Legal Environment	3 cc
FIN 3400	Financial Management	3 cc
GEB 3213	Professional Communications	3 cc
MAN 3240	Organizational Behavior	3 cc
MAN 3303	Theories of Leadership	3 cc
MAN 4301	Human Resource Administration	3 cc
MAR 3802	Marketing for Managers	3 cc

#### Required Concentration Courses (18 cc)

GRA 3194	Graphic Design III	3 cc
GRA 3202	Advanced Typography	3 cc
GRA 3883	Motion Graphics	3 cc

GRA 4186	Senior Studio Graphic Design	3 cc
GRA 4189	Portfolio Development	3 cc
GRA 4514	Environmental Design	3 cc

#### Upper Level Elective (3 cc)

Complete one upper level course (3000 or 4000 level) with a prefix of ACG, CCJ, CIS, CJE, CNT, ENT, GRA, HSA, ISM, MAN, or PAD.

ACG 3024 is required if the student has not taken ACG 2011 or ACG 2021.

**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**

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

The Dr. 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:**

#### **Dr. Mitzie Sowell**

Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@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, ENC 1101, ENC 1102, 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 in courses at the lower level (1000 and 2000 level) with prefixes of ACG, BSC, CGS, EMS, DEH, FIN, HIM, HSA, HSC, MSL, NSP, NUR, OST, PHT, PTN, RTE, or SON.

#### **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 (18 cc)**

Grade of C or higher required.

HSA 3113	Healthcare Trends and Issues	3 cc
HSA 4191	Health Information Systems	3 cc
HSA 4383	Quality Management in Healthcare	3 cc
HSA 4502	Healthcare Risk Management	3 cc
MAN 3063	Professional Ethics and Values	3 cc
MAN 4720	Strategic Management	3 cc

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

#### **Upper Level Elective (3 cc)**

Elective

3 cc

Complete one upper level course (3000 or 4000 level) with a prefix of ACG, CCJ, CIS, CJE, CNT, ENT, GRA, HSA, ISM, MAN, or PAD. ACG 3024 is required if the student has not taken ACG 2011 or ACG 2021.

**Total Credit Hours: 120**

## **DR. MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, HUMAN RESOURCE MANAGEMENT (HR-BAS)**

Complete one upper level course (3000 or 4000 level) with a prefix of ACG, CCJ, CIS, CJE, CNT, ENT, GRA, HSA, ISM, MAN, or PAD. ACG 3024 is required if the student has not taken ACG 2011 or ACG 2021.

**Total Credit Hours: 120**

The Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Human Resource 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 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 Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### **Program Contact:**

#### **Dr. Barbara Torres**

Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@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, ENC 1101, ENC 1102, 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 in courses in the lower division (1000 and 2000 level) with prefixes of ACG, ACO, BUL, CGS, COM, ENT, FIN, GEB, MAN, MAR, MNA, or PLA.

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

The student must complete 21 credit hours of coursework at the lower level (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

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

#### **Upper Level Elective (3 cc)**

Elective	3 cc
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## **DR. MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, ORGANIZATIONAL ADMINISTRATION (OADM-BAS)**

The Dr. 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 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 Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### **Program Contact:**

**Dr. Barbara Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@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, ENC 1101, ENC 1102, 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 in courses at the lower level (1000 and 2000 level courses) with the following prefixes ACG, ACO, BUL, CGS, COM, ENT, FIN, GEB, MAN, MAR, MNA, or PLA.

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

Students must complete 21 credit hours of coursework at the lower level (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 3063	Professional Ethics and Values	3 cc
MAN 3503	Managerial Risk Analysis and Decision Making	3 cc
MAN 3600	International Business	3 cc
MAN 4113	Managing Diversity	3 cc
MAN 4162	Customer Relations in Business	3 cc
MAN 4720	Strategic Management	3 cc

MAN 4720: Required for all students in final term of coursework.

#### **Upper Level Elective (3 cc)**

Elective	3 cc
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Complete one upper level course (3000 or 4000 level) with a prefix of ACG, CCJ, CIS, CJE, CNT, ENT, GRA, HSA, ISM, MAN, or PAD.

ACG 3024 is required if the student has not taken ACG 2011 or ACG 2021.

**Total Credit Hours: 120**

## **DR. MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, PROJECT MANAGEMENT (PMGT-BAS)**

The Dr. 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 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 Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### **Program Contact:**

**Dr. Barbara Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@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, ENC 1101, ENC 1102, 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 an additional 21 credit hours in courses in the lower level (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, MNA, or PLA.

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

The student must complete 21 credit hours of coursework at the lower level (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

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

#### **Upper Level Elective (3 cc)**

Elective

3 cc

Complete one upper level course (3000 or 4000 level) with a prefix of ACG, CCJ, CIS, CJE, CNT, ENT, GRA, HSA, ISM, MAN, or PAD.

ACG 3024 is required if the student has not taken ACG 2011 or ACG 2021.

**Total Credit Hours: 120**

## DR. MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, PUBLIC SAFETY MANAGEMENT (PS-BAS)

The Dr. 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 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 Business Administration. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### Program Contact:

**Dr. Barbara Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@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, ENC 1101, ENC 1102, 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 level (1000 and 2000 level) with prefixes of CCJ, CGS, CJC, CJE, CJJ, C JL, EMS, ENT, FFP, FIN, HSA, HSC, MSL, or PLA.

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

The student must complete 21 credit hours of coursework at the lower level (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)

CJE 3007	Law Enforcement Process & Administration	3 cc
MAN 4720	Strategic Management	3 cc
PAD 3003	Introduction to Public Administration	3 cc
PAD 4046	Values, Ethics and Conflict Resolution	3 cc
PAD 4393	Emergency Management & Disaster Planning	3 cc
PAD 4874	Community Relations	3 cc

MAN 4720 is required for each student in the final term of coursework.

#### Upper Level Elective (3 cc)

Elective 3 cc

Complete one upper level course (3000 or 4000 level) with a prefix of ACG, CIS, CJE, CNT, ENT, GRA, HSA, ISM, MAN, or PAD.

ACG 3024 is required if the student has not taken ACG 2011 or ACG 2021.

**Total Credit Hours: 120**

## BACHELOR OF APPLIED SCIENCE IN CYBERSECURITY, INFORMATION SECURITY (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:

**Mathematics and Computer Science**  
(850) 484-1125

### 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, ENC 1101, ENC 1102, 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
CIS 3122C	Cybersecurity Analyst	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 (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 Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@pensacolastate.edu)

**Mathematics and Computer Science**  
(850) 484-1125

### DEGREE REQUIREMENTS

#### General education courses (36 cc)

Each baccalaureate student 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, ENC 1101, ENC 1102, 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)

CAP 2140C	Digital Forensics I	3 cc
CAP 2141C	Digital Forensics II	3 cc
CET 1588	Network +	3 cc
CIS 1350C	Security Awareness	3 cc
CJE 2686	Forensic Cyber Investigation	3 cc
CTS 2120C	Security +	3 cc
CTS 2318	Information Security Management	3 cc

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

The students must complete 21 credit hours of coursework at the lower level (1000 and 2000 level) 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
CIS 3122C	Cybersecurity Analyst	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

1. Grade of C or higher in courses in the curriculum;
2. Current CPR certification at the Health Care Provider level (American Heart Association); and,
3. Satisfactory level of mental and physical health, including current immunizations, Hepatitis B vaccinations, yearly TB testing, and ability to meet course requirements for practicum experiences.

The student who does not meet progression requirements 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:

**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@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, ENC 1101, ENC 1102, 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 MAC 1105, STA 2023, HUN 1201, and CHM 1045 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 2085	Human Anatomy and Physiology I	3 cc
BSC 2085L	Human Anatomy and Physiology I Laboratory	1 cc
BSC 2086	Human Anatomy and Physiology II	3 cc
BSC 2086L	Human Anatomy and Physiology II Laboratory	1 cc
MCB 1000	Applied Microbiology	3 cc
	or	
MCB 2010	General Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc
	or	
MCB 2010L	General Microbiology Laboratory	1 cc

### Articulated courses (30 cc)

These credits articulate into the BSN degree from the RN degree.

NUR 1020C	Introduction to Nursing	8 cc
NUR 1143C	Nursing Math and Pharmacology	3 cc
NUR 1211C	Adult Health Nursing I	8 cc
NUR 2214C	Adult Health Nursing II	8 cc
NUR 2523C	Mental Health	3 cc

### Validated Credits (10 cc)

These credits validate into the BSN degree from the RN degree.

NUR 2440C	Maternal-Child Health Nursing	6 cc
NUR 2810C	Transitional Practice/Preceptorship	6 cc

Student will only receive 10 credits from these courses.

### Required Core courses (26 cc)

NUR 3119 and NUR 3955 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 3119	Professional Roles and Dimensions of Nursing Practice	3 cc
NUR 3826	Legal and Ethical Aspects of Nursing	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

### SELECT TWO COURSES (6 CREDITS) 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

#### 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, agrichemical industries, theme parks, botanical gardens, environmental consulting firms, sod farms and governmental agencies, as well as preparation for graduate school.

### Admission to University of Florida, Milton Campus

Admission to the UF 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 UF. 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 UF. The UF 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 UF student body and their diploma is conferred by UF.

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: [wfrec.ifas.ufl.edu](http://wfrec.ifas.ufl.edu)  
[www.facebook.com/UFMiltonCampus](https://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 UF, 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 [www.sfa.ufl.edu/](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 [www.uff.ufl.edu/](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 [undergrad.aa.ufl.edu/scholarships/](http://undergrad.aa.ufl.edu/scholarships/). Please contact (850) 983-7138 for more information.



## ADVANCED TECHNICAL CERTIFICATES

### 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 Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@pensacolastate.edu)

## HUMAN RESOURCE MANAGEMENT ADVANCED TECHNICAL CERTIFICATE (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 MNA 1300 Human Resources Management, MAN 2021 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

## PROJECT MANAGEMENT ADVANCED TECHNICAL CERTIFICATE (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 MNA 1300 Human Resources Management, MAN 2021 Principles of Management, COM 2100 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 Programs

### Program Contact:

**Mike Listau**  
Director, Workforce Education  
(850) 484-2586  
[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

## BAKING AND PASTRY MANAGEMENT ADVANCED TECHNICAL CERTIFICATE (BAKE-ATC)

The Advanced Technical Certificate in Baking and Pastry Management 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:**  
**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### **PERIOPERATIVE NURSING ADVANCED TECHNICAL CERTIFICATE (PERI-ATC)**

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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 Dr. 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 may narrowly focus on skills, techniques, or procedures specific to a particular occupation or profession; instead, general education courses serve as an introduction to a wide range of knowledge and a broad overview of various disciplines and subject matters.

### Global Learning Outcomes

Each student who completes the general education program at Pensacola State College will have achieved the following outcomes:

- CRITICAL THINKING:** Evaluate the validity of ideas, principles, or data according to logically consistent standards.
- COMMUNICATION:** Effectively communicate knowledge and ideas.
- SCIENTIFIC AND MATHEMATICAL LITERACY:** Properly identify and apply scientific or mathematical principles and methods.
- INFORMATION LITERACY:** Effectively locate, evaluate, and apply information from a variety of sources.
- CULTURAL LITERACY:** Demonstrate an understanding of human culture and its diversity.

### GENERAL EDUCATION REQUIREMENTS

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

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

#### Communications (6 cc)

##### Required core course

ENC 1101	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
LIT 2000	Introduction to Literature	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 2000	Introduction to Literature	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 1050	Art History I	3 cc
ARH 1051	Art History II	3 cc
CLT 1500	Classical Mythology	3 cc
DAN 2100	Dance Appreciation	3 cc
FRE 1121	Beginning French II	4 cc
HUM 2454	African-American Humanities	3 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).

## 94| PENSACOLA STATE COLLEGE 2022-2023 CATALOG

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
BSC 2085	Human Anatomy and Physiology I	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
BSC 2086	Human Anatomy and Physiology II	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 1020	Introduction to College Chemistry	3 cc
CHM 1045	General Chemistry I	3 cc
ESC 1000	Earth Science	3 cc
PHY 1020	Introduction to Fundamentals of Physics	3 cc
PHY 1053	General Physics I	3 cc
PHY 2048	Physics I with Calculus	4 cc

### Physical Sciences electives

GLY 1010	Physical Geology	3 cc
MET 1010	Introduction to Meteorology	3 cc
OCE 1001	Oceanography	3 cc

### Social Sciences (6 cc)

#### Choose one core course.

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

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

AMH 2010	American History to 1877	3 cc
AMH 2091	African American History and Culture	3 cc
ANT 2410	Cultural Anthropology	3 cc
CCJ 1020	Introduction to the Criminal Justice System	3 cc
DEP 2004	Human Growth and Development	3 cc
EUH 1000	European History I	3 cc
EUH 1001	European History II	3 cc
EUH 2010	A History of Greece and Rome	3 cc
GEA 2000	World Regional Geography	3 cc
HLP 1081	Concepts of Life Fitness	3 cc
INR 2002	Introduction to International Relations	3 cc

### General Education Electives (6 cc)

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

## 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 System institution in the 2022-2023 school year, and thereafter, who anticipates earning an associate in arts degree, associate in science degree, or a baccalaureate degree, must demonstrate competency in civic literacy.

This civic literacy requirement may be met by successfully completing a) and b) prior to graduation:

1. Successfully passing either POS 2041 American Government or AMH 2020 American History from 1877
2. Achieving the standard score on one of the following assessments:

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

Florida Civic Literacy Examination – a score of 60 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	Credit Awarded
French	59	6 cc
German	60	6 cc
Spanish	63	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 (ENC 1101 and ENC 1102) 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
ENC 1101	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
LIT 2000	Introduction to Literature	3 cc
LIT 2090	Contemporary Literature	3 cc
LIT 2110	World Literature to 1650	3 cc
LIT 2120	World Literature from 1650	3 cc
MUH 2110	Introduction to Music History	3 cc
PHI 2010	Introduction to Philosophy	3 cc
PHI 2600	Ethics	3 cc
POS 2041	American National Government	3 cc
PSY 2012	General Psychology	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

Associate Vice President, Academic Affairs

(850) 471-4627

[bkelly@pensacolastate.edu](mailto:bkelly@pensacolastate.edu)

### Degree Requirements

#### Term 1 (15 cc)

ENC 1101	English Composition I	3 cc
See Choices	Any Mathematics General Education Course	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 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	16 cc
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### 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 Associate in Arts Advising Tracks are available at [www.pensacolastate.edu](http://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 1101	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
LIT 2000	Introduction to Literature	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
BSC 2085	Human Anatomy and Physiology I	3 cc
CHM 1020	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 1020	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.



**98 | PENSACOLA STATE COLLEGE 2022-2023 CATALOG**

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 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 Certificates in:

- Accounting Technology Management
- Accounting Technology Operations
- Accounting Technology Specialist

### Program Coordinator:

**Dr. Barbara Torres**

Department Head, Business

(850) 484-2504

[btorres@pensacolastate.edu](mailto:btorres@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (15 cc)

ACG 2001	Accounting I	3 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Natural Sciences (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
FIN 2100	Personal Finance and Money Management	3 cc
GEB 1011	Introduction to Business	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

#### Term 3 (15 cc)

ACG 2071	Introduction to Managerial Accounting	3 cc
BUL 2241	Business Law	3 cc
CGS 2510	Spreadsheets	3 cc
COM 2100	Business Communications	3 cc
ENT 1411	Small Business Accounting and Finance	3 cc

#### Term 4 (15 cc)

ACG 2002	Computerized Accounting	3 cc
ACO 1806	Payroll Accounting	3 cc
GEB 2430	Business Ethics	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

ACG 2949 and ACO 2943 are restricted access courses.

## ACCOUNTING TECHNOLOGY MANAGEMENT COLLEGE CREDIT CERTIFICATE (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
CGS 1570	Computer Concepts and Applications	3 cc
CGS 2510	Spreadsheets	3 cc
ENT 1411	Small Business Accounting and Finance	3 cc
GEB 2430	Business Ethics	3 cc
TAX 2000	Income Tax Procedures	3 cc

**Total Credit Hours: 27**

## ACCOUNTING TECHNOLOGY OPERATIONS COLLEGE CREDIT CERTIFICATE (ACTOP-CT)

The College Credit Certificate in Accounting Technology Operations provides the student with practical skills necessary for careers, such as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collections coordinators, or payroll coordinators. The content includes, but is not limited to, the principles, procedures, and theories of organizing, analyzing and recording business and financial transactions, and the preparation of accompanying financial records and reports for internal and external users. This program is composed of selected college credit courses offered within the Associate in Science degree in Accounting Technology.

### CERTIFICATE REQUIREMENTS

#### Required Courses

ACG 2001	Accounting I	3 cc
ACG 2002	Computerized Accounting	3 cc
ACG 2011	Accounting II	3 cc
ACG 2071	Introduction to Managerial Accounting	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
ENT 1411	Small Business Accounting and Finance	3 cc

**Total Credit Hours: 18**

## **ACCOUNTING TECHNOLOGY SPECIALIST COLLEGE CREDIT CERTIFICATE (ACTSP-CT)**

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The College Credit Certificate in Accounting Technology Specialist provides the student with practical skills necessary for careers, such as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collections coordinators, or payroll coordinators. The content includes, but is not limited to, the principles, procedures, and theories of organizing, analyzing and recording business and financial transactions, and the preparation of accompanying financial records and reports for internal and external users. This program is composed of selected college credit courses offered within the Associate in Science degree in Accounting Technology.

### **CERTIFICATE REQUIREMENTS**

#### **Required Courses**

ACG 2001	Accounting I	3 cc
ACG 2002	Computerized Accounting	3 cc
ACG 2011	Accounting II	3 cc
ENT 1411	Small Business Accounting and Finance	3 cc

**Total Credit Hours: 12**

## ASSOCIATE IN SCIENCE 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.

The Associate in Science in Architectural Design and Construction Technology includes College Credit Certificate in:

Sustainable Design

### Program Contact:

#### Mike Listau

Director, Workforce Education

(850) 484-1014

[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (15 hours)

BCN 1001	Building Construction	3 cc
EGN 1123	Engineering Graphics	3 cc
ENC 1101	English Composition I	3 cc
ETD 1310	Survey of Computer Aided Drafting	3 cc
See Choices	Any Mathematics General Education Course	3 cc

#### Term 2 (15 cc)

CGS 2122	Engineering Technical Spreadsheets	3 cc
ETC 1250	Properties of Materials	3 cc
ETD 2340	Computer Drafting	3 cc
ETD 2397C	Building Information Management I	3 cc
GIS 2040C	Geographic Information Systems	3 cc

#### Term 3 (6 cc)

	Program Electives	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

#### Term 4 (15 cc)

See Choices	Social Sciences (General Education Core Course)	3 cc
ETD 2398	Building Information Management II	3 cc
ETD 2550	Civil 3D	3 cc
	Program Electives	3 cc
ETD 2355	Advanced Computer Drafting	3 cc
	or	
ETD 2364C	3D Parametric Modeling Using SOLIDWORKS I	3 cc

#### Term 5 (15 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
PHY 1020	Introduction to Fundamentals of Physics	3 cc

#### Program Electives (6 cc)

ETD 1542	Structural Drafting	3 cc
ETD 1931	Special Topics in Drafting Design	1 cc
ETD 2332	AutoCAD Customization	2 cc
ETD 2355	Advanced Computer Drafting	3 cc

ETD 2364C	3D Parametric Modeling Using SOLIDWORKS I	3 cc
ETD 2551	Civil Engineering Drafting	3 cc
SUR 2002C	Overview of Surveying	3 cc

**Total Credit Hours: 66**

## SUSTAINABLE DESIGN COLLEGE CREDIT CERTIFICATE (SUSTD-CT)

The College Credit Certificate in Sustainable Design provides the student with the practical skills for employment as CAD draftspersons, residential and small commercial designers, plan examiners, and to help prepare students to become residential and building contractors. This certificate also helps to prepare students to further their education in architecture and/or construction. The program is composed of selected college credit courses offered within the Associate in Science degree in Architectural Design and Construction 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
BCN 1001	Building Construction	3 cc
ETC 1250	Properties of Materials	3 cc
ETD 1310	Survey of Computer Aided Drafting	3 cc
CGS 2122	Engineering Technical Spreadsheets	3 cc
ETD 2340	Computer Drafting	3 cc
ETD 1931	Special Topics in Drafting Design	1 cc

**Total Credit Hours: 19**

## ASSOCIATE IN SCIENCE 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 Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (15 cc)

ACG 2001	Accounting I	3 cc
ENC 1101	English Composition I	3 cc
GEB 1011	Introduction to Business	3 cc
See Choices	Social Sciences (General Education Core Course)	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
See Choices	Humanities (General Education Core Course)	3 cc
MAN 2021	Principles of Management	3 cc
SPC 1608	Public Speaking	3 cc

See general education course list for general education course options.

#### Term 3 (15 cc)

ACG 2071	Introduction to Managerial Accounting	3 cc
GEB 2139	E-Business Management	3 cc
MAR 2011	Marketing	3 cc
MNA 1300	Human Resource Management	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

#### Term 4 (15 cc)

BUL 2241	Business Law	3 cc
COM 2100	Business Communications	3 cc
GEB 2430	Business Ethics	3 cc
	Program Electives	6 cc

### Program Electives

ENT 2942	Entrepreneurship Practicum	3 cc
GEB 2943	Business Internship	3 cc
GEB 2949	Business Co-op	3 cc
FIN 2100	Personal Finance and Money Management	3 cc
MNA 1161	Customer Service	3 cc
MNA 2100	Human Relations	3 cc

**Total Credit Hours: 60**

## BUSINESS MANAGEMENT COLLEGE CREDIT CERTIFICATE (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
BUL 2241	Business Law	3 cc
COM 2100	Business Communications	3 cc
GEB 1011	Introduction to Business	3 cc
GEB 2139	E-Business Management	3 cc
GEB 2430	Business Ethics	3 cc
MAN 2021	Principles of Management	3 cc
MNA 1300	Human Resource Management	3 cc

**Total Credit Hours: 24**

## HUMAN RESOURCES ADMINISTRATOR COLLEGE CREDIT CERTIFICATE (HR-CT)

The College Credit Certificate in Human Resources 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

COM 2100	Business Communications	3 cc
ECO 2013	Macroeconomics	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

**Total Credit Hours: 21**



## VALENTINO ASSOCIATE IN SCIENCE IN BUSINESS ENTREPRENEURSHIP (ENT-AS)

The Valentino 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
- Business Entrepreneurship Operations

### Program Contact:

**Dr. Barbara Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (15 cc)

ACG 2021	Financial Accounting Principles	3 cc
ENC 1101	English Composition I	3 cc
GEB 1011	Introduction to Business	3 cc
See Choices	Social Sciences (General Education Core Course)	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 2071	Introduction to Managerial Accounting	3 cc
COM 2100	Business Communications	3 cc
ECO 2023	Microeconomics	3 cc
ENT 1000	Introduction of Entrepreneurship	3 cc
MAN 2021	Principles of Management	3 cc

#### Term 3 (15 cc)

ENT 1012	Entrepreneurship Management	3 cc
ENT 1411	Small Business Accounting and Finance	3 cc
MNA 1300	Human Resource Management	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
	Elective	3 cc

#### Term 4 (15 cc)

BUL 2241	Business Law	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
ENT 1031	Entrepreneurship Marketing and Sales	3 cc
GEB 2139	E-Business Management	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

### Program Electives

ENT 2942	Entrepreneurship Practicum	3 cc
MAR 2011	Marketing	3 cc
MNA 1161	Customer Service	3 cc
MNA 2100	Human Relations	3 cc

**Total Credit Hours: 60**

## BUSINESS ENTREPRENEURSHIP COLLEGE CREDIT CERTIFICATE (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**

## BUSINESS ENTREPRENEURSHIP OPERATIONS COLLEGE CREDIT CERTIFICATE (ENTOP-CT)

The College Credit Certificate in Business Entrepreneurship Operations offers a sequence of courses that provides logical and robust content aligned with academic standards and relevant technical knowledge and skills needed to prepare for the business entrepreneurship field. The content includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration cluster. This program is composed of selected college credit courses offered within the Associate in Science degree in Business Entrepreneurship.

### CERTIFICATE REQUIREMENTS

#### Required Courses

ACG 2021	Financial Accounting Principles	3 cc
BUL 2241	Business Law	3 cc
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: 18**

## ASSOCIATE IN SCIENCE 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:

Mathematics and Computer Science  
(850) 484-1128

### 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 1101	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 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:

Mathematics and Computer Science  
(850) 484-1128

### DEGREE REQUIREMENTS

#### Term 1 (15 cc)

CGS 1570	Computer Concepts and Applications	3 cc
CIS 1350C	Security Awareness	3 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
See Choices	Natural Sciences (General Education Core Course)	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

#### Term 3 (15 cc)

ACG 2021	Financial Accounting Principles	3 cc
COP 2360	C# Programming	3 cc
COP 2800	Java Programming	3 cc
COP 2842	Programming in PHP	3 cc
CTS 2433	Database Development and Management	3 cc

#### Term 4 (15 cc)

CGS 2822	Scripting for the Web	3 cc
COP 2224	C++ Programming	3 cc
COP 2650	Mobile Application Programming	3 cc
	Technical Electives	6 cc

### Program 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 1155	Help Desk Technician	3 cc
CTS 2423	ASP .NET Web Application Development	3 cc

**Total Credit Hours: 60**

## COMPUTER PROGRAMMER COLLEGE CREDIT CERTIFICATE (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

CET 1179C	PC Operating Systems (A+)	3 cc
CGS 2820	HTML	3 cc
CGS 2822	Scripting for the Web	3 cc
CIS 1350C	Security Awareness	3 cc
COP 1510	Programming Concepts	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 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.

The Associate in Science degree in Criminal Justice Technology includes College Credit Certificate in:

- Criminal Justice Technology Specialist
- Crime Scene Technician

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 Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@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 1101	English Composition I	3 cc
See Choices	Any Mathematics General Education Courses	6 cc

### Term 2 (15 cc)

CJL 1100	Criminal Law	3 cc
CJE 1500	Police Operations	3 cc
CJE 1640	Introduction to Criminalistics	3 cc
CJL 2500	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	Natural Sciences (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
	Program Electives	3 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**

## CRIMINAL JUSTICE TECHNOLOGY SPECIALIST COLLEGE CREDIT CERTIFICATE (CJT-CT)

The College Credit Certificate in Criminal Justice Technology Specialist offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety, and Security career cluster. This includes, but is not limited to, Police and Sheriff's Patrol Officers, Correctional Officers and Jailers, and criminal justice practitioners/supervisors/managers in law enforcement agencies, correctional institutions, juvenile courts, crime laboratories, and mobile units dealing with physical evidence. This program is composed of selected college credit courses offered within the Associate in Science degree in Criminal Justice Technology.

### CERTIFICATE REQUIREMENTS

#### Required Courses

CCJ 1020	Introduction to the Criminal Justice System	3 cc
CCJ 2055	Ethical Issues	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
CJC 1000	Theory and Practice of Corrections	3 cc
CJE 1500	Police Operations	3 cc
CJE 1600	Criminal Investigation	3 cc
CJE 1640	Introduction to Criminalistics	3 cc
CJJ 2002	Juvenile Justice	3 cc

**Total Credit Hours: 24**

## CRIME SCENE TECHNICIAN COLLEGE CREDIT CERTIFICATE (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.

### CERTIFICATE REQUIREMENTS

#### Required Courses

CJE 1600	Criminal Investigation	3 cc
CJE 1640	Introduction to Criminalistics	3 cc
CJE 1642	Advanced Crime Scene Technology	3 cc
CJE 1673	Crime Scene Photography I	3 cc
CJE 1772	Crime Scene Photography II	3 cc
CJE 2644	Crime Scene Safety	2 cc
CJE 2671	Latent Fingerprint Development	3 cc
CJE 2676	Biological Evidence	2 cc
CJE 2686	Forensic Cyber Investigation	3 cc
CJL 2403	Criminal Procedure and Evidence	3 cc

**Total Credit Hours: 28**

## ASSOCIATE IN SCIENCE 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 Certificates in:

- Chef Apprentice
- Culinary Arts
- Culinary Arts Management

### Program Contact:

#### Mike Listau

Director, Workforce Education

(850) 484-1014

[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (14 cc)

ENC 1101	English Composition I	3 cc
FSS 1063C	Professional Baking	3 cc
FSS 1220C	Culinary Techniques	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
	Mathematics (General Education Core Course)	3 cc

#### Term 2 (12 cc)

FSS 2242L	International/Regional Cuisine	3 cc
FSS 2247C	Advanced Baking	3 cc
HFT 2841C	Dining Room Management American Service	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

#### Term 3 (12 cc)

FSS 2248C	Garde Manger	3 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

#### Term 4 (12 cc)

FSS 1222L	Culinary Production	3 cc
HFT 2451	Cost Control and Purchasing	3 cc
HFT 2840C	Dining Room Management French Service	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

#### Term 5 (10 cc)

FSS 2224L	Classical Cuisine	3 cc
FSS 2382L	Culinary Management Practical Exam	1 cc
HFT 1000	Introduction to the Hospitality Industry	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

**Total Credit Hours: 60**

## CHEF'S APPRENTICE COLLEGE CREDIT CERTIFICATE (CHFAP-CT)

The College Credit Certificate in Chef's Apprentice 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

FSS 1063C	Professional Baking	3 cc
FSS 1220C	Culinary Techniques	3 cc
FSS 2242L	International/Regional Cuisine	3 cc
FSS 2382L	Culinary Management Practical Exam	1 cc
HFT 2212	Food Service Sanitation and Safety	2 cc

**Total Credit Hours: 12**

## CULINARY ARTS COLLEGE CREDIT CERTIFICATE (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

FSS 1063C	Professional Baking	3 cc
FSS 1220C	Culinary Techniques	3 cc
FSS 1222L	Culinary Production	3 cc
FSS 2224L	Classical Cuisine	3 cc
FSS 2242L	International/Regional Cuisine	3 cc
FSS 2247C	Advanced Baking	3 cc
FSS 2248C	Garde Manger	3 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
HFT 2840C	Dining Room Management French Service	3 cc
HFT 2841C	Dining Room Management American Service	3 cc
HFT 2451	Cost Control and Purchasing	3 cc

**Total Credit Hours: 35**



## **CULINARY ARTS MANAGEMENT OPERATIONS COLLEGE CREDIT CERTIFICATE (CAMOP-CT)**

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The College Credit Certificate in Culinary Arts Management Operations 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**

FSS 1063C	Professional Baking	3 cc
FSS 1220C	Culinary Techniques	3 cc
FSS 1222L	Culinary Production	3 cc
FSS 2242L	International/Regional Cuisine	3 cc
FSS 2248C	Garde Manger	3 cc
FSS 2382L	Culinary Management Practical Exam	1 cc
HFT 2212	Food Service Sanitation and Safety	2 cc

**Total Credit Hours: 18**

## ASSOCIATE IN SCIENCE IN CYBER FORENSICS (CYBFO-AS)

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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 Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@pensacolastate.edu)

Mathematics and Computer Science  
(850) 484-1128

### DEGREE REQUIREMENTS

#### Term 1 (15 cc)

CCJ 1020	Introduction to the Criminal Justice System	3 cc
CGS 1061C	Introduction to Computers in Technology	3 cc
CIS 1350C	Security Awareness	3 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	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
See Choices	Natural Sciences (General Education Core Course)	3 cc

#### Term 3 (15 cc)

CAP 2140C	Digital Forensics I	3 cc
CJE 1600	Criminal Investigation	3 cc
COP 1510	Programming Concepts	3 cc
CTS 2120C	Security +	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

#### Term 4 (15 cc)

CAP 2141C	Digital Forensics II	3 cc
CCJ 2940C	Cyber Forensics Capstone	3 cc
CJE 2686	Forensic Cyber Investigation	3 cc
CJL 1100	Criminal Law	3 cc
CTS 2318	Information Security Management	3 cc

See general education course list for general education course options.

**Total Credit Hours: 60**

## ASSOCIATE IN SCIENCE 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:

Mathematics and Computer Science  
(850) 484-1128

### DEGREE REQUIREMENTS

#### Term 1 (15 cc)

CET 1020C	Introduction to Networks	3 cc
CGS 1061C	Introduction to Computers in Technology	3 cc
ENC 1101	English Composition I	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
	MAC 1105 or higher (STA 2023 recommended)	3 cc

See general education course list for general education course options.

#### Term 2 (15 cc)

CIS 1350C	Security Awareness	3 cc
CNT 1700C	Switching, Routing, and Wireless Essentials	3 cc
COP 1510	Programming Concepts	3 cc
CTS 1390C	Install & Configure Windows Server	3 cc
CTS 2433	Database Development and Management	3 cc

#### Term 3 (15 cc)

CAP 2134C	Database Security	3 cc
CNT 2210C	Enterprise Networking, Security, and Automation	3 cc
CTS 1300C	Administering Microsoft Windows Workstation	3 cc
CTS 2120C	Security +	3 cc
CTS 2149	Fundamentals of Project Management	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
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

**Total Credit Hours: 60**

## ASSOCIATE IN SCIENCE 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](http://www.pensacolastate.edu).

Admission for eligibility to the program include a minimum grade of "C" or better and 2.75 GPA on Program Specific General Education Prerequisite Courses, College Application, Health Related Programs Application, Clinical Observation Hours (3) and High School Transcript Standard Diploma.

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:

#### Dr. Mitzie Sowell

Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@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.

BSC 2085	Human Anatomy and Physiology I	3 cc
BSC 2085L	Human Anatomy and Physiology I Laboratory	1 cc
CHM 1020	Introduction to College Chemistry	3 cc
CHM 1020L	Introduction to College Chemistry Laboratory	1 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
MCB 1000	Applied Microbiology	3 cc
MCB 1000L	Applied Microbiology Laboratory	1 cc

### Term 1 (12 cc)

BSC 2086	Human Anatomy and Physiology II	3 cc
BSC 2086L	Human Anatomy and Physiology II Laboratory	1 cc
DEP 2004	Human Growth and Development	3 cc
DES 1000	Dental Anatomy	2 cc
SPC 1608	Public Speaking	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 (12 cc)

DEH 1002	Fundamentals of Dental Hygiene	3 cc
DEH 1002L	Dental Hygiene Pre-Clinic	3 cc
DES 1010	Head and Neck Anatomy	2 cc
DEH 1130	Oral Embryology and Histology	1 cc
DES 1200C	Dental Hygiene Radiology I	3 cc

### Term 3 (13 cc)

DEH 1400	Oral Pathology	2 cc
DEH 1800	Dental Hygiene I	2 cc
DEH 1800L	Dental Hygiene Clinic I	4 cc
DEH 2602	Periodontics	2 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

### Term 4 (11 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 1051C	Pain Management	2 cc
DES 1100C	Dental Materials	3 cc

### Term 5 (14 cc)

DEH 2300	Pharmacology/Dental Office Emergencies	2 cc
DEH 2702	Dental Public Health	2 cc
DEH 2804	Dental Hygiene III	2 cc
DEH 2804L	Dental Hygiene Clinic III	5 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 2702L	Dental Public Health Lab	1 cc
DEH 2812	Dental Hygiene IV	2 cc
DEH 2812L	Dental Hygiene Clinic IV	5 cc

**Total Credit Hours: 88**

## ASSOCIATE IN SCIENCE 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:

- Child Care Center Management
- Early Childhood Development
- Early Childhood Inclusion Specialist
- Early Childhood Teacher (Preschool)
- Infant/Toddler Specialization

### Program Contact: Scott Schackmann

Department Head, Humanities and Social Sciences  
(850) 484-2137  
[sschackmann@pensacolastate.edu](mailto:sschackmann@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (15 cc)

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc
ENC 1101	English Composition I	3 cc
	Mathematics (General Education Core Course)	3 cc

EEC 1100 and DEP 2001 require field experience or service learning. Check course descriptions for more information.

#### Term 2 (15 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 Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

EEC 2521 and EEC 2940C require field experience or service learning. Check course descriptions for more information.

#### Term 3 (15 cc)

EDF 1005	Introduction to the Teaching Profession	3 cc
EEC 2401	Home and Community	3 cc
EEX 1600	Behavior Management	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
HSC 2400	First Aid and Injuries	3 cc
	or	
	Elective	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.

EDF 1005 requires field experience or service learning. Check course description for more information.

#### Term 4 (15 cc)

EDF 2085	Introduction to Diversity for Educators	3 cc
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EEC 2500	Infant and Toddler Development	3 cc
EEX 2010	Introduction to Exceptional Children	3 cc
	Elective	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

EDF 2085 requires field experience or service learning. Check course description for more information.

### Total Credit Hours: 60

Some courses require field experience or service learning. Check course descriptions for more information.

## CHILD CARE CENTER MANAGEMENT SPECIALIZATION COLLEGE CREDIT CERTIFICATE (CCMS-CT)

The College Credit Certificate in Child Care Center Management provides students with the practical skills necessary for employment in a preschool, childcare center, or home childcare. 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 and includes one of the courses that is required to obtain a director's credential. Some courses in this certificate program require field experience or service learning. Check course descriptions for more information. Students are 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 2521	Childcare Management	3 cc
EEC 2401	Home and Community	3 cc

### Total Credit Hours: 12

DEP2001, EEC1100, and EEC2521 are three of the courses included in 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 four courses in addition to 480 hours of work and/or service-learning experience.



## EARLY CHILDHOOD DEVELOPMENT COLLEGE CREDIT CERTIFICATE (CHD-CT)

The CHD-CT Child Development and Early Intervention Technical Certificate is a 36- college credit program designed to prepare students as entry level teachers in a child care or pre-school program. Upon completion of this program, students will have earned their FCCPC along with Pre-K and Infant/Toddler specialization certificates. This program is composed of selected college credit courses offered within the AS Early Childhood degree program and will count toward that degree. Selected credits will count toward the Early Childhood Teacher Pre-Primary AA program. 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 Approved Elective	6 cc

#### Approved Elective List (choose two)

EDF 1005	Introduction to the Teaching Profession	3 cc
EDF 2085	Introduction to Diversity for Educators	3 cc
EME 2040	Introduction to Technology for Educators	3 cc
HSC 2400	First Aid and Injuries	3 cc

Some courses require field experience or service learning. Check course descriptions for more information.

**Total Credit Hours: 36**

## EARLY CHILDHOOD INCLUSION SPECIALIST COLLEGE CREDIT CERTIFICATE (ECIS-CT)

The College Credit Certificate in Early Childhood Inclusion Specialist provides students with the practical skills necessary for employment in a preschool, childcare center, or home childcare. 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. Some courses require field experience or service learning. Check course descriptions for more information. Students are strongly encouraged to consult an advisor or counselor prior to course registration.

### CERTIFICATE REQUIREMENTS

#### Required Courses

DEP 2001	Child Development	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc
EEX 1600	Behavior Management	3 cc
EEX 2010	Introduction to Exceptional Children	3 cc

#### Total Credit Hours: 12

DEP2001 is one of the courses included in 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 four courses in addition to 480 hours of work and/or service-learning experience.

## EARLY CHILDHOOD TEACHER (PRESCHOOL) COLLEGE CREDIT CERTIFICATE (PREK-CT)

The Pre-K College Technical Certificate is a 12 college credit program designed to provide students with the skills needed to design developmentally appropriate curriculum for young children and enable them to begin careers as early childhood education caregivers with a preschool specialization. Additionally, the courses can be transferred into appropriate technical certificate programs within Early Childhood or can be used in either the AS or AA Early Childhood degree programs. Please contact the program coordinator for advising.

### CERTIFICATE REQUIREMENTS

#### Required Courses

DEP 2001	Child Development	3 cc
EEC 1100	Introduction to Early Childhood	3 cc
EEC 1312	Creative Experiences for Young Children	3 cc
EEC 1601	Observation and Assessment in Early Childhood	3 cc

Some courses require field experience or service learning. Check course descriptions for more information.

**Total Credit Hours: 12**

## INFANT/TODDLER SPECIALIZATION COLLEGE CREDIT CERTIFICATE (BABY-CT)

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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.

**Total Credit Hours: 12**

## PREPARATION FOR THE FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL (FCCPC)

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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

DEP 2001: This course includes 10 hours of observations. See course description for more information.

EEC 1100 and EEC 2521: These courses include 20 hours of service learning. See course descriptions for more information.

EEC 2940C: This course includes 30 hours of service learning. See course description for more information.

**Total Credit Hours: 12**

## ASSOCIATE IN SCIENCE IN ELECTRONICS ENGINEERING TECHNOLOGY (ELEC-AS)

The Associate in Science degree in Electronics Engineering Technology provides students with a foundation in the fundamentals of electronics and prepares students to seek employment as technicians in a variety of fields including but not limited to 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:

- Basic Electronics Technician
- Electronics Technician
- Laser and Photonics Technician
- Robotics and Simulation Technician

### Program Contact: Mike Listau

Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (18 cc)

CET 1112C	Digital Fundamentals	3 cc
CGS 1061C	Introduction to Computers in Technology	3 cc
EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
ENC 1101	English Composition I	3 cc
	Mathematics (General Education Core Course)	3 cc

MAC 1105 recommended for students planning to complete a baccalaureate degree.

#### Term 2 (18 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
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

#### Term 3 (16 cc)

CET 1178C	PC Hardware (A+)	3 cc
CET 1179C	PC Operating Systems (A+)	3 cc
COP 1510	Programming Concepts	3 cc
EET 1931	Special Topics in Electronics Engineering Technology	1 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

#### Term 4 (16 cc)

See Choices	Social Sciences (General Education Core Course)	3 cc
EET 1931	Special Topics in Electronics Engineering Technology	1 cc
EET 2215C	Instrumentation Electronics	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc

ETS 2511C	Motors and Controls	3 cc
	Program Electives	3 cc

See general education course list for general education course options.

### Program Electives

CET 2172C	Personal Computers Maintenance, Upgrade and Support	3 cc
EET 1084C	Electronics Overview	3 cc
ETS 2406	Biomedical Equipment	3 cc
EET 2949	Electronic Technology Co-op	3 cc

**Total Credit Hours: 68**

## BASIC ELECTRONICS TECHNICIAN COLLEGE CREDIT CERTIFICATE (BTECH-CT)

The College Credit Certificate in Basic 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

CET 1112C	Digital Fundamentals	3 cc
CET 2113C	Digital Circuits	3 cc
EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
EET 1931	Special Topics in Electronics Engineering Technology	1 cc
EET 1931	Special Topics in Electronics Engineering Technology	1 cc

**Total Credit Hours: 14**

## ELECTRONICS TECHNICIAN COLLEGE CREDIT CERTIFICATE (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

CET 1112C	Digital Fundamentals	3 cc
CET 1179C	PC Operating Systems (A+)	3 cc
CET 2113C	Digital Circuits	3 cc
COP 1510	Programming Concepts	3 cc
EET 1015C	Direct Current Circuits	3 cc
EET 1025C	Alternating Current Circuits	3 cc
EET 1931	Special Topics in Electronics Engineering Technology	1 cc
EET 2141C	Electronic Devices and Integrated Circuits I	3 cc
EET 2142C	Linear Circuits	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
ETI 1701	Industrial Safety	3 cc

**Total Credit Hours: 31**

## LASER AND PHOTONICS TECHNICIAN COLLEGE CREDIT CERTIFICATE (LASER-CT)

The College Credit Certificate in Laser and Photonics 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
EET 2215C	Instrumentation Electronics	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

**Total Credit Hours: 12**

## ROBOTICS AND SIMULATION TECHNICIAN COLLEGE CREDIT CERTIFICATE (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 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
ETS 1603C	Robotics-Mechanics and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

**Total Credit Hours: 12**

## ASSOCIATE IN SCIENCE 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:

**Dr. Mitzie Sowell**

Department Head, Health Sciences

(850) 484-2308

[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Prerequisite Courses (12 cc)

EMS 1119	Emergency Medical Technician	8 cc
EMS 1119L	EMT Lab	2 cc
EMS 1411L	EMT Clinical Internship	2 cc

The EMS prefix courses come from the EMT-ATD program, which is a closed program. See catalog for entry requirements.

#### Term 1 (16 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
EMS 1601	Introduction to Advanced Prehospital Care	1 cc
EMS 2231L	Paramedic Lab I	3 cc
EMS 2613	Patient Assessment	1 cc
EMS 2614	Airway Management and Respiratory Emergencies	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences Lab	1 cc

#### Term 2 (15 cc)

EMS 1612	Cardiovascular Emergencies	2 cc
EMS 1654L	Paramedic Field/Clinical Experience I	3 cc
EMS 1683	Fundamentals of Advanced Prehospital Care	1 cc
EMS 2232L	Paramedic Lab II	2 cc
EMS 2627	Medical Emergencies	4 cc
ENC 1101	English Composition I	3 cc

#### Term 3 (15 cc)

EMS 2236L	Paramedic Lab III	3 cc
EMS 2628	OB/GYN/Neonatal/Pediatric Emergencies	2 cc
EMS 2655L	Paramedic Field/Clinical Experience II	3 cc
EMS 2680	Behavioral Emergencies	1 cc
EMS 2681	Special Considerations in Prehospital Care	1 cc
EMS 2682	Advanced Prehospital Trauma Management	2 cc
MAC 1105	College Algebra	3 cc

#### Term 4 (15 cc)

DEP 2004	Human Growth and Development	3 cc
EMS 2460L	EMS Field Leadership	1 cc
EMS 2656L	Paramedic Field/Clinical Internship	5 cc

See Choices	Humanities (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: 73**

## PARAMEDIC COLLEGE CREDIT CERTIFICATE (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 1601	Introduction to Advanced Prehospital Care	1 cc
EMS 1612	Cardiovascular Emergencies	2 cc
EMS 1654L	Paramedic Field/Clinical Experience I	3 cc
EMS 1683	Fundamentals of Advanced Prehospital Care	1 cc
EMS 2231L	Paramedic Lab I	3 cc
EMS 2232L	Paramedic Lab II	2 cc
EMS 2236L	Paramedic Lab III	3 cc
EMS 2460L	EMS Field Leadership	1 cc
EMS 2613	Patient Assessment	1 cc
EMS 2614	Airway Management and Respiratory Emergencies	3 cc
EMS 2627	Medical Emergencies	4 cc
EMS 2628	OB/GYN/Neonatal/Pediatric Emergencies	2 cc
EMS 2655L	Paramedic Field/Clinical Experience II	3 cc
EMS 2656L	Paramedic Field/Clinical Internship	5 cc
EMS 2680	Behavioral Emergencies	1 cc
EMS 2681	Special Considerations in Prehospital Care	1 cc
EMS 2682	Advanced Prehospital Trauma Management	2 cc

EMS 2627: This course includes field experience or service learning. See course description for more information.

**Total Credit Hours: 42**



## ASSOCIATE IN SCIENCE IN ENGINEERING TECHNOLOGY - ADVANCED MANUFACTURING (ENGNR-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
- Lean Manufacturing
- Mechatronics
- Pneumatics, Hydraulics and Motors for Manufacturing

### Program Contact:

#### Mike Listau

Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto: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
ENC 1101	English Composition I	3 cc
See Choices	Mathematics General Education Core Course	3 cc

#### Term 2 (15 cc)

EET 1084C	Electronics Overview	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 1420	Manufacturing Processes & Materials	3 cc
ETI 1622C	Concepts of LEAN Manufacturing and Six Sigma	3 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc

#### Term 4 (15 cc)

ETI 1110	Introduction to Quality Assurance	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
	Emphasis Electives	3 cc

See general education course list for general education course options.

### Program Electives

CET 1588	Network +	3 cc
CET 1634C	Telecommunications Distribution Systems	3 cc
CET 2113C	Digital Circuits	3 cc

CTS 1155	Help Desk Technician	3 cc
EET 2949	Electronic Technology Co-op	3 cc
ETD 2340	Computer Drafting	3 cc

**Total Credit Hours: 60**

## ENGINEERING TECHNOLOGY SUPPORT SPECIALIST COLLEGE CREDIT CERTIFICATE (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	Electronics Overview	3 cc
EGN 1123	Engineering Graphics	3 cc
ETI 1110	Introduction to Quality Assurance	3 cc
ETI 1420	Manufacturing Processes & Materials	3 cc
ETI 1701	Industrial Safety	3 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc

**Total Credit Hours: 18**

## LEAN MANUFACTURING COLLEGE CREDIT CERTIFICATE (LEAN-CT)

The College Credit Certificate in Lean Manufacturing provides the student with the practical skills but is not limited to maintenance techniques, computer aided drafting/design skills, technical communications, maintenance and operation of various industrial components, quality control and testing, material handling protocols, and proper usage of tools and instrumentation. 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

ETI 1110	Introduction to Quality Assurance	3 cc
ETI 1622C	Concepts of LEAN Manufacturing and Six Sigma	3 cc
ETI 1701	Industrial Safety	3 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc

**Total Credit Hours: 12**

## MANUFACTURING AUTOMATION SPECIALIST COLLEGE CREDIT CERTIFICATE (MAUTO-CT)

The College Credit Certificate in Manufacturing Automation 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	Electronics Overview	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

**Total Credit Hours: 12**

## MECHATRONICS COLLEGE CREDIT CERTIFICATE (MTRON-CT)

The College Credit Certificate in Mechatronics provides the student with the practical skills but is not limited to instruction in maintenance techniques, computer aided drafting/design skills, technical communications, maintenance and operation of various industrial components, quality control and testing, material handling protocols, and proper usage of tools and instrumentation. 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	Electronics Overview	3 cc
EET 2215C	Instrumentation Electronics	3 cc
EGN 1123	Engineering Graphics	3 cc
ETI 1110	Introduction to Quality Assurance	3 cc
ETI 1420	Manufacturing Processes & Materials	3 cc
ETI 1701	Industrial Safety	3 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc
ETS 1603C	Robotics-Mechanics and Controls	3 cc
ETS 2542C	Programmable Logic Controller (PLC) Fundamentals	3 cc

**Total Credit Hours: 30**

## PNEUMATICS, HYDRAULICS AND MOTORS FOR MANUFACTURING COLLEGE CREDIT CERTIFICATE (PNEUM-CT)

The College Credit Certificate in Pneumatics, Hydraulics and Motors for Manufacturing provides the student with the practical skills but is not limited to maintenance techniques, computer aided drafting/design skills, technical communications, maintenance and operation of various industrial components, quality control and testing, material handling protocols, and proper usage of tools and instrumentation. 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	Electronics Overview	3 cc
ETI 1420	Manufacturing Processes & Materials	3 cc
ETI 1701	Industrial Safety	3 cc
ETM 2315C	Hydraulics and Pneumatics	3 cc

**Total Credit Hours: 12**

## ASSOCIATE IN SCIENCE 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 Composite Fabricator/Programmer
- Machinist / Fabricator
- CNC Machinist Operator/Programmer
- Mechanical Designer/Programmer

### Program Contact:

#### Mike Listau

Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto: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	4 cc
ETI 2415C	Precision CNC Machining & Metrology	4 cc
ETM 1010	Mechanical Measurement & Instrumentation	3 cc

#### Term 2 (15 cc)

ETI 1420	Manufacturing Processes & Materials	3 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc
ETI 2412C	CNC Fabrication Processes (Fusion 360)	4 cc
ETI 2414C	Computer Aided Manufacturing - Fusion 360	4 cc
See Choices	Humanities (General Education Core Course)	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 Computer Aided Manufacturing-Fusion 360	4 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
ETI 1931L	Special Topics in Mechanical Design	1 cc
or		
ETI 2947	Manufacturing Technology Co-op	1 cc

See general education course list for general education course options.

#### Term 4 (15 cc)

EET 1084C	Electronics Overview	3 cc
ENC 1101	English Composition I	3 cc
ETI 1701	Industrial Safety	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
See Choices	Mathematics General Education Core Course	3 cc

See general education course list for general education course options.

**Total Credit Hours: 60**

## CNC COMPOSITE FABRICATOR/PROGRAMMER COLLEGE CREDIT CERTIFICATE (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 1931L	Special Topics in Mechanical Design	1 cc
ETI 2412C	CNC Fabrication Processes (Fusion 360)	4 cc
ETI 2415C	Precision CNC Machining & Metrology	4 cc

**Total Credit Hours: 12**

## CNC MACHINIST/FABRICATOR COLLEGE CREDIT CERTIFICATE (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 1931L	Special Topics in Mechanical Design	1 cc
ETI 2411C	Manufacturing Processes CNC Machining	4 cc
ETI 2416C	Metal Working Processes (Welding & Fabrication)	4 cc

**Total Credit Hours: 12**

## **CNC MACHINIST OPERATOR/PROGRAMMER COLLEGE CREDIT CERTIFICATE (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 1931L	Special Topics in Mechanical Design	1 cc
ETI 2411C	Manufacturing Processes CNC Machining	4 cc
ETI 2414C	Computer Aided Manufacturing - Fusion 360	4 cc

**Total Credit Hours: 12**

## **MECHANICAL DESIGNER/PROGRAMMER COLLEGE CREDIT CERTIFICATE (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 1931L	Special Topics in Mechanical Design	1 cc
ETI 2414C	Computer Aided Manufacturing - Fusion 360	4 cc
ETI 2419C	Advanced Computer Aided Manufacturing-Fusion 360	4 cc

**Total Credit Hours: 12**

## **GRAPHIC DESIGN PRODUCTION COLLEGE CREDIT CERTIFICATE (GRAPR-CT)**

The purpose of this program is to prepare students for initial employment as graphic designers or graphic design assistants; this program introduces students to the principles of design and photography with an emphasis on computer-based design, layout, multimedia, and interactive design.

Computer Graphics I  
Two-Dimensional Design  
Graphic Design I  
Graphic Design II  
Typography

### **CERTIFICATE REQUIREMENTS**

#### **Required Courses**

ART 1201	Two-Dimensional Design	3 cc
GRA 2151	Computer Graphics I	3 cc
GRA 2152	Computer Graphics II	3 cc
GRA 2190	Graphic Design I	3 cc
GRA 2191	Graphic Design II	3 cc
GRA 2206	Typography	3 cc
GRA 2210	Electronic Prepress	3 cc
GRA 2721	Creative Web Design	3 cc

**Total Credit Hours: 24**

## **GRAPHIC DESIGN SUPPORT COLLEGE CREDIT CERTIFICATE (GRASU-CT)**

The purpose of this program is to prepare students for initial employment as a graphic design assistant, graphic production artist, or to provide supplemental training for persons previously or currently employed in these occupations.

Computer Graphics I  
Two-Dimensional Design  
Computer Graphics II  
Graphic Design I  
Graphic Design II  
Typography  
Electronic Prepress  
Creative Web Design

### **CERTIFICATE REQUIREMENTS**

#### **Required Courses**

ART 1201	Two-Dimensional Design	3 cc
GRA 2151	Computer Graphics I	3 cc
GRA 2190	Graphic Design I	3 cc
GRA 2191	Graphic Design II	3 cc
GRA 2206	Typography	3 cc

**Total Credit Hours: 15**

## **INTERACTIVE MEDIA PRODUCTION COLLEGE CREDIT CERTIFICATE (IMP-CT)**

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The purpose of this program is to provide students with a foundation in interactive media techniques and production; students will gain competency in web-based and interactive design.

### **CERTIFICATE REQUIREMENTS**

#### **Required Courses**

ART 1201	Two-Dimensional Design	3 cc
ART 1301	Drawing II	3 cc
GRA 2151	Computer Graphics I	3 cc
GRA 2152	Computer Graphics II	3 cc
GRA 2190	Graphic Design I	3 cc
GRA 2191	Graphic Design II	3 cc
GRA 2206	Typography	3 cc
GRA 2721	Creative Web Design	3 cc

**Total Credit Hours: 24**

## **INTERACTIVE MEDIA SUPPORT COLLEGE CREDIT CERTIFICATE (IMS-CT)**

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The purpose of this program is to prepare students for initial employment as graphic design assistants or to supplement training for persons previously or currently employed in this occupation.

### **CERTIFICATE REQUIREMENTS**

#### **Required Courses**

ART 1201	Two-Dimensional Design	3 cc
GRA 2151	Computer Graphics I	3 cc
GRA 2190	Graphic Design I	3 cc
GRA 2206	Typography	3 cc
GRA 2721	Creative Web Design	3 cc

**Total Credit Hours: 15**



## ASSOCIATE IN SCIENCE 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 1101 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 candidate's status for the program.

The Associate in Science in Health Information Technology includes College Credit Certificates in:

Health Care Informatics Specialist

Medical Information Coder / Biller

### Program Contact:

**Dr. Mitzie Sowell**

Department Head, Health Sciences

(850) 484-2308

[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

## DEGREE REQUIREMENTS

### Term 1 (16 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HSC 1531	Medical Terminology	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
ENC 1101	English Composition I	3 cc

See general education course list for general education course options.

### Term 2 (18 cc)

HIM 2214C	Health Data Management	3 cc
HSC 2550	Pathophysiology	3 cc
HSC 2641	Health Care Law	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
MAC 1105	College Algebra	3 cc

### Term 3 (18 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 2810C	Health Information Management Professional Practice II	2 cc
See Choices	Humanities (General Education Core Course)	3 cc
HIM 1442	Pharmacology	2 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 Management Professional Practice III	2 cc
HIM 2932	Special Topics in Health Information Management	2 cc

HIM 2653, HIM 2500C, and HIM 2820L are offered only once a year. Therefore, it is important that the student work with an advisor to determine the most effective course plan and sequencing for graduation from this program.

**Total Credit Hours: 70**

## MEDICAL INFORMATION CODER / BILLER COLLEGE CREDIT CERTIFICATE (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

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HIM 1442	Pharmacology	2 cc
HIM 1800	Health Information Management Professional Practice I	2 cc
HIM 2214C	Health Data Management	3 cc
HIM 2229C	Introduction to Coding and Classification	3 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 2810C	Health Information Management Professional Practice II	2 cc
HSC 1531	Medical Terminology	3 cc
HSC 2550	Pathophysiology	3 cc
HSC 2641	Health Care Law	3 cc

**Total Credit Hours: 37**

Upon completion, graduates of the Health Information Coder/ Biller Certificate program will have the option to transfer into Health Information Technology AS degree program.

## HEALTH CARE INFORMATICS SPECIALIST COLLEGE CREDIT CERTIFICATE (HIS-CT)

The College Credit Certificate in Healthcare Informatics Specialist provides the student with the practical skills necessary for careers as entry level Healthcare Informatics Specialists. This certificate program also provides supplemental training for persons previously or currently employed in related health record or information technology occupations. 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

CGS 1570	Computer Concepts and Applications	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HIM 2214C	Health Data Management	3 cc
HIM 2512	Health Information Management and Supervision	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSC 1531	Medical Terminology	3 cc
HSC 2641	Health Care Law	3 cc

**Total Credit Hours: 24**

## ASSOCIATE IN SCIENCE 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.

The Associate in Science in Health Services Management includes College Credit Certificate in:

Health Care Services Specialist

### Program Contact:

**Dr. Mitzie Sowell**

Department Head, Health Sciences

(850) 484-2308

[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 General Education and Support Courses (16 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
CGS 1570	Computer Concepts and Applications	3 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

#### Term 2 General Education and Support Courses (17 cc)

CHM 1020	Introduction to College Chemistry	3 cc
CHM 1020L	Introduction to College Chemistry Laboratory	1 cc
HLP 1081	Concepts of Life Fitness	3 cc
STA 2023	Elementary Statistics	3 cc
See Choices	Humanities (General Education Core Course)	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)

CGS 2510	Spreadsheets	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HIM 2620	Medical Statistics and Financial Applications	3 cc
HSC 1531	Medical Terminology	3 cc
HSC 2641	Health Care Law	3 cc

#### Term 4 Core Health Science Courses (12 cc)

ACG 2021	Financial Accounting Principles	3 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc

**Total Credit Hours: 60**

## HEALTH CARE SERVICES SPECIALIST COLLEGE CREDIT CERTIFICATE (HSC-CT)

The College Credit Certificate in Health Care Services Specialist provides the student with the practical skills necessary for careers as Health Care Services supervisor assistants in medicine and health service management. This certificate program also provides supplemental training for individuals who are currently employed in the health field or seeking employment in entry-level management positions in the health field. The program is composed of selected college credit courses offered within the Associate in Science degree in Health Services Management. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### CERTIFICATE REQUIREMENTS

#### Required Courses

ACG 2021	Financial Accounting Principles	3 cc
BSC 1080	Essentials of Anatomy and Physiology	3 cc
CGS 1570	Computer Concepts and Applications	3 cc
HIM 1000C	Introduction to Health Information Management	3 cc
HIM 2500C	Performance Improvement in Healthcare	2 cc
HIM 2653C	Medical Informatics and Health Information Technologies	3 cc
HSA 1172	Medical Billing and Third Party Payer	2 cc
HSA 2001	Interprofessional Team Based Health Care	2 cc
HSC 1531	Medical Terminology	3 cc
HSC 2641	Health Care Law	3 cc

**Total Credit Hours: 27**

## ASSOCIATE IN SCIENCE 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 Beverage Management
- Food and Beverage Operations
- Food and Beverage Specialist
- Guest Services Specialist
- Rooms Division Management
- Rooms Division Operations
- Rooms Division Specialist

### Program Contact:

#### Mike Listau

Director, Workforce Education  
(850) 484-1014  
mlistau@pensacolastate.edu

### DEGREE REQUIREMENTS

#### Term 1 (12 cc)

ENC 1101	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)

HFT 1313	Hospitality Property Management	3 cc
HFT 2212	Food Service Sanitation and Safety	2 cc
HFT 2451	Cost Control and Purchasing	3 cc
	Program Electives	4 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
See Choices	Humanities (General Education Core Course)	3 cc

#### Term 4 (12 cc)

HFT 2600	Concepts of Hospitality Law	3 cc
	Mathematics (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
	Program Electives	3 cc

#### Term 5 (12 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
See Choices	Natural Sciences (General Education Core Course)	3 cc

See general education course list for general education course options.

### Program Electives

Choose from the following list of course prefixes: ACG, BSC, CGS, CHM, ECO, ENC, FRE, FSS, GEB, HFT, HLP, HUN, LEI, LIS, MAC, MAN, MAR, MAT, MCB, MNA, PEO, PET, PSY, SLS, SPC, SPN, STA.

### Total Credit Hours: 60

Students planning to transfer to The University of West Florida should consult with an academic advisor.

## EVENT PLANNING MANAGEMENT COLLEGE CREDIT CERTIFICATE (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
FSS 2284C	Catering, Banquet, and Event Management	3 cc
HFT 1860	Bar and Beverage Management	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
HFT 2850C	Management of Dining	3 cc
	Program Elective	1 cc

### Total Credit Hours: 24

HFT 1860: This course has limited offerings. Students should check the course description in planning their course of study.

## FOOD AND BEVERAGE MANAGEMENT COLLEGE CREDIT CERTIFICATE (FBMGT-CT)

The College Credit Certificate in Food and Beverage Management provides the student with the practical skills necessary for employment hospitality and tourism related positions 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

FSS 1221C	Introduction to Culinary Production	3 cc
FSS 2284C	Catering, Banquet, and Event Management	3 cc
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
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
LIS 1004	Introduction to Internet Research	1 cc

HFT 1860: This course has limited offerings. Students should check the course description in planning their course of study.

**Total Credit Hours: 30**

## FOOD AND BEVERAGE OPERATIONS COLLEGE CREDIT CERTIFICATE (FBOP-CT)

The College Credit Certificate in Food and Beverage Operations provides the students the skills required to work in operations or managerial positions in the food and beverage field such as: Restaurant Server Shift Supervisor, Restaurant Supervisor, or Bar/Lounge Supervisor. 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 2284C	Catering, Banquet, and Event Management	3 cc
HFT 1000	Introduction to the Hospitality Industry	3 cc
HFT 1860	Bar and Beverage Management	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

**Total Credit Hours: 18**

## FOOD AND BEVERAGE SPECIALIST COLLEGE CREDIT CERTIFICATE (FBS-CT)

The College Credit Certificate in Food and Beverage Specialist provides the student with the skills required working in specialist and entry-level positions in the food and beverage field such as: Restaurant Server, Room Service Attendant, or Banquet Set-Up Staff. 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 1000	Introduction to the Hospitality Industry	3 cc
HFT 1860	Bar and Beverage Management	3 cc
HFT 2850C	Management of Dining	3 cc

**Total Credit Hours: 12**

## GUEST SERVICES SPECIALIST COLLEGE CREDIT CERTIFICATE (GUEST-CT)

The College Credit Certificate in Guest Services Specialist provides the student with the practical skills necessary for employment 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

HFT 1313: This course has limited offerings. Students should check the course description in planning their course of study.

**Total Credit Hours: 15**

## ROOMS DIVISION MANAGEMENT COLLEGE CREDIT CERTIFICATE (ROOMS-CT)

The 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

FSS 2284C	Catering, Banquet, and Event Management	3 cc
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
HFT 2850C	Management of Dining	3 cc

Hospitality Management Electives: See Program Contact for approval of Hospitality Management electives.

**Total Credit Hours: 30**

## ROOMS DIVISION OPERATIONS COLLEGE CREDIT CERTIFICATE (RMOP-CT)

The College Credit Certificate in Rooms Division Operations provides the student the skills required to work in operations and entry-level positions such as: Front Desk Supervisor or Guest Relations Supervisor. 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 2212	Food Service Sanitation and Safety	2 cc
HFT 2500	Marketing in the Hospitality Industry	3 cc
	Program Elective	1 cc

**Total Credit Hours: 19**

## ROOMS DIVISION SPECIALIST COLLEGE CREDIT CERTIFICATE (RMSP-CT)

The College Credit Certificate in Rooms Division Specialist provides the student with the skills required to work in specialist and entry level positions in the hotel industry such as: Front Desk Agent, Guest Relations agent, or Reservations Clerk. 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 2211	Hospitality Resource Management	3 cc
LIS 1004	Introduction to Internet Research	1 cc

**Total Credit Hours: 13**



## ASSOCIATE IN SCIENCE 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](http://www.doh.state.fl.us/mqa/nursing/nur_faq.html) for questions.

Progression to the clinical component of the program is contingent upon submission of satisfactory physical examination/immunization forms and current (American Heart Association only) CPR certification at the Health Care provider level.

### Admission Requirements

A minimum grade of "C" or better and 2.75 GPA on Program Specific General Education Prerequisite Courses.

A minimum score of 75% on each of the HESI A<sup>2</sup> components (reading, grammar, vocabulary, math, anatomy and physiology) in one sitting.

### Requirements for Progression

Progression through the 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:

**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

## DEGREE REQUIREMENTS

### Prerequisite Courses (11 cc)

BSC 2085	Human Anatomy and Physiology I	3 cc
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BSC 2085L	Human Anatomy and Physiology I Laboratory	1 cc
BSC 2086	Human Anatomy and Physiology II	3 cc
BSC 2086L	Human Anatomy and Physiology II Laboratory	1 cc
	MAC 1105 or higher	3 cc

STA 2023 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	3 cc

### Term 3 (17 cc)

NUR 2214C	Adult Health Nursing II	8 cc
NUR 2440C	Maternal-Child Health Nursing	6 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

### Term 4 (12 cc)

ENC 1101	English Composition I	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
NUR 2810C	Transitional Practice/Preceptorship	6 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 for specific instructions.

## CAREER MOBILITY OPTIONS

The Career Mobility Option is designated to give the licensed practical nurse (LPN) and the certified paramedic the opportunity to complete the associate degree nursing program. 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 A<sup>2</sup> 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:

**Dr. Mitzie Sowell**

Department Head, Health Sciences

(850) 484-2308

[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

## LPN TO RN CAREER MOBILITY OPTION ASSOCIATE IN SCIENCE (RNCM-AS)

### Required Prerequisite Courses (11 cc)

BSC 2085	Human Anatomy and Physiology I	3 cc
BSC 2085L	Human Anatomy and Physiology I Laboratory	1 cc
BSC 2086	Human Anatomy and Physiology II	3 cc
BSC 2086L	Human Anatomy and Physiology II Laboratory	1 cc
MAC 1105	College Algebra	3 cc

STA 2023 recommended

### 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
NUR 2523C	Mental Health	3 cc

### Term 3 (15 cc)

ENC 1101	English Composition I	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
NUR 2810C	Transitional Practice/Preceptorship	6 cc

See general education course list for general education course options.

### Articulated Courses

NUR 1020C	Introduction to Nursing	8 cc
NUR 2440C	Maternal-Child Health Nursing	6 cc

### Total Credit Hours: 72

## ASSOCIATE IN SCIENCE 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 Torres**  
Department Head, Business  
(850) 484-2504  
[btorres@pensacolastate.edu](mailto:btorres@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (15 cc)

ENC 1101	English Composition I	3 cc
PLA 1003	The Legal Profession	3 cc
PLA 1104	Legal Research and Writing I	3 cc
PLA 1273	Torts	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See general education course list for general education course options.

#### Term 2 (15 cc)

BUL 2241	Business Law	3 cc
PLA 1203	Civil Litigation	3 cc
PLA 2114	Legal Research and Writing II	3 cc
PLA 2800	Domestic Relations	3 cc
	Mathematics (General Education Core Course)	3 cc

MAC 1105 is recommended.

#### Term 3 (18 cc)

PLA 1303	Criminal Law and Procedure	3 cc
PLA 1700	Legal Ethics	3 cc
PLA 2601	Probate	3 cc
PLA 2610	Real Estate Law	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.

#### Term 4 (16 cc)

PLA 2880	Constitutional Law	3 cc
PLA 2944	Paralegal Practicum	3 cc
	Program Electives	10 cc

#### Program Electives

CGS 1570	Computer Concepts and Applications	3 cc
PLA 2260	Evidence	3 cc
PLA 2423	Contracts	3 cc
PLA 2433	Business Organizations	3 cc
PLA 2943	Law Office Internship	3 cc
PLA 2949	Paralegal Studies Co-op	3 cc
LIS 1004	Introduction to Internet Research	1 cc
SPC 1006	Study of Speaking and Listening	1 cc
	Natural Science Companion Lab	1 cc

Only students who are not familiar with the Microsoft Office products (Word, Excel, PowerPoint, and Access) should take CGS 1570.

**Total Credit Hours: 64**

## ASSOCIATE IN SCIENCE 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:**  
**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Term 1 (13 cc)

CHM 1020	Introduction to College Chemistry	3 cc
CHM 1020L	Introduction to College Chemistry Laboratory	1 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	3 cc
SPC 2300	Interpersonal Communication	3 cc

#### Term 2 (15 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
GEB 1011	Introduction to Business	3 cc
PTN 1001	Introduction to Pharmacy	3 cc
PTN 1017	Pharmacy Technician Calculations	3 cc
See Choices	Humanities (General Education Core Course)	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 1132L	Basic Business Skills for the Pharmacy Technician	1 cc

#### Term 4 (16 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	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

#### Term 5 (14 cc)

ACG 2001	Accounting I	3 cc
MAN 2021	Principles of Management	3 cc
PTN 1941L	Pharmacy Practicum II	5 cc
HUS 2400	Drugs and Behavior	3 cc

**Total Credit Hours: 70**

## ASSOCIATE IN SCIENCE IN PHOTOGRAPHIC TECHNOLOGY (PHOTO-AS)

The Associate in Science degree in Photographic Technology provides students with a thorough foundation in all areas of commercial, editorial, fine art photography and video production, preparing students to seek employment in the many field(s) of professional photography. The degree is designed to prepare individuals to reach their creative potential in professional photographic careers. The curriculum addresses proficiency with a multitude of camera format(s), print production, commercial studio lighting, and expertise in both analogue and current digital processes.

Upon graduation it can act as a transfer degree for persons wishing to continue their education toward an advanced degree at a university or professional art school. Additional general education course work may be required for transfer to a four-year institution. Contact the four-year school for information.

Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

The Associate in Science in Photographic Technology includes a College Credit Certificate in:

Photography

### Program Contact:

#### Mark Francis

(850) 484-2552

[mfrancis@pensacolastate.edu](mailto:mfrancis@pensacolastate.edu)

#### Brian Weaver

Department Head, Visual Arts

(850) 484-2554

[bweaver@pensacolastate.edu](mailto:bweaver@pensacolastate.edu)

## DEGREE REQUIREMENTS

### Term 1 (15 cc)

ART 1300	Drawing I	3 cc
	Elective	3 cc
ENC 1101	English Composition I	3 cc
	Mathematics (General Education Core Course)	3 cc
PGY 2401	Photography I	3 cc

### Term 2 (15 cc)

ART 1201	Two-Dimensional Design	3 cc
PGY 1000	History of Photography	3 cc
PGY 1110	Color, Materials, and Methods	3 cc
PGY 2404	Photography II	3 cc
PGY 2801	Digital Photography I	3 cc

### Term 3 (18 cc)

PGY 2107	Large Format Camera	3 cc
PGY 2201	Photographic Lighting Techniques	3 cc
PGY 2750	Introduction to Video	3 cc
PGY 2802	Digital Photography II	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc
ENT 1000	Introduction of Entrepreneurship or	3 cc
GEB 1011	Introduction to Business	3 cc

See general education course list for general education course options.

### Term 4 (16 cc)

ART 2950	Portfolio and Resume Development	3 cc
See Choices	Humanities (General Education Core Course)	3 cc

See Choices	Natural Sciences (General Education Core Course)	3 cc
PGY 2220	Commercial Photography	3 cc
PGY 2270	Field Survey of Professional Photography	4 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.

## PHOTOGRAPHY COLLEGE CREDIT CERTIFICATE (PHOTO-CT)

The College Credit Certificate in Photography is an entry-level photography credential designed to prepare students for employment in the field of photography. Recipients of this certificate will possess the skills to work with SLR and DSLR cameras, photographic materials, studio lighting, and video production. The program is composed of selected courses offered within the Associate in Science degree in Photographic Technology. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

## CERTIFICATE REQUIREMENTS

### Required Courses

PGY 1110	Color, Materials, and Methods	3 cc
PGY 2201	Photographic Lighting Techniques	3 cc
PGY 2270	Field Survey of Professional Photography	4 cc
PGY 2401	Photography I	3 cc
PGY 2404	Photography II	3 cc
PGY 2750	Introduction to Video	3 cc
PGY 2801	Digital Photography I	3 cc

### Total Credit Hours: 22

## ASSOCIATE IN SCIENCE 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 a minimum grade of "C" or better and 2.75 GPA on Program Specific General Education Prerequisite Courses.

The interested student should contact the Allied Health Department for assistance in planning the program of study.

### Program Contact:

**Dr. Mitzie Sowell**

Department Head, Health Sciences

(850) 484-2308

[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

## DEGREE REQUIREMENTS

### Prerequisite Courses (14 cc)

Students must complete prerequisite courses with a C or better to be accepted into the Physical Therapist Assistant Program.

BSC 2085	Human Anatomy and Physiology I	3 cc
BSC 2085L	Human Anatomy and Physiology I Laboratory	1 cc
BSC 2086	Human Anatomy and Physiology II	3 cc
BSC 2086L	Human Anatomy and Physiology II Laboratory	1 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

### Term 1 (18 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
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 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.

### Term 2 (14 cc)

PHT 1210C	Therapeutic Modalities	3 cc
PHT 1224	Musculoskeletal Therapeutic Techniques I	3 cc
PHT 1224L	Musculoskeletal Therapeutic Techniques I Laboratory	2 cc
PHT 1253	Neuromuscular Therapeutic Techniques I	3 cc
PHT 1253L	Neuromuscular Therapeutic Techniques I Laboratory	2 cc
PHT 1801L	PTA Clinic I	1 cc

### Term 3 (15 cc)

PHT 2162	Neuromuscular Therapeutic Techniques II	1 cc
PHT 2162L	Neuromuscular Therapeutic Techniques II Laboratory	2 cc
PHT 2227C	Musculoskeletal Therapeutic Techniques II	3 cc
PHT 2301	Pathological Conditions in Physical Therapy I	3 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 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 radiographic 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.

Admission for eligibility to the program include a minimum grade of "C" or better and 2.75 GPA on Program Specific General Education Prerequisite Courses, College Application, Health Related Programs Application, and High School Transcript Standard Diploma or GED.

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:

#### Dr. Mitzie Sowell

Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

## DEGREE REQUIREMENTS

### Prerequisite Courses (13 cc)

Students must complete prerequisite courses with a C or better to be accepted into the Radiography Program.

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
CHM 1020	Introduction to College Chemistry	3 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

The student may take BSC 1080 and BSC 1080L or must take BSC 1093, BSC 1093L, BSC 1094, and BSC 1094L.

### Term 1 (16 cc)

RTE 1000	Introduction to Radiologic Technology	3 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 clinicals (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 (9 cc)

RTE 1562C	Radiographic Special Procedures	4 cc
RTE 1824L	Radiography Clinic III	5 cc

### Term 4 (13 cc)

RTE 2523C	Radiographic Positioning III	2 cc
RTE 2563	Advanced Radiographic Procedures	3 cc
RTE 2782	Applied Radiographic Pathophysiology	3 cc
RTE 2844L	Radiography Clinic IV	5 cc

### Term 5 (13 cc)

RTE 2061	ARRT Review	2 cc
RTE 2854L	Radiography Clinic V	5 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	3 cc

**Total Credit Hours: 77**



## ASSOCIATE IN SCIENCE 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.

Admission for eligibility to the program include a minimum grade of "C" or better and a 2.75 GPA on Program Specific General Education Prerequisite Courses, College Application, Health Related Programs Application, and High School Transcript Standard Diploma.

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

The Associate in Science in Sonography includes College Credit Certificate in:

Diagnostic Medical Sonography Specialist

### Program Contact:

**Dr. Mitzie Sowell**  
 Department Head, Health Sciences  
 (850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### DEGREE REQUIREMENTS

#### Prerequisites (10 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
BSC 1080L	Essentials of Anatomy and Physiology Laboratory	1 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	3 cc

#### Term 1 (13 cc)

PHY 1020	Introduction to Fundamentals of Physics	3 cc
SON 1004C	Basic Procedures	4 cc
See Choices	Humanities (General Education Core Course)	3 cc
See Choices	Social Sciences (General Education Core Course)	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 1111	Abdominal Sonography I	3 cc
SON 1121	OB/GYN Sonography I	3 cc
SON 1211	Medical Sonography Physics I	3 cc
SON 1214	Practical Aspects of Sonography I	3 cc
SON 1804L	Sonography Clinic I	6 cc

#### Term 4 (18 cc)

SON 1112	Abdominal Sonography II	3 cc
SON 1122	OB/GYN Sonography II	3 cc
SON 1212	Medical Sonography Physics 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**

## DIAGNOSTIC MEDICAL SONOGRAPHY SPECIALIST COLLEGE CREDIT CERTIFICATE (SONSP-CT)

The College Credit Certificate in Diagnostic Medical Sonography Specialist provides the student with the practical skills necessary for careers as diagnostic medical sonographers. This certificate program also provides supplemental training for individuals who are previously or currently employed in this occupation. The program is composed of selected college credit courses offered within the Associate in Science degree in Diagnostic Medical Sonography. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### CERTIFICATE REQUIREMENTS

#### Required Courses

SON 1004C	Basic Procedures	4 cc
SON 1100C	Principles and Protocols of Sonography	5 cc
SON 1111	Abdominal Sonography I	3 cc
SON 1121	OB/GYN Sonography I	3 cc
SON 1211	Medical Sonography Physics I	3 cc
SON 1214	Practical Aspects of Sonography I	3 cc
SON 1804L	Sonography Clinic I	6 cc
SON 1112	Abdominal Sonography II	3 cc
SON 1122	OB/GYN Sonography II	3 cc
SON 1212	Medical Sonography Physics II	3 cc
SON 1215	Practical Aspects of Sonography II	3 cc
SON 1814L	Sonography Clinic II	6 cc
SON 1144	Superficial Structures (Small Parts)	3 cc
SON 1824L	Sonography Clinic III	6 cc

**Total Credit Hours: 54**

## **ASSOCIATE IN SCIENCE 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:**

#### **Scott Schackmann**

Department Head, Humanities and Social Sciences

(850) 484-2137

[sschackmann@pensacolastate.edu](mailto:sschackmann@pensacolastate.edu)

### **DEGREE REQUIREMENTS**

#### **Term 1 (15 cc)**

ENC 1101	English Composition I	3 cc
LEI 1141	Introduction to Recreation and Leisure Services	3 cc
	Mathematics (General Education Core Course)	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 2013	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)**

HLP 1081	Concepts of Life Fitness	3 cc
See Choices	Humanities (General Education Core Course)	3 cc
LEI 2730	Adaptive/Therapeutic Recreation	3 cc
See Choices	Natural Sciences (General Education Core Course)	3 cc
	Elective	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

**Total Credit Hours: 60**

## ASSOCIATE IN SCIENCE 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:

#### Dr. Mitzie Sowell

Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### Email Contact:

[veterinarytech@pensacolastate.edu](mailto:veterinarytech@pensacolastate.edu)

## DEGREE REQUIREMENTS

### Prerequisite Courses (10 cc)

The following prerequisite courses must be completed prior to enrolling in any core courses of the Veterinary Technology Program and a minimum grade of "C" or better and 2.75 GPA on Program Specific General Education Prerequisite Courses.

BSC 1010	Principles of Biology	3 cc
BSC 1010L	Principles of Biology Laboratory	1 cc
ENC 1101	English Composition I	3 cc
MAC 1105	College Algebra	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 (9 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
See Choices	Social Sciences (General Education Core Course)	3 cc

### Term 4 (15 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
See Choices	Humanities (General Education Core Course)	3 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 degree seeking requirements college credit hours earned in an Applied Technology Diploma program are applicable towards a related Associate in Applied Science Degree or an Associate in Science Degree. The Applied Technology Diploma does not contain a separate general education component.

### EMERGENCY MEDICAL TECHNICIAN APPLIED TECHNOLOGY DIPLOMA (EMT-ATD)

The program is designed to provide an opportunity for persons interested in pre-hospital emergency care to become skilled in basic emergency care to save lives and reduce injury. The Florida Department of Health, Bureau of EMS, has approved Pensacola State College as a training center for EMT and Paramedic programs.

Graduates are eligible to take the State and National EMT Certification examination.

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 minimum of 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. 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:**  
**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### DIPLOMA REQUIREMENTS

#### Required Courses

EMS 1119	Emergency Medical Technician	8 cc
EMS 1119L	EMT Lab	2 cc
EMS 1411L	EMT Clinical Internship	2 cc

**Total Credit Hours: 12**

## PHARMACY TECHNICIAN APPLIED TECHNOLOGY DIPLOMA (PHRM-ATD)

The program prepares graduates to work in both institutional and community pharmacy settings under the supervision of a pharmacist. Pharmacy technicians assist pharmacists in dispensing medications and are accountable to the supervising pharmacist who is legally responsible through state licensure for the care and safety of patients served by the pharmacy.

Pharmacy technician job duties include providing medication and other health care products to patients and working with third party agents and physicians in resolving adjudication of patients' insurance or state program. Pharmacy technicians often do the routine tasks associated with preparing and providing prescribed medications to patients, but may also do compounding of medications, doctor calls, expense and medication orders, returns and expired credits, and non-licensed pharmacy management. State rules and regulations as well as job policies and procedures define the functions and responsibilities of pharmacy technicians.

### Special Admission Requirements

Student enrollment in the program is limited. The number of students in each class shall be determined by the availability of space, equipment, qualified faculty, and institutional and community clinical facilities necessary for a meaningful education. Only one class per year is accepted. Program acceptance is based on selection from all qualified applicants meeting the minimum criteria on a first-qualified/first-seated basis. All applicants who meet the established criteria will be accepted into the program. However, not all will be guaranteed seats in the class of their choice if the application is not completed in a timely fashion.

Minimum requirements for eligibility to the program include high school diploma or GED. Applications for both the College and program must be on file. Applicants must have a GPA of 2.0 or higher and be at least 17 years of age. Final admission to the program is contingent upon submission of satisfactory physical examination/immunization forms, a federal background check, and a drug screen. Admissions information packets are available on the Pensacola State College website.

### Program Contact:

#### Dr. Mitzie Sowell

Department Head, Health Sciences

(850) 484-2308

[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

## DIPLOMA REQUIREMENTS

The following courses must be completed with a grade of C or better.

### Term I (12 cc)

BSC 1080	Essentials of Anatomy and Physiology	3 cc
ENC 1101	English Composition I	3 cc
PTN 1001	Introduction to Pharmacy	3 cc
PTN 1017	Pharmacy Technician Calculations	3 cc

BSC 1080: Students who have completed BSC 1093 and BSC 1094 may request these two courses to be substituted for the BSC 1080 requirement. See Program Director or an Advisor to discuss the course substitution.

### Term 2 (10 cc)

CGS 1570	Computer Concepts and Applications	3 cc
HSC 1531	Medical Terminology	3 cc
PTN 1121	Therapeutic Agents I	3 cc
PTN 1132L	Basic Business Skills for the Pharmacy Technician	1 cc

### Term 3 (13 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	3 cc

### Term 4 (5 cc)

PTN 1941L	Pharmacy Practicum II	5 cc
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### 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

### Vocational Certificate (Clock Hour) Programs

The Vocational Certificate (Clock Hour) programs prepare students for careers that provide direct entry into the workforce. The programs require prescribed vocational clock hour courses and the student is required to demonstrate or achieve a specified level of competence in basic skills as evidenced by minimum scores on the Test of Adult Basic Skills (TABE) before graduation.

#### Certificate Graduation Requirements:

1. A student must earn a cumulative grade point average of 2.0 or better in all courses applicable to the program of study from which the student wishes to graduate.
2. A student must achieve appropriate minimum skill levels on the Test of Adult Basic Education (TABE) for Applied Technology Diploma and vocational certificates with 450 clock hours or more. A student pursuing a certificate may be exempted from the TABE requirement based on prior attainment of an Associate in Arts or higher degree.
3. A student must meet academic residence requirement of completing at least 25% of the program with classes at Pensacola State College.

### Vocational Certificate (Clock Hour) Programs (VC)

Advanced Esthetics  
 Advanced Welding Technology  
 Barbering  
 Carpentry  
 Commercial Vehicle Driving  
 Cosmetology  
 EKG Technician  
 Electricity  
 Facials Specialty  
 Heating, Ventilation and Air Conditioning  
 Massage Therapy  
 Medical Assisting  
 Nails Specialty  
 Nursing Assistant  
 Patient Care Technician  
 Phlebotomy Technician  
 Plumbing Technology  
 Practical Nursing  
 Surgical Technology  
 Welding Technology

## ADVANCED ESTHETICS CAREER CERTIFICATE (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

Director, Workforce Education

(850) 484-1014

[mlistau@pensacolastate.edu](mailto: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

## ADVANCED WELDING TECHNOLOGY CAREER CERTIFICATE (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

Director, Workforce Education

(850) 484-1014

[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (750 CH)

#### Required Courses

PMT 0077C	Advanced Welder 1A	375 ch
PMT 0078C	Advanced Welder 1B	225 ch
PMT 0076C	Advanced Welder II	150 ch

## BARBERING CAREER CERTIFICATE (BARB-VC)

The Career Certificate in Barbering prepares students for licensure and employment as a barber upon successfully passing the Florida Barber License Examination. This 900-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

Director, Workforce Education

(850) 484-1014

[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (900 CH)

#### Term 1

COS 0071C	Safety, Sanitation, and Sterilization	270 ch
COS 0161C	Barbering I: Theory of Barbering	180 ch

#### Term 2

COS 0162C	Barbering II: Applied Skills and Tactics	225 ch
COS 0072C	Florida Laws and Rules	225 ch

## CARPENTRY CAREER CERTIFICATE (CARP-VC)

The Vocational Certificate in Carpentry prepares students for a career in carpentry as a residential or small commercial carpenter, remodeler, trade foreman, project superintendent, or residential contractor. The program emphasizes both hands-on training and theory to acquire carpentry skills and building knowledge that can lead to being your own boss. This 1200 clock hour program leads to certifications from the National Center for Construction Education and Research (NCCER), and the Pensacola State College Vocational Certificate in Carpentry. Students learn to design and construct crafted, safe, healthy, comfortable, affordable, resource efficient, durable and resilient houses, based on current building science principles, sustainable design strategies and mainstream green building practices, using appropriate (climate specific) building materials, systems and technologies. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

### Program Contact:

#### Mike Listau

Director, Workforce Education

(850) 484-1014

[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (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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## COMMERCIAL VEHICLE DRIVING CAREER CERTIFICATE (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**  
Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (320 CH)

**Required Courses**

TRA 0080C	Tractor Trailer Truck Driver	320 ch
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## COSMETOLOGY CAREER CERTIFICATE (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 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**  
Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto: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

## EKG TECHNICIAN CAREER CERTIFICATE (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:**

**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (465 CH)

**Required Courses**

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0540C	EKG Aide	75 ch
MEA 0541C	EKG Technician	300 ch

## ELECTRICITY CAREER CERTIFICATE (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**  
Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (1200 CH)

**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

## FACIALS SPECIALTY CAREER CERTIFICATE (FACE-VC)

Our Facials/Skin Care Specialist program is a one-semester program of study that prepares skin-care students for licensure and a career in the esthetics profession.

In an age of specialization, the esthetician plays a crucial role in the cast of our Salons and Day Spas. As a Certified Facials/Skin Care Specialist, your skills as a make-up artist and skin-care technician will serve you well in a world where “pampering” is no longer a luxury enjoyed by the privileged few. Studies will emphasize the structure and function of the skin and will prepare students to crucially assess and meet the unique needs of each client. The program delivers a strong foundation in the applied and general sciences. Business and career development classes, along with training in Florida laws and regulations, are also offered. The program offers instruction in basic facials, color theory, makeup artistry, body treatments, lash application, brow tinting, and hair removal. Each of our comprehensive programs also covers sanitation procedures, bacteriology, chemistry, electricity such as 81 machines, and the use of microdermabrasion.

Admission is by application only. Please contact the program coordinator in Building 12 at (850) 484-1642.

We strongly encourage you to contact the Professional Service Careers Department for assistance in planning your program of study

### Program Contact:

#### Mike Listau

Director, Workforce Education

(850) 484-1014

[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (220 CH)

#### Required Courses

CSP 0266C	Facial Specialist	220 ch
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## HEATING, VENTILATION AND AIR CONDITIONING CAREER CERTIFICATE (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

Director, Workforce Education

(850) 484-1014

[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (1350 CH)

#### Term 1 ( 450 ch)

BCV 0003C	Introductory to Craft Skills	150 ch
ACR 0640C	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

## MASSAGE THERAPY CAREER CERTIFICATE (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**

Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto: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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## MEDICAL ASSISTING CAREER CERTIFICATE (MEDAS-VC)

The Career Certificate in Medical Assisting prepares the student 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 incorporates 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:**

**Dr. Mitzie Sowell**

Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (1300 CH)

**Term 1 (490 ch)**

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0002C	Introduction to Medical Assisting	250 ch
MEA 0501C	Medical Office Procedures	75 ch
MEA 0521C	Phlebotomist, MA	75 ch

**Term 2 (520 ch)**

MEA 0543C	EKG Aide, MA	75 ch
MEA 0530C	Pharmacology for Medical Assisting	90 ch
MEA 0573C	Laboratory Procedures	125 ch
MEA 0581C	Clinical Assisting	230 ch

**Term 3 (290 ch)**

MEA 0506C	Administrative Office Procedures	90 ch
MEA 0942L	Practicum Experience	200 ch

## NAILS SPECIALTY CAREER CERTIFICATE (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 180 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**

Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### CERTIFICATE REQUIREMENT (180 CH)

**Required Course**

CSP 0016C	Manicure and Pedicure Specialist	180 ch
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## NURSING ASSISTANT CAREER CERTIFICATE (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:**  
**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (165 CH)

#### Required Courses

HSC 0003C	Basic Healthcare Worker	90 ch
HCP 0121C	Nursing Aide	75 ch

## PATIENT CARE TECHNICIAN CAREER CERTIFICATE (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. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

**Program Contact:**  
**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (600 CH)

#### Term 1 (290 CH)

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 (310 CH)

HCP 0006C	Patient Care Technician	60 ch
HCP 0016C	Allied Health Assistant	150 ch
MEA 0567C	Advanced Allied Health Assistant	100 ch

## PHLEBOTOMY TECHNICIAN CAREER CERTIFICATE (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 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:**  
**Dr. Mitzie Sowell**  
Department Head, Health Sciences  
(850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@pensacolastate.edu)

### CERTIFICATE REQUIREMENTS (165 CH)

#### Required Courses

HSC 0003C	Basic Healthcare Worker	90 ch
MEA 0520C	Phlebotomist	75 ch

## PLUMBING TECHNOLOGY CAREER CERTIFICATE (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**  
Director, Workforce Education  
(850) 484-1014  
[mlistau@pensacolastate.edu](mailto: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



## **PRACTICAL NURSING CAREER CERTIFICATE (LPN-VC)**

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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:**

**Dr. Mitzie Sowell**  
 Department Head, Health Sciences  
 (850) 484-2308  
[msowell@pensacolastate.edu](mailto:msowell@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

## **WELDING TECHNOLOGY CAREER CERTIFICATE (WELD-VC)**

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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. Each student is strongly encouraged to consult an advisor or counselor prior to course registration.

**Program Contact:**

**Mike Listau**  
 Director, Workforce Education  
 (850) 484-1014  
[mlistau@pensacolastate.edu](mailto:mlistau@pensacolastate.edu)

### **CERTIFICATE REQUIREMENTS (1050 CH)**

**Term 1 (450 ch)**

PMT 0070C	Welder Assistant I	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 (150 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 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 PROGRAM

### 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 for individuals who are at least 16 years of age. 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:

**Debby Meyer**

(850) 484-2132

[dmeyer@pensacolastate.edu](mailto:dmeyer@pensacolastate.edu)

### A-ADULT EDUCATION

#### ADE 9900040 - Adult ESOL

Non-credit instructional course is designed to provide adult English Language learners with the knowledge and skills needed to communicate effectively in English and improve their ability to enter the workforce and/or postsecondary education.

Prerequisite: Individual must demonstrate skills below the exit score of level 6 Adult English for Speakers of Other Languages (ESOL) as measured by FDOE approved assessments.

Offered: FA, SP, SU.

#### 9900051 - Adult ESOL College and Career Readiness

Designed to prepare adult English language students to enroll in post-secondary courses of study without the need of taking developmental courses.

Offered: FA, SP, SU.

#### ADE 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.

#### ADE 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.

Offered: FA, SP, SU.

#### ADE 9900135 - GED Comprehensive

GED Comprehensive is 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.

Offered: FA, SP, SU.

#### 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



# 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, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

**NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the (semester) term-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://scns.fldoe.org> a report entitled "Courses at Non-regionally 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 ENC 1102 or PHI 2070, is a college credit (cc) course. Baccalaureate college credit courses begin with a 3 or 4, such as MAN 3303 or NUR 4636. 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).

## ACG - ACCOUNTING GENERAL

### ACG 2001 - Accounting I 3 cc

The study of accounting terminology, concepts, techniques, methods, principles, practices, and procedures as applied to sole proprietorship. Typical financial transactions are analyzed in relation to the basic accounting equation and recorded in the books of the business. Business financial statements are prepared and interpreted.

Offered: FA, SP, SU.

### ACG 2002 - Computerized Accounting 3 cc

Introduces 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.

Offered: FA, SP.

AS only.

Lab Fee.

### ACG 2011 - Accounting II 3 cc

A 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 the effects 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

A study of the accounting tools required in the decision-making process in a business environment.

Prerequisite: ACG 2011 or ACG 2021.

Offered: FA, SP, SU.

### ACG 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 principles used in measuring organizational performance and reporting the results of organizational activities. For non-business majors only.

Offered: FA, SP, SU.

## ACO-ACCOUNTING-OCCUPATIONAL-TECHNICAL-VARIABLE-PACED

### ACO 1806 - Payroll Accounting 3 cc

A study of all payroll activities for 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

The student gains accounting related work experience in the offices of various employers in the Pensacola area. This course should be taken the last semester of enrollment. Student must have "B" average in accounting courses.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

## ACR-HVAC-HEAT-VENTILATION-RERIGERATION-TECH-TRADES

### ACR 0640C - Introduction to HVAC Level 1 150 ch

Introduces the field of Heating, Ventilation, and Air Conditioning. Helps prepare the student for Level I certification in the National Center for Construction Education and Research (NCCER) certification program. Content includes an 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

Preparation for Level 1 Certification in 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

Preparation for Level II Certification in 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**

Preparation for Level III Certification in 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**

Preparation for Level III Certification in 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**

Preparation for Level III Certification in 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**

Preparation for Level IV Certification in 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**

Preparation for Level IV Certification in 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**

A 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 1101.

Distribution: Meets AA General Education, Social Sciences requirement. A writing emphasis course.

Offered: FA, SP, SU.

**AMH 2020 - American History from 1877 3 cc**

A survey of the history of the American experience from 1877 to present. Emphasizes the growth of American industry and business and the social and economic reforms connected with that growth. Also emphasizes the emergence of the United States as a world power during the 20th century and the ramifications that rise has had on foreign and domestic policy.

Prerequisite: Grade of C or better in ENC 1101.

Distribution: Meets AA General Education Core, Social Sciences requirement. 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**

A 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: Meets AA General Education, Social Sciences requirement.

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**

Introduces the concepts and methodologies for the study of selected American literature from its beginning to the mid-nineteenth century. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA General Education, Literature requirement. A writing emphasis course.

Offered: FA, SP, SU.



**AML 2020 - American Literature from 1870 3 cc**

Introduces the concepts and methodologies for the study of selected American literature from the mid-nineteenth century to the present. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA General Education, Literature requirement. A writing emphasis course.

Offered: FA, SP, SU.

**AML 2600 - Introduction to African American Literature 3 cc**

Introduces the concepts and methodologies for the study of selected African American and related literature from its beginning in the colonial period to the present. The course considers both African and European influences, covers a variety of genres, and relates African American literary works to historical and present-day concerns. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA 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: Meets AA General Education Core, Social Sciences requirement.

Offered: FA, SP.

**ANT 2410 - Cultural Anthropology 3 cc**

A 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: Meets AA General Education, Social Sciences requirement.

Offered: SP.

**APA - APPLIED ACCOUNTING****APA 2147 - Accounting Software Applications 3 cc**

The 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 1050 - Art History I 3 cc**

The chronological study of art history through the Middle Ages.

Distribution: Meets AA General Education Electives, Humanities requirement.

Offered: FA.

**ARH 1051 - Art History II 3 cc**

A continuation of the chronological study of art history (from the Middle Ages to the present day). May be taken prior to ARH 1050.

Distribution: Meets AA General Education Electives, Humanities requirement.

Offered: SP.

**ARH 2000 - Humanities Art 3 cc**

A survey course covering painting, sculpture, architecture, and the arts of Western Civilization from antiquity to the present.

Distribution: Meets AA General Education Core, Humanities requirement.

Offered: FA, SP, SU.

**ART - ART****ART 1150 - 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: TBA

Lab Fee.

**ART 1151 - Jewelry II 3 cc**

Advanced jewelry making techniques building on those learned in Jewelry I. Processes include enameling, raising, and forging.

Prerequisite: ART 1150.

Offered: TBA

Lab Fee.

**ART 1201 - Two-Dimensional Design 3 cc**

Introduces the elements of design. Line, texture, shape, value, and color are used to give substance to visual expression on the two-dimensional plane.

Offered: FA, SP, SU.

**ART 1203 - Three-Dimensional Design 3 cc**

Introduces art sculpture with basic problems in integrating line, form, color, and texture with actual space and volume. Various materials are used to construct three-dimensional forms.

Offered: FA, SP.

Lab Fee.

**ART 1300 - Drawing I 3 cc**

Introduces the drawing process and two-dimensional composition. Basic analytical and expressive approaches are applied to still life, interiors, landscape, and portraits.

Offered: FA, SP, SU.

Lab Fee.

**ART 1301 - Drawing II 3 cc**

Introduces the student to figure drawing, including a 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 ART1300.

Prerequisite: Grade of C or better in ART 1300.

Offered: FA, SP, SU.

Lab Fee.

**ART 1400 - Printmaking I 3 cc**

Introduces the fundamentals of printmaking. Processes may include relief (linoleum and woodblock), collagraphy, etching, monotypes, solar prints, and screen-printing.

Prerequisite: Grade of C or better in ART 1201, ART 1300.

Offered: FA, SP.

Lab Fee.

**ART 1401 - 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 1400.

Offered: TBA.

Lab Fee.

**ART 1750 - Ceramics I 3 cc**

Introduces the methods and techniques of making pottery using both the potter's wheel and hand-built procedures. Includes lectures on theory and practical experiences using of clay, glazes, and firing techniques.

Offered: FA, SP, SU.

Lab Fee.

**ART 1751 - Ceramics II 3 cc**

Continued exploration of techniques of pottery making.

Prerequisite: Grade of C or better in ART 1750.

Offered: FA, SP, SU.

Lab Fee.

**ART 2183 - Glass Blowing 3 cc**

Introduces off-hand glass blowing. Emphasizes preparing, forming, and finishing glass, understanding of glass as an art form, and operation and maintenance of a glass studio.

Offered: TBA

Lab Fee.

**ART 2500 - Painting I 3 cc**

An introductory course in academic methods of painting and color theory.

Prerequisite: Grade of C or better in ART 1201 and ART 1300.

Offered: TBA.

Lab Fee.

**ART 2501 - Painting II 3 cc**

A continuation of Painting I and an exploration of traditional painting methods. Emphasis on mixed media and current development.

Prerequisite: Grade of C or better in ART 2500.

Offered: TBA.

Lab Fee.

**ART 2701 - 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, technical usage of materials, verbal articulation, and professional presentation of projects are stressed.

Prerequisite: Grade of C or better in ART 1203.

Offered: FA, SP.

Lab Fee.

**ART 2702 - Sculpture II 3 cc**

A continuation of ART2701 Sculpture I 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 2701.

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: Some sections may require permission.

Offered: TBA.

Lab Fee.

**ART 2901 - Independent Study 3 cc**

Independent study courses are available for most studio offerings. Contact the department head for information about any required prerequisites or about repeating this course for credit.

Prerequisite: Some sections may require permission.

Offered: TBA.

Lab Fee.

**ART 2943 - Arts Internship 3 cc**

Several professional internships are available on a competitive basis in various studio areas. These positions provide on-the-job training for college credit in local art-related businesses. Only advanced students are eligible. Contact your instructor for details on availability as internships vary from semester to semester.

Offered: TBA.

Lab Fee.

**ART 2950 - 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 2191 or PGY 2802.

Offered: FA, SP.

**ASL - AMERICAN SIGN LANGUAGE****ASL 1140 - American Sign Language I 4 cc**

Introduces 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 permission required.

Distribution: General Education, Humanities.

Offered: TBA.

**AST - ASTRONOMY****AST 1002 - Descriptive Astronomy 3 cc**

Introduces 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: Meets AA General Education Core, Natural Sciences (Physical Sciences) requirement.

Offered: FA, SP, SU.

**AST 1002L - Descriptive Astronomy Laboratory 1 cc**

Optional laboratory course that illustrates the laws and principles presented in AST 1002. 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. Emphasizes the client's role in behavior issues and highlights how common behavior problems can lead to the choice of euthanasia for the patient. Case presentation from the student will satisfy the oral communication requirement.

Prerequisite: Acceptance into the Veterinary Technology program and completion of the program's semester one core courses with a C or better.

Offered: FA.

AS only.

**ATE 1110 - Animal Anatomy and Physiology 3 cc**

An intensive study of the anatomy of domestic animals with emphasis on normal physiology. Topics covered include basic chemistry, cellular function and metabolism, tissue components, organ systems, and special senses.

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. 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 veterinary technology and clinical practice management, office and hospital procedures, client relations, and communication. Introduces medical terminology and veterinary terminology, including the foundation of medical language such as word roots, prefixes, suffixes and combination of forms. Satisfies the Computer Competency requirement.

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 equines, bovines, swines, camelids 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, including farm animal nutrition related to farm animal production. Covers reproduction and lactation in selected farm animal species, with 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 and performing various tasks related to husbandry, nutrition, therapy 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 workplace approved by the instructor. Requires a minimum of 64 hours per semester in a full-service veterinary clinic.

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 supervised clinical experience in a workplace approved by the instructor. Requires a minimum of 64 hours in a full-service veterinary clinic.

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. Emphasizes 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, bereavement, and impacts on veterinary healthcare teams, including shelter medicine and the importance of early client education.

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 3 cc**

Develops 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 the 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. Provides an understanding of 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**

Focuses on 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. 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**

Focuses on the 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 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 with an 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 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 supervised clinical experience in a workplace approved by the instructor. Requires a minimum of 64 hours in a full-service veterinary clinic.

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 supervised clinical experience in a workplace approved by the instructor. Requires a minimum of 64 hours in a full-service veterinary clinic.

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 terminology, methods, procedures, materials, sequences of operations, and types of construction.

Offered: FA, SP.

AS only.

**BCN 2405 - Construction Mechanics 3 cc**

Introduces design for building construction, drafting and design, and civil engineering technology with an emphasis on 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 1033 or MAC 1105 or permission required.

Offered: SP.

AS only.

**BCN 2948 - Building Construction Technology Co-op 2 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, the 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 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 should have no trouble doing light construction or commercial estimating. Completion of, or simultaneous enrollment in, ETD 1399 or the ability to read blueprints will aid the student. Some computer-assisted estimating is used.

Prerequisite: BCN 1001.

Corequisite: MAT 1033 or MAC 1105.

Offered: FA.

AS only.

Lab Fee.

**BCV-BUILDING-CONSTRUCTION-VOCATIONAL**

**BCV 0003C - Introductory to Craft Skills 150 ch**

Introduces 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. Emphasizes rigging, handling, and transport techniques to safely load, move, install, store, and care for building materials and jobsite equipment. Provides useful construction math skills to accurately calculate building material quantities and to measure, cut, and layout building structures, components, and other building projects. Provides practice in reading and interpreting various types of construction drawings and written specifications.

Offered: FA, SP, SU.

Lab Fee.

**BCV 0112C - Introduction to Carpentry 150 ch**

Learn 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. 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 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**

Teaches techniques to select appropriate building sites, properly orient and layout a building, and choose climate-specific foundation types and construction. Also provides strategies and techniques to select and install foundations, water management systems, vapor barriers, concrete and block assemblies, and other foundation systems. Teaches the student to perform building site and foundation building material takeoffs and apply appropriate building codes and performance guidelines to construct durable foundations.

Corequisite: BCV 0003C, BCV 0112C.

Offered: FA, SP, SU.

Lab Fee.

**BCV 0126C - Carpentry Exterior Finishes 150 ch**

Learn to select 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. Learn to 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 skills learned in this course.

Corequisite: BCV 0122C.

Offered: SP.

**BCV 0127C - Interior Finish and Trim 300 ch**

Learn to select and install thermal barriers, interior finish trim and doors, stair assemblies, paint and sealers, finish flooring, cabinets, door hardware, and plumbing accessories. Learn about testing ductwork and building enclosures for air leakage and building commissioning. Create punch-out lists and learn how to delegate responsibilities to complete items on the list. Perform building material takeoffs, and 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 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: BVC 0508C, BCV 0540C.

Offered: FA, SP, SU.

**BCV 0596C - Plumbing Applications 240 ch**

Covers additional skills related to the pipe-trade. Prepares students to repair and service plumbing services. Additional topics covered include medical gas, fuel gas, and 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 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. Continues the study of NCCER Level 2 topics with an 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. Continues the 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. Continues the 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, with an 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, with an 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 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. Emphasizes 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.

Corequisite: BOT 2010.

Offered: SP.

Lab Fee.

**BSC - BIOLOGICAL SCIENCES****BSC 1005 - Introduction to Biology 3 cc**

Surveys biological principles as they apply to lifestyle choices, health and nutrition, bioenergetics, environmental impact, heredity, physiology, and organismal change over time as well as the application of these principles to issues of current interest. Not recommended for biology majors.

Distribution: Meets AA General Education Core, Natural Sciences (Biological Sciences) requirement.

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**

A study of the cellular, genetic, and evolutionary principles which form the foundations of biology. Emphasizes 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: Meets AA General Education Core, Natural Sciences (Biological Sciences) requirement.

Offered: FA, SP, SU.

**BSC 1010L - Principles of Biology Laboratory 1 cc**

Provides hands-on exercises to complement the material in lecture course BSC 1010. Required for biology majors.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Corequisite: BSC 1010.

Offered: FA, SP, SU.

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 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: Meets AA General Education, Natural Sciences (Biological Sciences) requirement.

Offered: FA, SP.

**BSC 1011L - Principles of Biological Diversity Laboratory 1 cc**

Provides hands-on exercises to complement the concepts discussed in lecture course BSC1011. Introduces the diversity of life including bacteria, protists, fungi, plants and animals. Introduces 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: Meets AA General Education, Natural Sciences (Biological Sciences) requirement.

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 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 Fee.

**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 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.

**BSC 2085 - Human Anatomy and Physiology I 3 cc**

A study of human anatomy emphasizing 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 2085L.

Distribution: Meets AA General Education Core, Natural Sciences (Biological Sciences) requirement.

Offered: FA, SP, SU.

**BSC 2085L - Human Anatomy and Physiology I Laboratory 1 cc**

Provides laboratory exercises in anatomy and physiology intended to enhance topics covered in lecture course BSC 2085. Models, diagrams, dissection material, and other media will be used to explore the structure of the integumentary, skeletal, muscular, nervous, and sensory systems.

Corequisite: BSC 2085.

Offered: FA, SP, SU.

**BSC 2086 - Human Anatomy and Physiology II 3 cc**

A continuation of the anatomy and physiology sequence. 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 2085.

Corequisite: BSC 2086L.

Distribution: Meets AA General Education, Natural Sciences (Biological Sciences) requirement.

Offered: FA, SP, SU.

**BSC 2086L - Human Anatomy and Physiology II Laboratory 1 cc**

Provides laboratory exercises in anatomy and physiology to enhance topics covered in lecture course BSC 2086. Models, diagrams, dissection material, and other media will be used to explore the structure of the endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems, including genetics.

Prerequisite: Grade of C or better in BSC 2085 and BSC 2085L.

Corequisite: BSC 2086.

Offered: FA, SP, SU.

**BUL - BUSINESS LAW****BUL 2241 - Business Law 3 cc**

Introduces business law, including the foundations of legal systems and the role of law in society and 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.

Offered: FA, SP, SU.

**CAP - COMPUTER APPLICATIONS****CAP 2134C - Database Security 3 cc**

Provides the skills and knowledge of information technology security to protect technology infrastructures, intellectual property, and business functions and protect the company's most valuable assets: the databases. Emphasizes proper techniques and methodologies in securing and protecting databases from 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 information on forensic lab setup, 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, managing corporate computer forensic operations, 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, Windows registry analysis using FTK's registry analyzer, and use of advanced computer forensics software such as Access Data's Forensic Toolkit FTK, Guidance Software's Encase, Forensic Recovery Evidence Device (FRED), Ultimate Tool Kit Write Blocker Suite, and Voom Hardcopy II. 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: Meets AA General Education, Social Sciences requirement.

Offered: FA, SP, SU.

**CCJ 2010 - Criminology 3 cc**

Introduces 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.

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 a 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 victimology, 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 of 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 of 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 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 practical Criminal Justice experience working in the 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 required, forty-five completed credit hours, enrolled in the Criminal Justice AS program, and a 3.0 GPA.

Offered: FA, SP, SU.

AS only.

**CCJ 2949 - Criminal Justice Co-op 3 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: FA, SP, SU.

AS only.

**CCJ 3007 - Law Enforcement Process & Administration 3 cc**

A historical and functional analysis of law enforcement in a democratic society. Includes the analysis of comparative police systems; police roles, careers, values and behavior; and police organization, management, and control.

Offered: FA.

**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

Introduces the architecture, structure, functions, components, and modules of the Internet and other computer networks. Include the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. The first of three courses in the Cisco Certified Network Associate curriculum.

Offered: FA, SP, SU.

AS only.

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

Preparation for the A+ Certification exam through proficiency in personal computer operating systems including DOS and Windows 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 or CGS 1570.

Offered: FA, SP, SU.

AS only.

Lab Fee.

### CET 1588 - Network + 3 cc

Introduces 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 final course 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 fundamentals of structured cabling systems, 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.

AS only.

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.

AS only.

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 maintenance of microcomputers through combination theory and laboratory structure. Prepares the student for the maintenance, upgrading, and support of PCs. 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. Maps to the Cisco CCNA Security Exam.

Prerequisite: CNT 2210C, 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**

The culmination of the Computer Information Technology degree program. Presents an opportunity 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, and 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**

Provides technology 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: Meets AA General Education Electives, Communications requirement.

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 1033 with a grade of C or better.

Offered: FA.

AS only.

Lab Fee.

**CGS 2510 - Spreadsheets 3 cc**

Emphasizes 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**

Teaches essential webpage development skills. The student will develop websites using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS), learn to write HTML code manually, use graphical user interface (GUI) authoring tools, create webpages using the HTML structure tags, embed video and audio, and develop cross-browser user-input forms. Teaches the use of CSS to position and format content and to create effects such as transformations, transitions, and animations. 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 basics of writing scripts for use on the World Wide Web. Emphasizes 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 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.

**CHM-CHEMISTRY****CHM 1020 - Introduction to College Chemistry 3 cc**

Introduces the field of chemistry. Emphasizes the language, fundamental concepts, and problem solving in chemistry.

Distribution: Meets AA General Education Core, Natural Sciences (Physical Sciences) requirement.

Offered: FA, SP, SU.

**CHM 1020L - Introduction to College Chemistry Laboratory 1 cc**

An optional laboratory course to accompany CHM 1020, with emphasis on basic laboratory skills and practical applications of chemistry. Activities performed by the student in CHM 1020L will help reinforce concepts presented in CHM 1020. Lab safety exam is required. (Students taking CHM 1020 concurrently are required to withdraw from CHM 1020L if they withdraw from CHM 1020.)

Corequisite: CHM 1020.

Offered: FA, SP, SU.

Lab Fee.

**CHM 1045 - General Chemistry I 3 cc**

Introduces the 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 1020 or one year high school chemistry.

Corequisite: CHM 1045L.

Distribution: Meets AA General Education Core, Natural Sciences (Physical Sciences) requirement.

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**

Focuses on 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.)

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, including 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 3122C - Cybersecurity Analyst 3 cc**

Applies behavioral analytics to networks to improve the overall state of security by combating malware and advanced persistent threats (APTs) and provides an enhanced threat visibility across a broad attack surface. Prepares the student for the TestOut Security Analyst Pro exam and the CompTIA CySA+ certification.

Prerequisite: CET 2614C or CTS 2120C.

Offered: FA, SP.

**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 an overview of the rights, responsibilities, and liabilities associated with IT systems today. Key topics include statutes, case histories, and regulations. Research topics will be assigned.

Prerequisite: CTS 2120C.

Offered: SP.

**CIS 4253 - Ethics in Information Technology 3 cc**

Examines of the impact of ethical issues on the use of information technology in the modern business world. Topics include Cloud computing, cyberterrorism, social networking Web sites, 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**

Examines 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**

Analysis of the technical issues used to acquire computer evidence and popular file systems. Topics including 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**

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**

Presents a broad range of industry best practices, 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. Prepares 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**

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**

Focuses on the 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**

Focuses on 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.

Corequisite: CJE 1600, CJE 1640.

Offered: FA.

**CJE 1673 - Crime Scene Photography I 3 cc**

Introduces 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**

Teaches 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 2644 - Crime Scene Safety 2 cc**

Introduces 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.

AS only.

**CJE 2676 - Biological Evidence 2 cc**

Introduces 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 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 response, and various methodologies for training personnel.

Prerequisite: 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 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-PROCESS**

**CJL 1100 - Criminal Law 3 cc**

Introduces the 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**

Emphasizes topics including 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**

An introduction to the processes and functions of the U.S. court system. Defines and identifies different aspects of law and crime and 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 major deities and heroes of Greco-Roman mythology and to 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: Meets AA General Education Electives, Humanities requirement.

Offered: FA, SP, SU.

**CNT - COMPUTER NETWORKS**

**CNT 1700C - Switching, Routing, and Wireless Essentials 3 cc**

Introduces the student to the architecture, components, and operations of routers, switches, and wireless networks. Students learn how to configure a router and a switch for basic functionality, implement switching concepts, and manage routing protocols. Students will learn how to implement security concepts for networks.

Prerequisite: CET 1020C.

Offered: FA, SP, SU.

AS only.

Lab Fee.

**CNT 2210C - Enterprise Networking, Security, and Automation 3 cc**

Reinforces concepts about the architecture, components, and operations of routers and switches in a larger and more complex enterprise network. Students will learn how to configure routers and switches for advanced functionality in a Wide Area Network and network services required by converged applications in a complex network. The course includes concepts on network troubleshooting, virtualization, and automation.

Prerequisite: CNT 1700C.

Offered: FA, SP, SU.

AS only.

Lab fee.

**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: CTS 2120C or CompTIA Security+ certification.

Offered: FA.

**COM - COMMUNICATION****COM 2100 - Business Communications 3 cc**

Improves skills in all aspects of organizational communication. Includes systems, practices, and media as well as some aspects of the behavioral sciences. Emphasis is on composing and arranging effective written communications.

Prerequisite: ENC 1101.

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 1033.

Distribution: Meets AA General Education Electives, Mathematics requirement.

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 object-based, event-driven programming in Microsoft Visual Basic. Topics include use of controls, objects, events, methods, procedures, functions, statements, properties, and data types as well as development of business-related applications.

Prerequisite: MAC 1105, COP 1510.

Offered: SP.

Lab Fee.

**COP 2360 - C# Programming 3 cc**

Emphasizes 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.

Lab Fee.

**COP 2420 - Robotics Programming 3 cc**

Introduces the 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.

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**

Emphasizes 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 basic to intermediate programming aspects of the server-side, HTML-embedded scripting language PHP. Emphasizes 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 required.

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**

Focuses on theoretical principles 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. Includes 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, relaxers, and rodding of permanent wave.

Corequisite: COS 0010.

Offered: FA, SP, SU.

Lab Fee.

**COS 0071C - Safety, Sanitation, and Sterilization 270 ch**

Provides the student with beginning theoretical and practical procedures relating to Safety, Sanitation, and Sterilization of Barbering. The students utilize the classroom and clinic to develop the basic barbering skills and techniques that prepare them for the clinic.

Offered: FA, SP, SU.

Lab fee.

**COS 0072C - Florida Laws and Rules 225 ch**

Provide the student with a review and compilation of all the theory and practical skills the students have obtained throughout the program. Students continue to master their practical skills under direct supervision and return to the classroom for theory review in preparation for their state board exam. Students also obtain instruction and coaching that assist them with job placement.

Prerequisite: Grade of C or better in COS 0071C and COS 0161C.

Offered: FA, SP, SU.

**COS 0088 - Cosmetology II 150 ch**

Focuses on theoretical principles in product costs; knowledge of waste; 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 are 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 and 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**

Focuses on 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, and 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. Complete portfolio and resume for professional review.

Prerequisite: Grade of C or better in COS 0088, COS 0088L.

Corequisite: COS 0089L.

Offered: FA, SP, SU.

**COS 0089L - Cosmetology III Lab 240 ch**

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 student 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 0161C - Barbering I: Theory of Barbering 180 ch**

Provides the student with beginning theoretical and practical procedures of barbering. The basic topics and tasks include history of barbering; tools and implements; and men's hair cutting and shaving. The students utilize the classroom and clinic to develop the basic barbering skills and techniques that prepare them for the clinic.

Offered: FA, SP, SU.

Lab fee.

**COS 0162C - Barbering II: Applied Skills and Tactics 225 ch**

Provides the student with a continuation of proper barbering techniques as assigned in a supervised clinic. All services are demonstrated and monitored with instruction and approval by the barber instructor. In addition, the students demonstrate their understanding of chemical processes as applied on live patrons in a salon setting. Customer service and professional image are also reiterated and demonstrated in this course.

Prerequisite: Grade of C or better in COS 0160C and COS 0161C.

Offered: FA, SP, SU.

Lab fee.

**COS 0941 - Internship 30 ch**

Provides 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 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 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 history of skin care, professionalism, sanitation, and disinfection.

Prerequisite: Permission required.

Offered: FA.

Lab Fee.

**CSP 0015C - Nail Technology 240 ch**

Provides the manicure, pedicure, and nail specialist with techniques and practice in nail care.

Offered: FA, SP, SU.

Lab Fee.

**CSP 0016C - Manicure and Pedicure Specialist 180 ch**

Provides the manicure, pedicure, nail specialist with techniques and practice in nail care.

Offered: FA, SP, SU.

Lab fees.

**CSP 0031 - Anatomy & Physiology for Facial Specialty 30 ch**

Provides an 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 clients' 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**

Re-enforces and expands the foundation of esthetics by giving the Facial/Skin Care Specialist a more comprehensive understanding of the functions of the skin, the skin layers, and the anatomy of the face in order to improve treatment of clients who are in need of advanced treatment protocols and services. 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 instruction in safety, rules, and 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**

Instruction 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 required.

Offered: FA.

Lab Fee.

**CSP 0266C - Facial Specialist 220 ch**

Provides the facials/ skin care specialist with techniques and practices in facials specialty.

Prerequisite: Permission required.

Offered: FA, SP, SU.

Lab fees.

**CSP 0300L - Facials/Make-up Clinic 90 ch**

Provides 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 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 0931C - Specialty Topics 60 ch**

Introduces 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**

The student 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 1155 - Help Desk Technician 3 cc**

A study of the computer user support field which 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 knowledge and skills necessary to install, configure, and 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: FA, SP, SU.

AS only.

Lab Fee.

**CTS 2106C - Linux+ 3 cc**

Provides 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 CNT 1700C.

Offered: FA, SP, SU.

AS only.

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-002).

Prerequisite: CGS 1061C, CIS 1350, CTS 1300C, CET1588 or CET 1610C.

Offered: TBA.

Lab Fee.

**CTS 2149 - Fundamentals of Project Management 3 cc**

Introduces the 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: CGS 1061C.

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: CGS 1061C.

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 principles of modern dance technique. Emphasis on correct placement and body alignment, strength and flexibility, movement vocabulary, and rhythmic and creative skills.

Offered: FA, SP.

**DAA 1200 - Fundamentals of Ballet 1 cc**

Beginning level ballet technique class with a focus on fundamentals of classical ballet, 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 principles of jazz dance technique. Emphasis on correct placement and body alignment, strength and flexibility, vocabulary, movement quality, musicality, and rhythmic skills.

Offered: TBA.

**DAN - DANCE****DAN 2100 - Dance Appreciation 3 cc**

Introduces 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.

Distribution: Meets AA General Education Electives, Humanities requirement.

Offered: TBA.

## DEH - DENTAL HYGIENE

### DEH 1002 - Fundamentals of Dental Hygiene 3 cc

Introduces the basic principles, procedures, and skills required to provide comprehensive preventive dental health services for patients. Topics include dental hygiene as a profession, intro to ethics, infection control, instrument design and utilization, gingival characteristics, tooth deposits, medical history analysis, oral inspection, patient education, handpiece polishing, fluorides, preventive dentistry, OSHA, and evidence based dental hygiene.

Prerequisite: DES 1000.

Corequisite: DEH 1002L.

Offered: FA.

AS only.

### DEH 1002L - Dental Hygiene Pre-Clinic 3 cc

A clinical practice course that applies 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

The study of histologic and embryonic development with emphasis on the face and oral cavity, including 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 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 initial application of dental hygiene services by providing comprehensive preventive oral health services. 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

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.

Corequisite: DEH 1802.

Offered: SU.

AS only.

Lab Fee.

### DEH 2202 - Nutrition and Dental Health 2 cc

Provides a study of nutrients, including their nature, source, and utilization. Emphasizes the relationship between diet and oral health, as well as oral manifestations of nutritional deficiencies.

Prerequisite: DEH 1800.

Offered: SU.

AS only.

### DEH 2300 - Pharmacology/Dental Office Emergencies 2 cc

The 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. Emphasizes proper management of medical emergencies that may occur within a dental office.

Prerequisite: DEH 1802.

Offered: FA.

AS only.

### DEH 2602 - Periodontics 2 cc

An intensive comprehensive study of chronic inflammatory periodontal disease. Analyzes and correlates etiology, immunology, clinical and radiographic diagnosis, treatment planning, prognosis and oral therapy. Emphasizes 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 basic application of statistical concepts, program development, implementation, research, and evaluation. Emphasizes 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 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 dental hygiene service instruction through an evidenced-based approach to rendering comprehensive, preventive oral health services. Special emphasis is placed on assisting patients with special needs.

Corequisite: DEH 2804.

Offered: FA.

AS only.

Lab Fee.

**DEH 2812 - Dental Hygiene IV 2 cc**

Prepares for the 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**

Applies current clinical concepts mastered in DEH 2804L and progresses to advanced treatment strategies to prepare for clinical practice. Emphasizes proficient clinical competency, effective patient management, and efficient time utilization. Teaches professional judgment and decision-making skills.

Prerequisite: DEH 2804L.

Corequisite: DEH 2812.

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 review in preparation for dental hygiene board examinations.

Offered: TBA.

AS only.

**DEH 2906 - Dental Hygiene National Board Review 1 cc**

Provides 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 from conception through adolescence and examines the role of adults in promoting optimum development of children. Fulfills a portion of the required 120 hours of training for the Florida Child Care Professional Credential (FCCPC) or a National Child Development Associate (CDA).

Offered: FA, SP, SU.

**DEP 2004 - Human Growth and Development 3 cc**

A study of the human life span. Designed to provide the foundation for understanding the life cycle from conception to death. The approach throughout the course is multidisciplinary including biological, sociological, anthropological, and psychological perspectives with emphasis on basic psychological principles. Concepts are related to everyday life situations and to current social issues.

Distribution: Meets AA General Education, Social Sciences requirement.

Offered: FA, SP, SU.

**DES - DENTAL SUPPORT****DES 1000 - Dental Anatomy 2 cc**

Provides 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. Provides essential dental terminology to facilitate communication among dental professionals and addresses the eruption patterns of both deciduous and permanent dentitions.

Prerequisite: Permission required.

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 2 cc**

Training to safely and effectively relieve pain and reduce anxiety in the dental patient. Requires the application of 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 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**

Modularized interpretation and recognition of dental radiography principles, including the techniques of exposing, processing, and mounting dental radiographs and interpreting them to obtain a diagnosis. The history and theory of ionizing radiation, including radiation safety, are crucial components of this study.

Corequisite: DES 1010.

Offered: FA.

AS only.

Lab Fee.

**DES 2055C - Administration of Local Anesthetics by Dental Hygienists 3 cc**

Training 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. Emphasizes competency, and ultimately proficiency, in the administration of local anesthesia, which requires repeated administration and periodic self-improvement. Specifically designed to obtain certification for local anesthesia in the State of Florida.

Prerequisite: Current dental hygiene license, CPR, Malpractice Insurance.

Offered: TBA.

AS only.

Lab Fee.

**ECO - ECONOMICS**

**ECO 2013 - Macroeconomics 3 cc**

Surveys basic economic principles, concepts, and institutions that comprise the American economic system, examines how well the system operates, demonstrates the development of 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: Meets AA General Education Core, Social Sciences requirement.

Offered: FA, SP, SU.

**ECO 2023 - Microeconomics 3 cc**

Introduces the field of micro theory. Emphasizes model building and the analysis of product and resource markets and topics, such as the economics of the firm under the four major market conditions, resource allocation, the monopoly problem and associated legislation, agriculture, unionism, international trade and finance, and the institutions of the command economy.

Offered: FA, SP, SU.

**EDF-EDUCATION-FOUNDATIONS-AND-POLICY-STUDIES**

**EDF 1005 - Introduction to the Teaching Profession 3 cc**

A survey course including historical, sociological and philosophical foundations of education, governance and finance of education, educational policies, legal, moral and ethical issues and the professionalism of teaching. Students will be provided information about State of Florida education standards and educator best practices and competencies.

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, this course provides the opportunity to explore issues of diversity, including the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will also explore personal attitudes toward diversity. A minimum of 15 hours of field experience working with children and youth in schools or similar settings is required.

Students are required to complete a minimum of 15 hours of field-based/service learning experience with children and youth in schools or similar settings.

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, including center-based, family home childcare, nursery, and after school programs. 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.

Students are required to complete 20 hours of observation/service learning experience in an early childhood setting and begin developing a professional portfolio.

Offered: FA, SP.



**EEC 1312 - Creative Experiences for Young Children 3 cc**

Emphasizes the importance of creativity and play in the physical, cognitive, language, emotional, and social development of young children. Students will create materials and activities for young children and 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. Explores different methods for documenting young children's behaviors.

Offered: FA.

**EEC 2401 - Home and Community 3 cc**

Designed to help students recognize the importance of the relationship between family, school, and community. These relationships are crucial in providing appropriate experiences for young children. Emphasizes specific attitudes, philosophies, and practical techniques that help teachers build relationships with families.

Offered: FA.

**EEC 2500 - Infant and Toddler Development 3 cc**

Emphasizes 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**

Explores the role of the administrative process in childcare and the laws that affect the operation of a child development center. Emphasizes facility program budgets, schedules, and food management. Students are required to complete 20 hours of observation/service learning experience in an early childhood setting. This course fulfills a portion of the 120 clock hours of training required for the Florida Child Care Professional Credential (FCCPC) or a National Child Development Associate (CDA) Credential.

Offered: FA, SP.

**EEC 2523 - Leadership and Management of Child Care Programs 3 cc**

Provides an overview of leadership and management strategies to enhance effective shared decision making used to develop high quality early childhood programs and services. Focuses on knowledge and skills necessary to become effective leaders and managers in early childhood programs. This course meets the requirements for the Florida Director's Credential Renewal and Advanced Level Director's Credential.

Offered: TBA.

**EEC 2940C - Early Childhood Practicum 3 cc**

Practical application of activities that promote physical, cognitive, language, emotional and social development in young children. Students will be observed in an early childhood setting to evaluate their competencies working with young children. Students are also 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.

Offered: FA, SP.

AS only.

**EET - ELECTRONIC ENGINEERING TECHNOLOGY****EET 1015C - Direct Current Circuits 3 cc**

Introduces the basic concepts of direct current circuits as applied in electronics, as well as analysis of circuits using OHM's law and various theorems. Lab instruction includes D/C circuit analysis and the use of basic electronic test equipment.

Offered: FA, SP.

AS only.

Lab Fee.

**EET 1025C - Alternating Current Circuits 3 cc**

The study of alternating current circuits as applied in electronics, including the theory and applications of resonant circuits and transformers. Lab instruction 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 - Electronics Overview 3 cc**

Designed for the student in technology and manufacturing fields other than electronics. Topics include the study and performance of basic experiments in 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 1033 or permission required.

Offered: FA, SP, SU.

AS only.

Lab Fee.

**EET 1931 - Special Topics in Electronics Engineering Technology 1 cc**

Presents 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.

AS only.

**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.

AS only.

**EET 1933 - Special Topics in Electronics Engineering Technology 3 cc**

Presents 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.

AS only.

**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**

The continued study of the principles of semiconductors, special devices, and transistor applications in power supply circuits including AF and RF amplifiers, oscillators, operational amplifier circuits, and special ICs. Power circuits will include switching and amplifying applications. Laboratory experiences include testing 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**

Introduces the theory and application of electronics control circuits and systems used in electronics instrumentation. Emphasizes 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**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. A background check will be included.

Offered: FA, SP, SU.

AS only.

**EET 2948 - Electronic Technology Co-op 2 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. A background check will be included.

Offered: FA, SP, SU.

AS only.

**EET 2949 - Electronic Technology Co-op 3 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. A background check will be included.

Offered: FA, SP, SU.

AS only.

**EEX-EDUCATION-EXCEPTIONAL-CHILD-CORE-COMPETENCIES****EEX 1600 - Behavior Management 3 cc**

Introduces a variety of approaches that can be effective in classroom situations with students who are exhibiting behavior problems. Examines classroom management routines and procedures for effective teaching.

Offered: FA, SP.

**EEX 2010 - Introduction to Exceptional Children 3 cc**

Introduces a variety of approaches that can be effective in classroom situations with students who are exhibiting behavior problems. Examines classroom management routines and procedures for effective teaching.

Offered: FA, SP, SU.

**EGN - ENGINEERING GENERAL****EGN 1123 - Engineering Graphics 3 cc**

Introduces the 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, 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.

**EME-EDUCATION-TECHNOLOGY-AND-MEDIA**

**EME 2040 - Introduction to Technology for Educators 3 cc**

Introduces skills that are essential to the integration of technology into the delivery of instruction and professional communication. Students survey a variety of instructional applications and teaching materials and learn to apply technological tools appropriate for the delivery of learning objectives, learning activities, and assessments.

Offered: FA, SP, SU.

Lab Fee.

**EMS - EMERGENCY MEDICAL SERVICES**

**EMS 1119 - Emergency Medical Technician 8 cc**

Introduces the fundamental knowledge necessary to be successful in meeting Emergency Medical Technician certification and licensing requirements. Topics include how to assess, treat, and transport the sick and injured. Emphasizes assessment-based learning and complies with the 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**

Provides practical experience in applying the material that was learned in Emergency Medical Technician. Topics include assessing, treating, and transporting the sick and injured in the laboratory and simulated field environment. Emphasizes 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**

Provides practical experience applying material learned in Emergency Medical Technician and EMT Lab, including the assessment, treatment, and transport methods for the sick and injured to area hospitals and advanced life support EMS ambulances. Emphasizes on assessment-based learning and complies with National DOT EMT curriculum.

Prerequisite: Permission required.

Corequisite: EMS 1911, EMS 1911L.

Offered: FA, SP, SU.

AS only.

Lab Fee.

**EMS 1601 - Introduction to Advanced Prehospital Care 1 cc**

Introduces 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**

The study of 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**

Provides orientation, clinical, and field experience 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**

The study of 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**

Presents general patient assessment concepts 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**

Provides strategies for general patient assessment and initial management of patients with various cardiovascular emergencies, including the application of foundational pharmacological skills.

Corequisite: EMS 1683, EMS 1612.

Offered: SP.

AS only.

Lab Fee.

**EMS 2236L - Paramedic Lab III 3 cc**

Provides opportunities for the practical application of didactic material and the development of associated psychomotor skills and tasks, including medicinal dosages and interventions as well as the 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 instruction on advanced assessment and treatment techniques for sentinel medical and trauma cases that span the geriatric, adult, and pediatric age ranges. Emphasizes the role of the Paramedic as the leader and coordinator of pre-hospital emergency care. Assists the student in the successful transition to assuming a leadership role upon graduation.

Prerequisite: Permission required.

Offered: FA.

AS only.

Lab Fee.

**EMS 2613 - Patient Assessment 1 cc**

Focuses on assessing and managing general patients, using proper patient assessment techniques, and applying 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**

Reviews respiratory anatomy and physiology, including pathophysiology; assessment of the respiratory system; diagnostic testing; management of specific respiratory disorders; the establishment and maintenance of 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.

AS only.

**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**

Teaches proper treatment plan implementation for a patient with a suspected gynecological emergency, obstetrical emergency, or neonatal emergency. Also, provides instruction for treating 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**

Focuses 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**

Focuses on successful integration of all prehospital skills. 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**

Focuses on psychiatric and behavioral emergencies, including the pathophysiology of psychiatric disorders; biological, psychosocial, and socio-cultural components; and assessment and management of behavioral emergency patients, such as 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, the patient with a suspected emergency, the chronic care patient, and the patient with common complaints. Provides procedures to ensure safe and effective ground and air transport, including the 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**

Focuses on principles of kinematics to enhance patient assessment, including 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 cp

Designed for students whose basic language skills need improvement, this course includes a review of basic grammar rules, sentence structure, punctuation, and capitalization. The writing component of the course focuses on effective paragraph composition.

Prerequisite: Appropriate score on the Florida entry-level placement exam.

Offered: FA, SP, SU.

Lab Fee.

### ENC 0025 - Developmental Writing II 3 cp

Designed for students who need to improve their language skills, this course offers a review of grammar rules, language usage, sentence structure, punctuation, and composition of effective paragraphs and short essays.

Prerequisite: Appropriate score on the Florida entry-level placement exam or completion of ENC 0015 with a grade of C or better.

Offered: FA, SP, SU.

Lab Fee.

### ENC 0055 - Developmental Writing Modules 1 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of ENC 0025, this course covers up to 33% of the material in ENC 0025, which provides a review of grammar rules, language usage, sentence structure, and punctuation.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 67% or more of ENC 0025 and permission required.

Offered: FA, SP, SU.

Lab Fee.

### ENC 0056 - Developmental Writing Modules 2 cp

Based on a student's performance on a diagnostic instrument or in a previous attempt of ENC 0025, this course covers up to 66% of the material in ENC 0025, which provides a review of grammar rules, language usage, sentence structure, and punctuation.

Prerequisite: Appropriate score on the Florida entry-level placement exam or accelerated completion of 34% or more of ENC 0025 and permission required.

Offered: FA, SP, SU.

Lab Fee.

### ENC 1101 - English Composition I 3 cc

Teaches 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: Meets AA General Education Core, Communications requirement. A writing emphasis course.

Offered: FA, SP, SU.

### ENC 1102 - English Composition II 3 cc

Teaches the fundamentals of effective expression, including composing essays and other academic writing, constructing effective arguments, conducting research, completing at least one research-based essay, and analyzing literature.

Prerequisite: Grade of C or better in ENC 1101.

Distribution: Meets AA General Education, Communications requirement. A writing emphasis course.

Offered: FA, SP, SU.

### ENC 1210 - Technical Writing I 3 cc

Applies the principles of expository writing (unity, clarity, coherence, organization, and corrections) to a variety of industry and technical reports, letters, and forms.

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

Introduces the concepts and methodologies for the study of selected British literature from the Middle Ages to the end of the eighteenth century. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA General Education, Literature requirement. A writing emphasis course.

Offered: FA.

### ENL 2022 - English Literature from 1800 3 cc

Introduces the concepts and methodologies for the study of selected British literature from the late eighteenth century to the present. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA General Education, Literature requirement. A writing emphasis course.

Offered: SP.

## ENT - ENTREPRENEURSHIP

### ENT 1000 - Introduction of Entrepreneurship 3 cc

Provides the necessary skills to succeed as an entrepreneur. Covers 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.

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. It is 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 the knowledge, skills, and tools for students to successfully plan, design, and manage a new business venture. Intended for students considering self-employment for the first time or for those who are already entrepreneurs. Covers launching an entrepreneurial venture, as well as the skills and techniques necessary for effective management, growth, and exit strategy. Analyzes decision-making models and strategies, so as to 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 2942 - Entrepreneurship Practicum 3 cc**

Provides a forum for completing supervised experiential learning activities related to entrepreneurship and the entrepreneurial mindset.

Offered: TBD.

**ENT 3003 - Principles of Entrepreneurship 3 cc**

Introduces the general theories, principles, concepts, and practices of entrepreneurship through lectures, readings, case studies, and group projects. Includes the development of a business plan.

Offered: SU.

**ENT 4110 - Advanced Entrepreneurship Practicum 3 cc**

Provides a forum for completing supervised experiential learning activities related to entrepreneurship and the entrepreneurial mindset. Through these activities, students enhance their mastery of various entrepreneurial competencies.

Offered: TBD.

**ENT 4114 - Business Plan Development 3 cc**

This course helps students appreciate the purposes of the business plan and its potential audience. The course also aids students in understanding the structure and content of a business plan, including the reasons for the organization and substance of the work. The course guides participants in preparing their own business plan and aids them in its critical evaluations.

Offered: TBD.

**ENT 4124 - Marketing for Entrepreneurs 3 cc**

Students will demonstrate the skills to successfully plan and research the marketing and sales aspects of launching a new business venture. Students will analyze marketing opportunities, research target markets, and develop a marketing strategy and brand positioning. Students also will learn how to develop new products and services and develop pricing strategies.

Offered: TBD.

**ENT 4412 - Entrepreneurial Finance 3 cc**

This course is a study of financial skills and tools specific to entrepreneurial ventures and focuses on real-world applications. Topics include, but are not limited to, turning opportunities into reality, raising capital and financial management, venture operations and organizational administration, and handling growth and adversity.

Offered: TBD.

**ENT 4604 - New Product Development 3 cc**

This course builds a foundation in new product development. Students create a new consumer brand including name, logo, product features, product package, labeling, recommended retail price and estimated cost of goods.

Offered: TBD.

**ESC - EARTH SCIENCE****ESC 1000 - Earth Science 3 cc**

Provides a broad survey of geology (earth materials and processes), oceanography, meteorology, and astronomy. An introductory course primarily designed to give non-science majors a solid background of the interrelated disciplines that make up the "earth sciences."

Distribution: Meets AA General Education Core, Natural Sciences (Physical Sciences) requirement.

Offered: FA, SP, SU.

**ETC-ENGINEERING-TECHNOLOGY-CIVIL****ETC 1250 - Properties of Materials 3 cc**

Introduces the field of construction through classification, physical properties, application, and use of materials used. Covers stone, brick, concrete, wood, and other general building materials.

Offered: FA, SP.

AS only.

**ETD-ENGINEERING-TECHNOLOGY-DRAFTING****ETD 1310 - Survey of Computer Aided Drafting 3 cc**

Introduces 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. Emphasizes basic use of .PDF files, printers, plotters, 3D printing, and intermediate computer and file management skills. Students who are unfamiliar with computers should take CGS 1061C.

Offered: FA, SP.

AS only.

Lab Fee.



**ETD 1399 - Architectural Drafting 3 cc**

Focuses on advanced computer drafting, addressing selected topics from architectural plans, as well as mechanical and electrical drafting used in the preparation of working drawings for light and heavy commercial projects. Emphasizes the collection of building components and the creation of 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 buildings. 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 required.

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.

AS only.

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: ETD 2364C or permission required.

Offered: FA, SP.

AS only.

Lab Fee.

**ETD 2372C - Advanced Rapid Prototyping 3 cc**

Emphasizes the use of parametric modeling skills with more advanced project applications from within a design community, including receiving feedback from classmates. Through cooperation with local manufacturing facilities, when available, the student will be exposed to current industry practices and the latest technologies. Introduces computer simulation and design analysis of rapid prototyping and the relationships physical prototyping has to the design industry. Students will examine case studies and create their own prototypes, as well as present creativity, design abilities, and scanning and printing skills through problem solving projects utilizing a variety of 3D printers, scanners, and CAD software. Prepares the student for SME's Additive Manufacturing Certification.

Prerequisite: ETD 2364C.

Offered: SP.

AS only.

**ETD 2397C - Building Information Management I 3 cc**

Introduces elements of Building Information Modeling (BIM) utilizing a centralized database methodology through the application of Autodesk Revit Architecture software. Covers the 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.

AS only.

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. Emphasizes the work of corridor modeling and pipe design, which is a three dimensional development tool.

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. 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 in which career acquisition skills are applied through program assessment. Focuses 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.

AS only.

**ETI 1420 - Manufacturing Processes & Materials 3 cc**

Focuses on 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 he materials for manufacturing processing. Studies the adaptability of machinery to a variety of manufacturing processes 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, shaping and forming processes, and the machines needed for manufacturing.

Offered: SU.

AS only.

**ETI 1622C - Concepts of LEAN Manufacturing and Six Sigma 3 cc**

Introduces the fundamentals of LEAN techniques, based on the concepts in the Toyota Production System model of business function operating systems. A comprehensive overview of the LEAN and Six Sigma methodologies is presented, including the Define, Measure, Analyze, Improve, and Control (DMAIC) process improvement paradigm.

Offered: FA, SP.

AS only.

Lab Fee.

**ETI 1701 - Industrial Safety 3 cc**

The study of principles of safety in a typical industrial environment. Emphasizes 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 by presenting a variety of topics relating to manufacturing principles and applications. Specific course content is set by the program coordinator and faculty.

Offered: TBA.

AS only.

Lab Fee.

**ETI 1933 - Special Topics in Mechanical Design 3 cc**

Designed to allow flexibility for the student by 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 4 cc**

Provides training in Haas CNC Machining Centers Set-up, CNC Programming and CNC Machining Operational procedures. The student will gain employable technical knowledge and Setup methods used in Haas CNC machining equipment. CNC Machine programming, set-up and operations are taught using computer and hands on applications. Completion of this course offers students technical skills as a CNC Machinist / Operator to be applied in various machining and fabrication industries. Various Haas CNC machining centers such as the VF-2SS, TM-2P Mill, and the ST-10, TL-1 Lathe are used in to give students a working knowledge in CNC Machining Processes. An Introduction to Fusion 360 is used to teach students CAD / CAM and CNC Machining toolpath operations for Mill & Lathe CNC processes. This course is foundational to the CNC Machinist / Fabricator College Credit Certificate (CNC-CT). The Certificate can be completed in one semester, it offers students career opportunities in CNC machining, CNC Programming and Metal Fabrication.

Corequisite: EGN 1123.

Offered: FA, SP.

AS only.

Lab Fee.

**ETI 2412C - CNC Fabrication Processes (Fusion 360) 4 cc**

Provides a working knowledge of CNC processes and operations using Haas CNC machining centers. The core learning outcomes for this course are CNC operations & setup procedures, mechanical design, CNC tooling and function, materials, metrology and shop safety. CNC machining processes and operations are taught using lectures and hands-on demonstration to provide students employable skills as a CNC machinist setup /operator technician. In addition, students will learn 3D mechanical design using Autodesk Fusion 360 and complete a mechanical design drawing portfolio. This course is applied to the CNC Composite Fabricator/Programmer college credit certificate (CNCW-CT) and is a core course in the Mechanical Design and Fabrication Associate in Science degree (MECH-AS).

Corequisite: EGN 1123 or permission required.

Offered: FA.

AS only.

Lab Fee.

**ETI 2414C - Computer Aided Manufacturing - Fusion 360 4 cc**

Provides students with a working knowledge in Computer Aided Design / Computer Aided Manufacturing and CNC programming. This course applies CAD/CAM topics using Fusion 360 to give a student an in-depth application of Parametric Solid Modeling Design, CNC toolpath operations, and CNC set-up procedures using Haas machining centers. The course Lectures, Hands on class assignments and Autodesk Design Academy training offer students technical training in applying CAM toolpath operations to Solid modeled projects produced in the lab. Students will work towards completing the Autodesk Associate Product Design & Manufacturing Certifications. Students will apply machining Feeds and Speeds to toolpath operations on assigned projects and learn extensive setup operations used on Haas CNC Mills and Lathes. This shop contains 7 Haas CNC machining centers, CNC Plasma Cutting and Laser processing. Students performance is based on creating a project portfolio of various CNC projects completed and a Design portfolio. This course offers students career opportunities in CNC machining, CNC Programming and Mechanical Design.

Prerequisite: EGN 1123, ETI 2411C or permission required.

Offered: SP.

AS only.

Lab Fee.

**ETI 2415C - Precision CNC Machining & Metrology 4 cc**

Provides students with a working knowledge in Computer Aided Design / Computer Aided Manufacturing and CNC programming. This course applies CAD / CAM topics using Fusion 360 to give a student an in-depth application of Parametric Solid Modeling Design, CNC toolpath operations, and CNC set-up procedures using Haas machining centers. The course Lectures, Hands on class assignments and Autodesk Design Academy training offer students technical training in applying CAM toolpath operations to Solid modeled projects produced in the lab. Students will work towards completing the Autodesk Associate Product Design & Manufacturing Certifications. Students will apply machining Feeds and Speeds to toolpath operations on assigned projects and learn extensive setup operations used on Haas CNC Mills and Lathes. This shop contains 7 Haas CNC machining centers, CNC Plasma Cutting and Laser processing. Students performance is based on creating a project portfolio of various CNC projects completed and a Design portfolio. This course offers students career opportunities in CNC machining, CNC Programming and Mechanical Design.

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 Computer Aided Manufacturing-Fusion 360 4 cc**

Focuses on solid modeling design, Computer Aided Manufacturing, CNC programming & CNC machine setup. Students will apply various 2D & 3D toolpath operations to solid model project designs using Fusion 360 and will work towards completing the Autodesk Associate Product Design & Manufacturing Certifications. Core objectives are Mechanical Design, CNC programming, Applying High Speed adaptive CNC machining toolpath operations to mechanical designs, Understand and apply CNC Machining Setup & Operation for Mill & Lathe and Proficient in CNC Laser Processing . Students demonstrate proficiency by completing Mechanical Design and CNC Projects portfolio. The lab utilizes Haas Mill & Lathe CNC machining centers, CNC plasma operations and CNC Laser processes. This course offers students career opportunities for initial employment as a CNC programming Technician and Mechanical Design Technician, or it can provide supplemental training for persons previously or currently employed in these occupations.

Prerequisite: EGN 1123 and approval from program coordinator.

Offered: FA, SP.

AS only.

**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****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**

Introduces skills and techniques required to work with fluid power systems, including principles of fluid power components and flow. 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.

AS only.

**ETS-ENGINEERING TECHNOLOGY SPECIALTY****ETS 1603C - Robotics-Mechanics and Controls 3 cc**

Presents the theory and application of robot safety, including system power up/down, coordinating 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 1931L - Special Topics in Engineering Technology 1 cc**

Addresses special needs of Advanced Manufacturing to address current and changing issues with access to industry standard robotics, electromechanical devices, and measurement and control systems. An accompanying lab course that provides time for instruction and application of the skills. This course will be used in the elective category of the Engineering Technology program.

Offered: FA, SP, SU.

AS only.

**ETS 1932C - Special Topics in Engineering Technology 2 cc**

Designed to allow flexibility for the student by presenting a variety of topics relating to engineering technology, electromechanical devices, and emerging manufacturing practices. Some topics require laboratory assignments. The course may be repeated for credit when the content varies.

Offered: FA, SP, SU.

AS only.

**ETS 1933C - Special Topics in Engineering Technology 3 cc**

Addresses special needs of Advanced Manufacturing to address current and changing issues with access to industry standard robotics, electromechanical devices, and measurement and control systems. Designed as a combined lecture and lab course that includes both instruction and the application of skills. An elective in the Engineering Technology program.

Offered: FA, SP, SU.

AS only.

**ETS 2406 - Biomedical Equipment 3 cc**

The study of electronic systems and equipment that is used in the medical profession. Emphasizes 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 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.

AS only.

**EUH - EUROPEAN HISTORY****EUH 1000 - European History I 3 cc**

Surveys 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: Meets AA General Education, Social Sciences requirement.

Offered: FA, SP.

**EUH 1001 - European History II 3 cc**

Surveys European history from the 17th century to the present. Focuses on the end of the age of aristocracy, the impact of the Enlightenment, the French Revolution, the Napoleonic wars, and the rise of participatory democracy. Examines the consequences of the Industrial Revolution, Romanticism, and the rise of nationalism in the 19th century, 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 1101.

Distribution: Meets AA General Education, Social Sciences requirement. A writing emphasis course.

Offered: SP.

**EUH 2010 - A History of Greece and Rome 3 cc**

Introduces cultures of Greece and Rome through an historical examination of each culture's political, military, and social institutions 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: Meets AA General Education, Social Sciences requirement.

Offered: FA, SP.

**EVR - ENVIRONMENTAL STUDIES****EVR 2001 - Introduction to Environmental Science 3 cc**

Introduces the basic ecological principles and current environment problems.

Distribution: Meets AA General Education Core, Natural Sciences (Biological Sciences) requirement.

Offered: FA, SP, SU.

**EVR 2001L - Introduction to Environmental Science Laboratory 1 cc**

Provides hands-on experience and proper use of tools, equipment, and scientific protocols that are used to analyze environmental conditions. Teaches the use of 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 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 2011 or ACG 2021.

Offered: FA, SP, SU.

## FRE - FRENCH LANGUAGE

### FRE 1120 - Beginning French I 4 cc

Introduces 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 permission required.

Distribution: Meets AA General Education Electives, Humanities requirement.

Offered: SP.

## FSS - FOOD SERVICE SYSTEMS

### FSS 1063C - Professional Baking 3 cc

Introduces the principles of professional baking. Emphasis on the techniques and equipment used in a bake shop or the baking area of a commercial kitchen. The student will apply the fundamentals of baking science in the production of various products 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 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

Introduces 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 for practice in 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**

Presents the techniques and equipment used in the production of hors d'oeuvres, appetizers, charcuterie, and other products 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 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.

Offered: SU.

AS only.

**FSS 2382L - Culinary Management Practical Exam 1 cc**

Techniques and knowledge required for a career as a professional chef. Provides knowledge needed to demonstrate artistic and creative abilities in various culinary shows, recipe contests, and exhibitions.

Prerequisite: Completion of all culinary courses and permission required.

Offered: FA, SP, SU.

AS only.

Lab Fee.

**FSS 2942 - Culinary Management Internship 2 cc**

Internship is a supervised hands-on training experience in which the student will observe and participate in the operation of a restaurant, food service, dietary or other food production operation. The student will learn firsthand 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.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

**FSS 2943 - Culinary Management Internship 3 cc**

Internship is a supervised hands-on training experience in which the student will observe and participate in the operation of a restaurant, food service, dietary or other food production operation. The student will learn first hand the day-to-day operations of a food production facility. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

**FSS 2947 - Culinary Management Co-op 1 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

**FSS 2948 - Culinary Management Co-Op 2 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

Prerequisite: 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, and chief problems, including human activities related to natural environmental conditions of countries, regions, and continents.

Distribution: Meets AA General Education, Social Sciences requirement.

Offered: TBA.

**GEB - GENERAL BUSINESS****GEB 1011 - Introduction to Business 3 cc**

The study of principles of organization and management, operational aspects, the social and economic environments of a business, fundamentals of management controls, marketing, and financial management. Prerequisite only for the student pursuing a program of study in business administration. Offered in two formats: the conventional classroom, and a special format which reduces formal classroom time but requires more self-study.

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**

Addresses 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**

Internship is 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**

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.

**GEB 3213 - Professional Communications 3 cc**

Focus on communication within organizations with emphasis on organizational theory and structure, systems analysis, and communication networks.

Offered: FA, SP, SU.

**GEB 4451 - Business Climate Analysis 3 cc**

Examines the impact of internal and external environmental changes on industries and individual businesses. Follow the PESTEL framework, considering political, economic, sociocultural, technological, environmental, and legal forces.

Offered: FA, SP.

**GER - GERMAN****GER 1120 - Beginning German I 4 cc**

Introduces German culture with emphasis on development of basic skills in listening, speaking, reading, and writing German. The student with two consecutive years of high school German within the last 3 years with a grade of C or higher should begin in GER 1121.

Offered: FA.

**GER 1121 - Beginning German II 4 cc**

Continued development of basic skills in listening, speaking, reading, and writing with greater emphasis on German culture.

Prerequisite: Grade of C or better in GER 1120 within the last 3 years, or permission required.

Distribution: General Education, Humanities.

Offered: SP.

**GIS-GEOGRAPHY-INFORMATION-SCIENCE****GIS 2040C - Geographic Information Systems 3 cc**

Introduces 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 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: Meets AA General Education, Natural Sciences (Physical Sciences) requirement.

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 history of graphic design and cites the major contributions to the development of contemporary graphic design practice and aesthetics.

Offered: FA, SP.

AS only.

**GRA 2151 - Computer Graphics I 3 cc**

Explores the Mac 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 video images in assignments that emphasize creativity and technical proficiency.

Offered: FA, SP, SU.

AS only.

Lab Fee.

**GRA 2152 - Computer Graphics II 3 cc**

Introduces the advanced functions and capabilities of the graphic design industry standard software, Adobe Creative Suite: Photoshop, Illustrator, and InDesign. More commonly practiced computer skill sets will be introduced, practiced, and implemented. Various technical applications and techniques to generate similar results will also be explored.

Prerequisite: Grade of C or better in ART 1201, GRA 2151.

Offered: FA, SP.

AS only.

Lab Fee.

**GRA 2190 - Graphic Design I 3 cc**

Provides 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 Mac computer platform.

Prerequisite: Grade of C or better in ART 1201, GRA 2151.

Offered: FA, SP.

AS only.

Lab Fee.

**GRA 2191 - Graphic Design II 3 cc**

Provides 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 emphasized along with creativity, craftsmanship, and attention to details.

Prerequisite: Grade of C or better in GRA 2190.

Offered: SP.

AS only.

Lab Fee.

**GRA 2206 - 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 2190.

Offered: FA.

AS only.

Lab Fee.

**GRA 2210 - 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 2152.

Offered: FA, SP.

AS only.

Lab Fee.

**GRA 2721 - Creative Web Design 3 cc**

Introduces the fundamental principles, theory, and concepts of web design and creation. The student will learn basic skills needed to implement simple web pages to build a working website and gain a foundational knowledge of website creation to effectively plan, design, and develop a portfolio website.

Prerequisite: Grade of C or better in GRA 2206.

Offered: FA, SP.

AS only.

Lab Fee.

**GRA 3194 - 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, lecture, and field trips.

Prerequisite: Grade of C or better in ART 2950.

Offered: FA.

Lab Fee.

**GRA 3202 - Advanced Typography 3 cc**

Exploration of the expressive potential of the letter form.

Prerequisite: Grade of C or better in GRA 3194 and GRA 3883.

Offered: SP.

Lab Fee.

**GRA 3883 - 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 2950.

Offered: SP.

**GRA 4186 - Senior Studio Graphic Design 3 cc**

Provides solutions to advanced graphic design problems in advertising campaigns and multi-unit visual communication systems.

Prerequisite: Grade of C or better in GRA 3202, GRA 4514.

Offered: FA.

Lab Fee.

**GRA 4189 - Portfolio Development 3 cc**

Preparation for employment with a well-crafted presentation of skills in the form of a portfolio.

Prerequisite: Grade of C or better in GRA 3202, GRA 4514.

Offered: FA.

**GRA 4514 - 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 3194 and GRA 3883.

Offered: SP.

Lab Fee.

## **HCP-HEALTH-CARE-PROVIDERS-ASSISTANTS**

**HCP 0006C - Patient Care Technician 60 ch**

Provides 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 knowledge and skill set necessary to perform in the hospital, providing care to the adult patient.

Prerequisite: HSC 0003C, HCP 0121C.

Corequisite: HSC 0032C.

Offered: FA, SP, SU.

**HCP 0121C - Nursing Aide 75 ch**

Provides the foundational knowledge and skill set needed to perform as an entry-level Nursing Assistant. Topics include 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.

Offered: FA, SP, SU.

Lab Fee.

**HCP 0332C - Advanced Home Health Aide 50 ch**

Provides 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 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 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 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 an 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 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 an understanding of the basic principles of sanitation and safety in order to maintain a safe and healthy environment for the consumer in the food industry. 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**

Overview of the management system with an in-depth study of purchasing and the control component of the management cycle. 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 a familiarization of the fundamentals of law and an in-depth study of the legal aspects effecting the hospitality industry. Addresses risk management in the hospitality industry.

Offered: FA.

AS only.

**HFT 2840C - Dining Room Management French Service 3 cc**

Exposure 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 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 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.

Prerequisite: It is recommended that students take HFT 2212.

Offered: FA, SP.

AS only.

**HFT 2941 - Hospitality Management Internship 1 cc**

Internship is a supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn first hand the day-to-day operations of a business in the hospitality industry. The student will have the opportunity to demonstrate the knowledge and skills learned in the classroom and apply them on the job.

Prerequisite: Permission required.

Offered: TBA.

AS only.

**HFT 2942 - Hospitality Management Internship 2 cc**

Internship is a supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn 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.

Prerequisite: Permission required.

Offered: TBA.

AS only.

**HFT 2943 - Hospitality Management Internship 3 cc**

Internship is a supervised hands-on training experience in which the student will observe and participate in the operation and management functions of a food service, lodging, dietary, or other hospitality operation. The student will learn 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.

Prerequisite: Permission required.

Offered: TBA.

AS only.

**HFT 2947 - Hospitality Management Co-op 1 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term. Departmental permission required.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

**HFT 2948 - Hospitality Management Co-op 2 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

**HFT 2949 - Hospitality Management Co-op 3 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

**HIM - HEALTH INFORMATION MANAGEMENT**

**HIM 1000C - Introduction to Health Information Management 3 cc**

Introduces 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 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**

Introduces the student to healthcare reimbursement and revenue cycle management.

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 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 an 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 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 applications 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 concepts, techniques, and tools in the process of improving performance in the health care environment. Emphasis on the key processes for identification, 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**

Application of basic principles of management related to office management or medical record department; planning and organizing space, equipment, supplies, and personnel using systems procedures, methods and organization charts.

Offered: FA.

AS only.

**HIM 2620 - Medical Statistics and Financial Applications 3 cc**

Statistical concepts and procedures in data collection and preparation of statistical reports for hospital administration and accrediting agencies; financial concepts and optimum utilization of resources.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Offered: FA.

AS only.

**HIM 2653C - Medical Informatics and Health Information Technologies 3 cc**

Provides 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 2810C - Health Information Management Professional Practice II 2 cc**

Provides the student with practical experience in health information management with the emphasis on learned skills in coding and reimbursement.

Prerequisite: HIM 1800.

Offered: TBA.

AS only.

Lab Fee.

**HIM 2820L - Health Information Management Professional Practice III 2 cc**

Provides 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 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**

Informs students of the principles, concepts, and values of physical fitness, proper nutrition, 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.

Distribution: Meets AA General Education, Social Sciences requirement.

Offered: FA, SP, SU.

Lab Fee.

**HLP 2949 - Human Performance and Recreation Co-op 3 cc**

Cooperative Education (Co-op) is a planned, paid work experience whereby a student is employed in a job directly related to the student's academic field of study. Each student must meet certain academic and Co-op departmental requirements before qualifying for job referral and placement. Once enrolled, a student is assigned a Faculty Advisor who, along with the Co-op staff, will monitor student progress. The Co-op program offers academic and vocational credit for each term worked, and the Faculty Advisor will assign either a Pass or Fail grade at the end of the work term.

Offered: TBA.

AS only.

**HSA - HEALTH SERVICES ADMINISTRATION**

**HSA 1172 - Medical Billing and Third Party Payer 2 cc**

Provides 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 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 health care 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 healthcare quality management concepts, tools, and techniques, with an emphasis on the application of management theory to health care 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 foundational information needed to understand the health care industry: planning, management, finance, technical and production skills, the underlying principles of technology, and labor, community, health, safety, and environmental issues.

Offered: FA, SP, SU.

Lab Fee.

**HSC 1000 - Introduction to Healthcare Management 3 cc**

Introduces various health professions. Topics include career and labor market information, health care delivery systems, health organization structure, patient rights and responsibilities, workplace behavior and decision making in the health care environment, safety and security procedures, and employability skills.

Prerequisite: Acceptance into the program.

Offered: FA.

AS only.

**HSC 1531 - Medical Terminology 3 cc**

Introduces medical terminology as the language of medicine including the study of prefixes, suffixes, and 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 bloodborne 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 bloodborne 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**

Includes information and principles for protection and promotion of individual and public health. Emphasis is given to mental health, parenthood, nutrition, disease prevention, and community organization for maintaining and improving health in society.

Offered: FA.

**HSC 2400 - First Aid and Injuries 3 cc**

Covers standards and accepted principles of first aid and includes the American Red Cross first aid course. Upon successful completion of all tests, students will be certified in CPR and Basic First Aid.

Offered: FA, SP.

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 mechanisms 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 health care law. Covers legal aspects of the delivery of health care in various settings, 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 introduction to the study of the humanities, including philosophy, literature, and the arts. Examines cultural achievements from the ancient world to the contemporary era.

Distribution: Meets AA General Education Core, Humanities requirement.

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: Meets AA General Education Electives, Humanities requirement.

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.

## HUN - HUMAN NUTRITION

### HUN 1201 - Elements of Nutrition 3 cc

A biochemical and physiological approach to the study of nutrition, including ingestion, digestion, absorption, metabolic pathways, nutrient data bases of foods, and the factors influencing the selection of foods and good nutritional status.

Distribution: Meets AA General Education, Natural Sciences (Biological Sciences) requirement.

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 the 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.

## INTERDISCIPLINARY STUDIES AND HONORS

### IDH 1022 - Honors College Forum 1 cc

Examines the theoretical foundations of the concept of leadership and provides students with valuable leadership and communication skills they can use in their academic careers and everyday lives. Students will improve their speaking skills, engage in career development activities to guide their career path, cultivate crucial team building skills to aid their growth as a leader, and develop their own personal philosophy of leadership.

Offered: FA, SP.

## INR - INTERNATIONAL RELATIONS

### INR 2002 - Introduction to International Relations 3 cc

Develops a framework for understanding international relations and politics. Analyzes how nation-states, institutions, and non-governmental organizations interact to address and attempt to solve complex problems in the 21st century.

Distribution: Meets AA General Education, Social Sciences requirement.

Offered: SP.

## ISM - INFORMATION SYSTEMS MANAGEMENT

### ISM 4013 - Management Information Systems 3 cc

Provides 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.

Offered: FA.

### ISM 4314 - Project and Change Management for Information Technology 3 cc

Provides 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.

## ITA - ITALIAN LANGUAGE

### ITA 1120 - Beginning Italian I 4 cc

Introduces Italian culture with development of basic skills in listening, speaking, reading, and writing. The student with two consecutive years of high school Italian within the last 3 years with a grade of C or higher should begin in ITA 1121.

Offered: FA.

**ITA 1121 - Beginning Italian II 4 cc**

Continued development of basic skills in listening, speaking, reading, and writing with greater emphasis on culture.

Prerequisite: Grade of C or better in ITA 1120 within the last 3 years, or permission required.

Distribution: Meets AA General Education, Humanities.

Offered: SP.

**JOU - JOURNALISM**

**JOU 1100 - Reporting I 3 cc**

Teaches news writing and touches on 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 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 Roman culture and 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 LAT 1120 within the last 3 years, or permission required.

Distribution: Meets AA General Education Electives, Humanities requirement.

Offered: SP.

**LEI - LEISURE**

**LEI 1141 - Introduction to Recreation and Leisure Services 3 cc**

Provides a foundation for all areas of recreation. Covers organizational skills necessary to provide informal, intramural, extramural, and club sports programs for recreational organizations and agencies serving both youth and adults.

Offered: FA.

**LEI 1541 - Outdoor Recreation Management 3 cc**

An introduction to outdoor recreation and leisure services including planning and participating in outdoor activities, safety procedures, outdoor facility management, conservation, and historical factors that have led to the establishment of the national and state park systems and local outdoor recreation areas and facilities.

Offered: SU.

**LEI 2730 - Adaptive/Therapeutic Recreation 3 cc**

Covers the rapidly expanding field of adaptive physical activity in rehabilitative settings and the implementation of sport recreation programs that are inclusive and meet the needs of not only individuals with disabilities, but also people of any gender, age, culture, ethnicity, race, or religion.

Offered: FA.

**LIS - LIBRARY AND INFORMATION STUDIES**

**LIS 1004 - Introduction to Internet Research 1 cc**

Introduces 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.

Distribution: Meets AA, AS computer competence requirements.

Offered: FA, SP, SU.

Lab Fee.

**LIS 2005 - Information and Internet Research 3 cc**

Introduces 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: Meets AA General Education Electives, Communications requirement.

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 2000 - Introduction to Literature 3 cc**

An introduction to the concepts and methodologies used to study literature from various genres, cultures, and historical periods. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments. Meets AA General Education Core, Humanities requirement. Satisfies literature requirement. A writing emphasis course.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA General Education, Literature requirement. A writing emphasis course.

Offered: FA, SP, SU.

**LIT 2090 - Contemporary Literature 3 cc**

Introduces the concepts and methodologies for the study of selected literature of the mid-to-late twentieth and twenty-first centuries. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA General Education, Literature requirement. A writing emphasis course.

Offered: FA, SP, SU.

**LIT 2110 - World Literature to 1650 3 cc**

Introduces the concepts and methodologies for the study of selected literature from the classical period, the Middle Ages, and the Renaissance. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA General Education, Literature requirement. A writing emphasis course.

Offered: FA.

**LIT 2120 - World Literature from 1650 3 cc**

Introduces the concepts and methodologies for the study of selected literature from the Age of Enlightenment to the beginning of the twentieth century. Students will learn to use shared language and methods of inquiry to analyze texts, apply literary theories, and construct and communicate their own arguments.

Prerequisite: Grade of C or better in ENC 1102.

Distribution: Meets AA 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 1033 with a grade of C or better.

Distribution: Meets AA General Education Core, Mathematics requirement.

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: Meets AA General Education Core, Mathematics requirement.

Offered: FA, SP, SU.

**MAC 1140 - Precalculus Algebra 3 cc**

A study of the following topics: Polynomial, rational, and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, AND their properties; piecewise defined functions; conic sections; matrices and determinants; sequences and series; mathematical induction; binomial theorem; applications.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better.

Distribution: Meets AA General Education Core, Mathematics requirement.

Offered: FA, SP, SU.

**MAC 1147 - Precalculus Algebra/Trigonometry 4 cc**

A study of the following topics: Polynomial, rational, and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their matrices and determinants; sequences and series; mathematical induction; binomial theorem; trigonometric functions, their properties and graphs; inverse trigonometric functions, their properties and graphs; trigonometric identities; conditional trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications of all topics.

Prerequisite: Appropriate placement score or completion of MAC 1105 with a grade of C or better and high school trigonometry; by permission required.

Distribution: Meets AA General Education Core, Mathematics requirement.

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: Meets AA General Education Core, Mathematics requirement.

Offered: FA, SP, SU.

**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: Meets AA General Education Core, Mathematics requirement.

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: Meets AA General Education Core, Mathematics requirement.

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: Meets AA General Education Core, Mathematics requirement.

Offered: FA, SP, SU.

**MAN - MANAGEMENT**

**MAN 2021 - Principles of Management 3 cc**

The basic principles of planning, organizing, and controlling operations in the process of management. Emphasis is directed toward the development on the part of the student of soundly coordinated managerial philosophy.

Offered: FA, SP, SU.

**MAN 3063 - Professional Ethics and Values 3 cc**

Personal, organizational, societal values and ethics in our society. Topics covered include exploration of individual ethics, values, and goals; the study of ethical behavior within organizations as it influences people, products, and work environments; exploration of values, ethics, beliefs upon which a free market system of production exchange is built; exploration of individual roles as well as appropriate roles of organizations; government in society.

Offered: FA, SP.

**MAN 3240 - Organizational Behavior 3 cc**

Individual group and organizational issues that affect and shape businesses. Topics include individual differences, motivation, communications, decision making, and leadership.

Offered: FA, SP, SU.

**MAN 3303 - Theories of Leadership 3 cc**

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 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 that lead to the development of teams and 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 and project manager roles and responsibilities, the project life cycle, and conflict resolution. Emphasis will be placed on project oversight issues across the various business units and functions.

Offered: FA, SP.

**MAN 3600 - International Business 3 cc**

An intensive analysis of the process, practice, and theory of international business; financial accounting, marketing, and legal aspects of multinational business operations; governmental assistance to international business; cultural environmental business to include factors, such as language, religion, values and attitudes, law, education, politics, technology, and social organization.

Offered: SP.

**MAN 4113 - Managing Diversity 3 cc**

Covers questions, dimensions of style and structure, problems and paradigms of solutions that have come out of management experience of a changing workforce during the past twenty years. Emerging styles of leadership among people of diverse cultural backgrounds will be explored as solutions, not as problems.

Offered: FA, SP, SU.

**MAN 4162 - Customer Relations in Business 3 cc**

Examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

Offered: SU.

**MAN 4301 - Human Resource Administration 3 cc**

A study of personnel management and practices with emphasis on the techniques of recruiting, selecting, transferring, promoting, classifying, and training workers.

Offered: FA, SP, SU.

**MAN 4320 - Recruitment and Selection 3 cc**

In-depth study of the personnel staffing function. Includes an analysis of objectives, techniques, and procedures for forecasting manpower needs, recruiting candidates, and selecting employees.

Prerequisite: MAN 4301.

Offered: FA.

**MAN 4330 - Compensation Management 3 cc**

Teaches the student about the 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: MAN 4301.

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, employees' personal rights, and 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: Meets AA General Education Core, Mathematics requirement.

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**

Preparation for MAT 1033 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 grade of C or higher are eligible for MAT 1033 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 MAT 0018 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 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 MAT 0018 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 MAT 0018 with a grade of C or higher.

Offered: TBA.

Lab Fee.

**MAT 1033 - 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.

**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 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, 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.

Corequisite: MEA 0942L.

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.

Corequisite: Grade of C or better in HSC 0003C.

Offered: FA, SP, SU.

Lab Fee.

**MEA 0521C - Phlebotomist, MA 75 ch**

Provides 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 Points certificate, Phlebotomist, MA (75 hours) as per the Florida Department of Education.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0500, MEA 0543C.

Offered: FA.

Lab Fee.

**MEA 0530C - Pharmacology for Medical Assisting 90 ch**

Introduces the principles of pharmacology, including drug terminology; drug origins, forms, and actions; routes of administration; the use of generic name drugs and 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.

Offered: SP.

Lab Fee.

**MEA 0540C - EKG Aide 75 ch**

Preparation 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 Points Certificate of 75 hours as an EKG Aide as per the Florida Department of Education.

Prerequisite: Admission to a health related program or permission of the department head.

Corequisite: Grade of C or better in HSC 0003C.

Offered: FA.

Lab Fee.

**MEA 0541C - EKG Technician 300 ch**

Provides advanced procedures for performing EKGs, stress testing, and monitoring telemetry. Upon successful completion of this course, the student will receive an Occupational Completion Certificate of 300 hours as an EKG Technician as per Florida Department of Education.

Prerequisite: Grade of C or better in HSC 0003C, MEA 0540C.

Offered: SP.

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 Points certificate, EKG Aide, MA (75 hours) as per the Florida Department of Education.

Corequisite: Grade of C or better in HSC 0003C, MEA 0002C, MEA 0501C.

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.

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.

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 0530C, MEA 0543C, MEA 0573C, MEA 0581C.

Corequisite: MEA 0506C.

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: Meets AA General Education, Natural Sciences (Physical Sciences) requirement.

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: Meets AA General Education Core, Mathematics requirement.

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: Meets AA General Education Core, Mathematics requirement.

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: Meets AA General Education Electives, Communications requirement.

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. Topics include 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 and 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 officership, leadership, and Army values. Additionally, "life skills," including fitness and time management, are addressed. Designed to give the student accurate insight into the Army profession and the officer's role within the Army.

Offered: FA.

### **MSL 1002 - Profession of Arms 2 cc**

Establishes the foundation of basic leadership fundamentals, such as problem solving, communications briefings, 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 cadets' 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 decisions, 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, 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 the 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 the student's knowledge of massage principles and techniques and equips students with an understanding of the Florida massage practice act and the rules of the Florida Board of Massage Therapy (Chapter 480, F.S.; Chapter 64b7.) Additional content includes allied studies related to massage therapy, human anatomy and physiology as related to massage therapy, and basic information related to business practices and standards.

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 to principles and theory of hydrotherapy and hydrotherapy modalities. Safety and health practices that are conducive to the hygiene of the massage therapist and the client/patient will be stressed. Laboratory and clinical activities are an integral part of this class.

Prerequisite: Permission required.

Offered: SP.

Lab Fee.

### 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 massage 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. Laboratory and clinical activities are an integral part of this class.

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. Laboratory and clinical activities are an integral part of this class.

Prerequisite: MSS 0262C or permission required.

Offered: FA.

Lab Fee.

## 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 1101.

Distribution: Meets AA General Education Electives, Humanities requirement. 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: Meets AA General Education Core, Humanities requirement.

Offered: FA, SP, SU.

## MUN-MUSIC-ENSEMBLES

### MUN 1120 - Concert Band 1 cc

Provides opportunities to develop music making skills by rehearsing and performing quality wind band music. Membership is open to all PSC students by audition. May be repeated for credit.

Prerequisite: Permission required.

Offered: FA, SP.

### MUN 1180 - Pensacola Civic Band 1 cc

Provides opportunities to develop music making skills by rehearsing and performing quality wind band music with a community concert band organization. Membership is open by audition. May be repeated for credit.

Prerequisite: Permission required.

Offered: FA, SP, SU.

### MUN 1310 - Concert Chorale 1 cc

Provides opportunities to develop music making skills by rehearsing and performing various styles of choral music in a mixed voice (SATB) chorus. Membership is open to all PSC students and by audition. May be repeated for credit.

Offered: FA, SP.

### MUN 1380 - Choral Society 1 cc

Provides opportunities to develop music making skills by rehearsing and performing various styles of choral music with a community organization. Membership is open by audition. May be repeated for credit.

Offered: FA, SP.

**MUN 1410 - String Ensemble 1 cc**

Provides opportunities to develop music making skills by rehearsing and performing string chamber music. Membership is open to all PSC students by audition. May be repeated for credit

Offered: FA, SP.

**MUN 1420 - Woodwind Ensemble 1 cc**

Provides opportunities to develop music making skills by rehearsing and performing woodwind chamber music. Membership is open to all PSC students by audition. May be repeated for credit.

Offered: FA, SP.

**MUN 1430 - Brass Ensemble 1 cc**

Provides opportunities to develop music making skills by rehearsing and performing brass chamber music. Membership is open to all PSC students by audition. May be repeated for credit.

Offered: FA, SP.

**MUN 1440 - Percussion Ensemble 1 cc**

Provides opportunities to develop music making skills by rehearsing and performing percussion chamber music. Membership is open to all PSC students by audition. May be repeated for credit.

Offered: FA, SP.

**MUN 1480 - Guitar Ensemble 1 cc**

Provides opportunities to develop music making skills by rehearsing and performing guitar chamber music. Membership is open to all PSC students by audition. May be repeated for credit.

Prerequisite: Permission required.

Offered: FA, SP.

**MUN 1710 - Jazz Ensemble 1 cc**

Provides opportunities to develop music making skills by rehearsing and performing jazz music. Membership is open to all PSC students by audition. May be repeated for credit

Prerequisite: Permission required.

Offered: FA, SP.

**MUN 1720 - Jazz Choir 1 cc**

Provides opportunities to develop music making skills by rehearsing and performing jazz, classical, folk, pop, Broadway tunes, and novelty vocal music. Membership is open to all PSC students and by audition. May be repeated for credit.

Corequisite: MUN 1310C.

Offered: FA, SP.

**MUS - MUSIC**

**MUS 1360 - Music and Computer 3 cc**

Introduces 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 musical 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 MUT 1111 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 supple 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 MUT 1241L 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 MUT 1112 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 (Minor 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 (Minor 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 1111 - Beginning Class Piano I 1 cc**

For beginners in the respective performance area. For further information contact the department head.

Offered: FA, SP, SU.

Lab Fee.

**MVK 1112 - Beginning Class Piano II 1 cc**

Continuation of MVK 1111.

Prerequisite: MVK 1111C or permission required.

Offered: SP.

Lab Fee.

**MVK 1800 - 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 1116 - 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.

Prerequisite: Permission required.

Offered: FA, SP, SU.

AS only.

Lab Fee.

**NSP 2270C - Critical Care Nursing 9 cc**

Advanced certificate is designed for the registered nurse who has had no previous experience in critical care. At the completion of this course it is expected that the nurse will be able to practice independently at the beginning level in a high acuity setting. 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, and 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 health care settings, especially in acute care. Issues and trends related to infectious processes in hospitals is a focus. Strategies to contain infection including the role of health care professionals are explored.

Prerequisite: NUR 3119, NUR 3955.

Offered: SU.

Lab Fee.

**NUR-NURSING-GENERIC-  
UNDERGRADUATE**

**NUR 1020C - Introduction to Nursing 8 cc**

Introduces client care needs: safe and 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 course 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 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 places on dosage calculations.

Prerequisite: Acceptance to the Associate Science in Nursing program.

Offered: FA, SP, SU.

AS only.

**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 and 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 child, maternal health, and adult client care needs: safe and 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 develops knowledge and skills with concepts, such as therapeutic environment, therapeutic communication, and therapeutic relationships. The course will encompass legal and ethical issues of the nurse, including Florida statutes and the concept of professional boundaries.

Prerequisite: Acceptance to the Associate in Science Nursing program.

Offered: 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, such as safe and 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 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 3 cc**

Introduces 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 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 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. Highlight issues in pharmacology and provide 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 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: Meets AA General Education, Natural Sciences (Biological Sciences) requirement.

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: Meets AA General Education, Natural Sciences (Physical Sciences) requirement.

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.

**PAD - PUBLIC ADMINISTRATION****PAD 3003 - Introduction to Public Administration 3 cc**

Preparation 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-EDU-ACTS-GEN-OBJECT-CENTRD-LAND****PEL 1121 - Beginning Golf 1 cc**

Designed to develop skill and give practice in the basic fundamentals of golf. A green fee is occasionally required.

Offered: TBA.

**PEL 2122 - Intermediate Golf 1 cc**

Offers opportunities to enhance and practice intermediate-level skills in the sport of golf. Green fee may be occasionally required.

Offered: TBA.

## PEM-PHYS-EDU-ACTS-GEN-PERFOMR-CENTRD-LAND-REVISED

### PEM 1102 - Exercise and Conditioning 1 cc

Involves instruction in physical conditioning methods and their effects. Content varies based on student interest and may include aerobic exercise, calisthenics, bench stepping, circuit training, interval training, or weight training.

Offered: TBA.

### PEM 1131 - Weight Training and Conditioning I 1 cc

Instruction in physical conditioning methods, resistance training, and isometric, isotonic, and functional exercise techniques.

Offered: TBA.

### PEM 1132 - Weight Training and Conditioning II 1 cc

Expansion of strength training techniques to include core strength and Olympic lifts.

Prerequisite: PEM 1131.

Offered: TBA.

### PEM 1171 - Aerobics 1 cc

Designed to improve agility, balance, coordination, and overall aerobic capacity.

Offered: TBA.

### PEM 1181 - Walk, Jog, Run 1 cc

Instruction in the methods of cardiovascular conditioning and their outcomes. Students will perform cardiovascular activities, including walking, jogging, or running to improve and measure aerobic fitness.

Offered: TBA.

## PEO-PHYS-EDU-ACTS-PROFNL-OBJECT-CENTRD-LAND

### PEO 1011 - Team Sports 3 cc

Covers basic rules, game play, etiquette, key offensive and defensive strategies, techniques for teaching fundamental skills, and safety concerns for a variety of team sports.

Offered: FA.

### PEO 1031 - Individual Sports 3 cc

Covers basic rules, game play, etiquette, key offensive and defensive strategies, techniques for teaching fundamental skills, and safety concerns for a variety of individual sports.

Offered: SP.

### PEO 2013 - Sports Officiating 3 cc

Covers key practices and basic requirements for officiating selected team sports, including the following: rules, officiating, mechanics, signals, and appropriate behavior and professionalism.

Offered: SP.

## PET - PHYSICAL EDUCATION THEORY

### PET 2604 - Basic Care and Prevention of Athletic Injuries 3 cc

Covers the principles and techniques involved in the prevention and care of athletic injuries. The student will obtain extensive hands-on practice in taping techniques and other methods for preventing and treating athletic injuries.

Offered: FA, SP.

Lab Fee.

### PET 2941 - Recreation Internship 1 cc

Designed as preparation 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 Sports, Fitness, and Recreation.

Offered: TBA.

AS only.

### PET 2942 - Recreation Internship 2 cc

Designed as preparation 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 Sports, Fitness, and Recreation.

Offered: TBA.

AS only.

### PET 2943 - Recreation Internship 3 cc

Designed as preparation 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 Sports, Fitness, and Recreation.

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 1110 - 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 2401.

Offered: SP.

AS only.

Lab Fee.

**PGY 2107 - Large Format Camera 3 cc**

Introduces the large format 4x5 camera and materials. Focuses on using the view camera for architectural illustration, portraiture, and landscape imagery. Proper control of basic lighting applications is demonstrated. Reinforces the ability to produce a self-expressed creative body of photographic work conveying a specific theme and/or concept.

Prerequisite: Grade of C or better in PGY 2401.

Offered: FA.

AS only.

Lab Fee.

**PGY 2201 - Photographic Lighting Techniques 3 cc**

Introduces artificial and natural lighting techniques utilized in studio, table top, copy work, and portraiture.

Prerequisite: PGY 2801.

Offered: FA, SP, SU.

AS only.

Lab fee.

**PGY 2220 - Commercial Photography 3 cc**

Introduces advanced studio and color photography.

Prerequisite: Grade of C or better in PGY 2201.

Offered: SU.

Lab Fee.

A DSLR camera is required for this course.

**PGY 2270 - Field Survey of Professional Photography 4 cc**

Introduces the student to the field of professional photography. Emphasizes the wide range of skills required to be successful in the field.

Prerequisite: Grade of C or better in PGY 2201.

Offered: SP.

AS only.

**PGY 2401 - Photography I 3 cc**

Introduces 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 2404 - Photography II 3 cc**

Introduces 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 2401.

Offered: SP.

Lab Fee.

**PGY 2750 - Introduction to Video 3 cc**

Introduces digital video production. Instruction covers pre-production, production, and post-production methods, strategies, and techniques, including story/script developing, interviewing, videography, audio recording, and editing. The student creates a short digital video.

Prerequisite: Grade of C or better in PGY 2801.

Offered: FA.

AS only.

**PGY 2801 - Digital Photography I 3 cc**

Introduces the student to electronic imaging using computers, scanners, and image manipulation software (Adobe Photoshop, Lightroom). Individual portfolios are created.

Prerequisite: Grade of C or better in PGY 2401.

Offered: FA, SP, SU.

AS only.

Lab Fee.

**PGY 2802 - 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 2801.

Offered: FA.

AS only.

Lab Fee.

**PHI - PHILOSOPHY**

**PHI 2010 - Introduction to Philosophy 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: Grade of C or better in ENC 1101.

Distribution: Meets AA General Education Core, Humanities requirement. 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: Meets AA General Education Electives, Humanities requirement.

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 1101.

Distribution: Meets AA General Education Electives, Humanities requirement. A writing emphasis course.

Offered: FA, SP, SU.

**PHI 2701 - Introduction to the Philosophy of World Religions 3 cc**

A 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: Meets AA General Education Electives, Humanities requirement.

Offered: FA, SP.

**PHT - PHYSICAL THERAPY****PHT 1000 - Introduction to Physical Therapy 3 cc**

Introduces 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 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**

Skills development 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**

Instruction 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**

An 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 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.

Offered: SP.

AS only.

**PHT 1253L - Neuromuscular Therapeutic Techniques I Laboratory 2 cc**

Provides 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.

Offered: SP.

AS only.

**PHT 1801L - PTA Clinic I 1 cc**

Provides 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 student's and the clinical instructor's schedule).

Prerequisite: PHT 1120.

Offered: SP.

AS only.

Lab Fee.

**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**

A 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**

Focuses on the 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 3 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**

A discussion of special topics related to the practice of physical therapy. Focuses on 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**

Discusses 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 are also incorporated into the class.

Prerequisite: PHT 2301.

Offered: SP.

AS only.

**PHT 2401 - Psychosocial Issues of the Disabled 2 cc**

Examines the psycho-social aspects of the individual with a disability. Emphasizes how the individual and his or her family relates to physical and social environments, specifically economic factors, support systems, discrimination, and the 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 applying 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 applying 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 2810L.

Offered: SP.

AS only.

**PHY - PHYSICS****PHY 1020 - Introduction to Fundamentals of Physics 3 cc**

Introduces the student to the field of physics. Emphasizes the fundamental concepts, language, and mathematics used in physics. Topics include mechanics, sound, and heat.

Corequisite: MAC 1105. Distribution: Meets AA General Education Core, Natural Sciences (Physical Sciences) requirement.

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 1020 or PHY 1025.

Corequisite: PHY 1053L.

Distribution: Meets AA General Education Core, Natural Sciences (Physical Sciences) requirement.

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**

Emphasizes fundamental principles, the quantitative and mathematical aspects of physics and is designed for engineers and physics majors. The course is optional for chemistry majors. Includes a study of mechanics and thermodynamics. Freely uses calculus methods and derivations to lay the foundation for basic principles.

Corequisite: MAC 2312, PHY 2048L.

Distribution: Meets AA General Education Core, Natural Sciences (Physical Sciences) requirement.

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. Includes 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, and tools and techniques for research. 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.

Offered: SP.

**PLA 1273 - Torts 3 cc**

In depth coverage of the law of intentional torts, negligence, strict liability, and related defenses. Other topics include malpractice, insurance, and other business torts.

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, including the ethical rules developed by the American Bar Association and the rules adopted by The Florida Bar for the regulation of attorney and paralegal conduct. Provides 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: PLA 1104.

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 2423 - Contracts 3 cc**

Covers the fundamentals of contract law including contract formation, the UCC, contract provisions, and the 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.

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 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 a lawyer's perspective of the constitutional articles and amendments. Explores 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 required, 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**

Uses an online program to simulate working in a law office, including a virtual office space with files, a phone, a policy manual, a form bank, and access to other firm members through video presentations. The student will complete legal tasks including preparation of the documents and research that are required in a law office environment.

Prerequisite: PLA 1003, PLA 1104.

Corequisite: PLA 2730

Offered: SP.

AS only.

Lab Fee.

**PLA 2949 - Paralegal Studies Co-op 3 cc**

Cooperative Education (co-op) is a planned, paid work experience whereby a student is employed in a job that is 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 required.

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 the beginning skills that are integral to the success of working in the industry. Introduces 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 that are vital to success 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 that are vital to successfully 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 the career opportunities and requirements of a professional welder. Emphasizes beginning skills that are vital to successfully working in the welding industry. The student studies employability, 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 that are vital to successfully 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 the career opportunities and requirements of a professional welder. Emphasizes advanced skills that are vital to successfully working in the welding industry. Covers intermediate and advanced Shielded Metal Arc Welding (SMAW) B-Class Welder and pipe fitting fabrication techniques.

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 the career opportunities and requirements of a professional welder. Emphasizes advanced skills that are vital to successfully 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 the skills that are vital to successfully 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 that are vital to successfully 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 that are vital to successfully 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, emphasizing the constitutional distribution of powers among the legislative, executive, and judicial branches, as well as within the states. Analyzes policy formation as related to democratic theory and the role of government in the society.

Prerequisite: ENC 1101 with a grade of C or better.

Distribution: Meets AA General Education Core, Social Sciences requirement. A writing emphasis course. Satisfies the State of Florida civic literacy requirement.

Offered: FA, SP, SU.

## PRN - PRACTICAL NURSING

### PRN 0098C - Practical Nursing Foundations I 300 ch

Introduces the student to health care delivery systems; the practice of safety, security, and emergency procedures; description of blood borne diseases; 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. Instructs students about performing common nursing tasks, such as correct methods for administering medication; providing bio-psycho-social support; developing a healthy and responsible lifestyle that maintains personal health; implementing education and resources for family wellness; and participating in community health awareness forums.

Prerequisite: PRN 0098C.

Offered: SP.

### PRN 0290C - Medical Surgical Nursing I 300 ch

Introduces the student to the proper care of surgical patients with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder. Demonstrates 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 the proper care of surgical patients with a Cardiovascular, Respiratory, Lymphatic, Musculoskeletal, Endocrine or Integumentary disease/disorder. Demonstrates 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

Utilizing nursing principles, the course introduces the proper care procedures for maternal/newborn patients; examines SIDS/ SUIDS as it relates to the practical nursing role; demonstrates how to care for pediatric patients; develops transitional skills; and emphasizes the development 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. Covers the biological and social determinants of human cognition, emotion, and behavior. Attention will also be given to the history of the discipline, forms of psychopathology, and the growing role of brain science within the field.

Prerequisite: Grade of C or better in ENC 1101.

Distribution: Meets AA General Education Core, Social Sciences requirement.

Offered: FA, SP, SU.

### PSY 2932 - Special Topics in Research Methods 3 cc

Introduces 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.

Offered: FA, SP.

## PTN - PHARMACY TECHNICIAN

### PTN 1001 - Introduction to Pharmacy 3 cc

Introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Emphasizes the duties and responsibilities of the pharmacy technician, including critical thinking and professional judgment skills. Explores employment opportunities and provides an introduction to interpreting and processing prescriptions, pharmacy law and ethics, standards of practice, and the skills required for the occupation of a pharmacy technician.

Prerequisite: Acceptance into the Pharmacy Technician program.

Offered: SU.

AS only.

Lab Fee.

### PTN 1017 - Pharmacy Technician Calculations 3 cc

Provides a comprehensive overview of essential dosage and calculations as related to the skill set of the pharmacy technician. 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 skills needed to calculate doses, drug quantity or volume, intravenous flow rates, and percentage concentrations.

Prerequisite: Acceptance into the Pharmacy Technician program.

Offered: SU.

AS only.

**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: PTN 1001, PTN 1017 with a grade of C or better.

Offered: SU.

AS only.

**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 optic medications. Special topics include chemotherapy, vitamins, over the counter supplements and antidotes.

Prerequisite: Grade of C or better in PTN 1121 and PTN 1132L.

Offered: FA.

AS only.

**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.

Prerequisite: Grade of C or better in PTN 1121 and PTN 1132L.

Corequisite: PTN 1131L.

Offered: FA.

AS only.

**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: Grade of C or better in PTN 1121 and PTN 1132L.

Corequisite: PTN 1131.

Offered: FA.

AS only.

Lab Fee.

**PTN 1132L - Basic Business Skills for the Pharmacy Technician 1 cc**

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: Grade of C or better in PTN 1001 and PTN 1017.

Offered: SU.

AS only.

**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: Grade of C or better in PTN 1121 and PTN 1132L.

Offered: FA.

AS only.

**PTN 1940L - Pharmacy Practicum I 3 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: Grade of C or better in PTN 1121 and PTN 1132L.

Offered: FA.

AS only.

Lab Fee.

**PTN 1941L - Pharmacy Practicum II 5 cc**

Provides the student with hands-on experiences in an inpatient hospital setting and 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, interaction and communication with patients, and the preparation of intravenous (IV) admixture products, chemotherapy products, and total parenteral nutrition (TPN) products.

Prerequisite: Grade of C or better in PTN 1122C, PTN 1131, PTN 1131L, PTN 1930 and PTN 1940L.

Offered: SP.

AS only.

## REA - READING

### REA 0007 - Developmental Reading I 3 cp

A college preparatory course that builds basic skills in vocabulary, as well as literal and critical comprehension. Emphasizes the 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. Emphasizes the 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, emphasizing the 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 permission required.

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 the 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 permission required.

Offered: FA, SP, SU.

Lab Fee.

## RTE - RADIOLOGIC TECHNOLOGY

### RTE 1000 - Introduction to Radiologic Technology 3 cc

Introduces 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 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 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 positioning of the extremities, spine, and pelvis of the body.

Prerequisite: RTE 1000C, RTE 1111C, RTE 1418C, RTE 1503C, RTE1804L.

Corequisite: RTE 1814L, RTE 2473, RTE 2601.

Offered: SP.

AS only.

### RTE 1562C - Radiographic Special Procedures 4 cc

Introduces 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 clinical setting. 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 clinical setting. 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 clinical setting. 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**

Preparation for the national certification examination for the 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 radiation interaction at the cellular level and the effects of acute and chronic exposure to radiation, and introduces the student to the quality of image.

Prerequisite: RTE 1000C, RTE 1111C, 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 radiation interaction at the cellular level and the effects of acute and chronic exposure to radiation, and introduces the student to the quality of image.

Prerequisite: RTE 1562C, RTE 1814L, RTE 1824L, RTE 2473, RTE 2601.

Corequisite: RTE 2563, RTE 2782, RTE 2844L.

Offered: FA.

AS only.

**RTE 2563 - Advanced Radiographic Procedures 3 cc**

An overview of advanced procedures in various areas, including radiation therapy, cardiac catheterization, magnetic resonant imaging, and computed tomography. Also introduces cross sectional anatomy of the body.

Offered: FA.

AS only.

**RTE 2601 - Radiographic Imaging 3 cc**

Introduces 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 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 clinical setting. 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 clinical setting. 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**

**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.

**SON - SONOGRAPHY**

**SON 1004C - Basic Procedures 4 cc**

Introduces 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 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 SON1111 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 malformations 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 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, 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. 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 presents 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. The student 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.

AS only.

**SON 2009 - Diagnostic Medical Sonography Review 1 cc**

Discussion and presentation course focusing on interpersonal skill refinement, employment issues, and career development. Provides 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 2935L - Special Topics Continued Practice 2 cc**

Provides the Sonography graduate an opportunity to participate in a clinical experience that will assist the graduate in making the transition from the academic to the work setting.

Prerequisite: Successful completion of Pensacola State College's Sonography program and permission required.

Offered: FA, SP, 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 and permission required.

Offered: FA, SP, SU.

AS only.

**SOW - SOCIAL WORK****SOW 2031 - Introduction to Social Work and Social Welfare 3 cc**

A survey of the social work profession, its history, practices, and career paths. With an emphasis on advocacy, all areas of social work are covered including clinical, economic, political, organizational and social.

Offered: FA, SP.

**SPC - SPEECH COMMUNICATION****SPC 1006 - Study of Speaking and Listening 1 cc**

Introduces speech communication, focusing on the study of speech composition and delivery and on basic listening skills.

Distribution: Serves as an elective for AA and AS 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. A speaking-intensive course, 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: Meets AA General Education Electives, Communications requirement.

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: Meets AA General Education Electives, Communications requirement.

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 permission required.

Distribution: Meets AA General Education Electives, Humanities requirement.

Offered: FA, SP, SU.



**SPN 2200 - Intermediate Spanish I 3 cc**

Development of ability to read with comprehension varied material on literature, culture, or history of Spanish-speaking countries with the emphasis on the oral-aural aspects of the language. The study of grammar is continued on a more advanced level.

Prerequisite: SPN 1121.

Offered: TBA.

**STA - STATISTICS**

**STA 2023 - Elementary Statistics 3 cc**

A study of fundamental statistical methods including organization, analysis and interpretation of numerical data, measures of central tendency and dispersion, statistical distributions, sampling techniques, hypothesis testing, probability, z-tests, chi-square tests, correlations, and regression equations.

Prerequisite: Appropriate placement score or completion of MAT 1033 with grade of C or better.

Distribution: Meets AA General Education Core, Mathematics requirement.

Offered: FA, SP, SU.

**STS - SURGICAL TECHNOLOGY STUDIES**

**STS 0010 - Surgical Technologist 1 150 ch**

Introduces the basic sciences related to surgical technology. Includes an introduction to surgical technology, microbiology for surgical technologists, pharmacology, and anesthesia.

Corequisite: Grade of C or better in HSC 0003C, STS 0015C.

Offered: TBA.

**STS 0011C - Surgical Technologist 2 450 ch**

Expands the 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 as a member of the surgical team. Includes application and reinforcement of the principles of aseptic technique and the skills required of an entry level surgical technologist.

Prerequisite: Grade of C or better in STS 0011C.

Offered: TBA.

**STS 0015C - Central Supply Technician 210 ch**

Introduces basic medical principles regarding the use and processing of surgical instruments. Includes operations and procedures performed in the sterile processing department, key principles of microbiology as it relates to the surgical environment, instrumentation and lab, central service and lab, and identification of major instrument sets.

Corequisite: Grade of C or better in HSC 0003C.

Offered: TBA.

**STS 1302 - Fundamentals of Surgical Technology 3 cc**

An introduction to surgery and the professional roles and responsibilities of the surgical team members. A focus on the surgical technologist in various healthcare settings. Instructional content includes an introduction to surgical technology science, health care delivery system, communication, legal and ethical issues, concepts of wellness and disease, infection control, and procedural and occupational safety. Course discussion will include the design of the operating room, traffic patterns, physical components, and environmental safety.

Prerequisite: Acceptance into the Surgical Technician or Central Supply Technician and completion of the required prerequisite courses.

Offered: TBD.

AS only.

**STS 1304C - Operating Room Techniques 4 cc**

A combined classroom and laboratory course. Introduces techniques and processes involved in the preoperative, perioperative, and postoperative phases of surgical technology. Topics include operating room furniture, equipment, surgical scrub, gowning and gloving, development of the sterile field, patient positioning, surgical skin prep, and draping. The student will be required to simulate a surgical procedure from beginning to end. A satisfactory performance is mandatory for the student to advance in the program.

Prerequisite: Acceptance into the Surgical Technician or Central Supply program and completion of required prerequisite courses.

Offered: FA.

AS only.

**STS 1307C - Surgical Equipment and Instrumentation 5 cc**

A combined classroom and laboratory course. Introduces basic surgical instrumentation, passing of the instruments, proper care, reprocessing of instruments following a surgical procedure, and utilizing equipment in the operating room. Additional topics include surgical wounds, wound classifications, proper tissue handling techniques, wound closure, wound healing, suture material, and stapling devices.

Prerequisite: Acceptance into the Surgical Technician or Central Supply program and completion of the required prerequisites courses.

Offered: FA.

AS only.

**STS 1340C - Surgical Science and Pharmacology 3 cc**

A combined classroom and laboratory course. Introduces the most commonly used pharmacological agents utilized for surgical patients in each phase of the perioperative area and those utilized in the treatment of complications and emergencies. Emphasizes preoperative medications, anesthetics, and medications utilized within the sterile field stressing identification, safe handling, preparation, measurements, management within the sterile field, handling/ transfer, and usage. Other topics include pain management, respiratory and airway management, IV fluids, and electrolyte replacement therapy.

Prerequisite: STS 1302, STS 1304C, STS 1307C, STS 2361.

Offered: TBD.

AS only.

**STS 2323C - Surgical Technique and Procedures 3 cc**

A combined classroom and laboratory course. Prepares students for surgical procedures by providing instruction on diagnostic procedures and relevant equipment, supplies, and techniques. Includes the review of surgical anatomy, physiology, pathophysiology, relevant equipment, supplies, and techniques regarding general surgery, endoscopic surgery, gynecological and obstetrical surgery, genitourinary, orthopedic surgery, and ophthalmic surgery.

Prerequisite: HSC 1434C, STS 1340C.

Offered: SU.

AS only.

**STS 2361 - The Art of Teamwork in Surgery 3 cc**

Covers professional management, communication skills and teamwork, ethical and moral issues in the healthcare setting, and legal issues and risk management. Includes the use of checklists and standard operating procedures.

Prerequisite: Acceptance into the Surgical Technology Program and completion of the required prerequisite courses.

Offered: FA.

AS only.

**STS 2938 - Surgical Procedure Capstone 1 cc**

A review of the fundamentals, foundations, and principles of the surgical technology training. Prepares the student for a position in the operating room, including employability skills, portfolio preparation, and an analysis of current knowledge regarding surgical technology core content. Highlights the importance of professional organizations and the credentialing process.

Prerequisite: STS 2323C, STS 2944L.

Offered: FA.

AS only.

**STS 2944L - Surgical Clinic I 4 cc**

The first of two clinical courses. Preparation for preoperative, intra-operative, and postoperative surgical procedure experiences. Includes experiences in the role of the scrub, assistant circulator, and second assistant. Performance evaluation includes surgical techniques, sterile technique, medication administration, prevention of wrong site surgery, prevention of foreign body retention, safe work practices, work ethics, professional ethics, legal requirements, reporting, documentation, and efficiency in the work arena. The student will gain hands-on experience in the application of surgical techniques under the supervision of the preceptor and surgeon for the case.

Prerequisite: HSC 1434C, STS 1340C.

Offered: TBD.

AS only.

**STS 2945L - Surgical Technology Clinical II 4 cc**

The second of two clinical courses. Emphasizes circulating and scrubbing in on all phases of specialty surgical cases, assisting in the use of special instruments, procedures, and surgical equipment. Focuses on obtaining the required surgical cases in the appropriate role as a surgical technologist.

Prerequisite: STS 2323C, STS 2944L.

Offered: TBD.

AS only.

**STS 2947L - Surgical Internship 6 cc**

Provides surgical experiences for meeting hours, specified cases, and roles required for program completion. Also provides experience as a surgical technologist in the surgical suite.

Prerequisite: STS 2323C, STS 2944L.

Offered: FA.

AS only.

Lab fee.

**SUR-SURVEYING-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.

**SYG-SOCIOLOGY-GENERAL****SYG 2000 - Introduction to Sociology 3 cc**

Introduces the field of sociology as the systematic study of human group dynamics. Covers the theoretical foundations of sociology and their application to modern society. Topics 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: Meets AA General Education Core, Social Sciences requirement.

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 prepayments, 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

An introduction to theatre as a collaborative art form. Designed to instill a curiosity and interest in all areas of the theatre. 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: Meets AA General Education Core, Humanities requirement.

Offered: FA, SP, SU.

### THE 2300 - Dramatic Literature 3 cc

Explores dramatic literature and develops 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 designed to enhance specific professional skills from the areas of acting, technical theatre, and dance/stage movement. In acting, the focus will be improvisational skills. In technical theatre, the focus will be Old Age and basic theatrical make-up. In dance/stage movement, a variety of physical skills and movement exercises, safety conscious warm-up techniques, and 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

Introduces basic design practice as applied to stage settings, practical exercises in construction, painting, mounting, and lighting a stage production. Concurrent enrollment in this course and TPA2290C Stagecraft Workshop is not permitted.

Offered: SP.

### TPA 2290C - Technical Laboratory 1 cc

Participation in the backstage technical operation of the current production. Hours to be arranged with instructor.

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, including basic skills 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. Addresses the advantages and disadvantages of theatre as a vocation versus an avocation.

Prerequisite: TPP 1110 or permission required.

Offered: SP.

### TPP 2190 - Rehearsal and Performance (3 times) 3 cc

Provides hands-on experiences in the preparation, rehearsal, and performance of a theatrical production. Production activities may include acting, singing, dancing, stage management, publicity, and stagecraft. May be repeated for credit. Permission only.

Prerequisite: Permission required.

Offered: FA, SP, SU.

### TPP 2190 - Rehearsal and Performance 1 cc

Participation in the backstage technical operation of the current production. This course may be taken three times for credit. Hours to be arranged.

Prerequisite: Permission required.

Offered: FA, SP, SU.

### TPP 2300 - Directing I 3 cc

Introduces the fundamental principles and techniques of play direction to include script selection and analysis, casting, blocking, composition, picturization, interpretation, and staging of plays.

Prerequisite: TPP 1110 or permission required.

Offered: FA.

## TRA - TRANSPORTATION AND LOGISTICS

### TRA 0080C - Tractor Trailer Truck Driver 320 ch

Preparation for entry into the trucking industry. Explores opportunities and requirements for 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**

Morphological, physiological, and taxonomic aspects of animals are studied. Representative animals are used to illustrate significant characteristics of major animal groups. Form and function in animals are emphasized. Local beach and marine animals are emphasized. Recommended for biology majors.

Prerequisite: Placement at the college level or completion of the appropriate exit-level developmental course(s) with a grade of C or better.

Distribution: Meets AA General Education, Natural Sciences (Biological Sciences) requirement.

Offered: FA, SP, SU.

### **ZOO 2010L - General Zoology Laboratory 1 cc**

A zoological laboratory experience that includes microscopy, experimental exercises, and dissection.

Prerequisite: Placement at the college level or completion of the appropriate exit-language developmental course(s) with a grade of C or higher.

Offered: FA, SP, SU.

Lab Fee.





# COLLEGE PERSONNEL





# COLLEGE PERSONNEL

## DISTRICT BOARD OF TRUSTEES

**Troy M. Tippett**, Chair  
**Patrick R. Dawson**, Vice Chair  
**Marjorie T. Moore**  
**Carol H. Carlan**  
**Kevin R. Lacz**

## OFFICE OF THE PRESIDENT

**C. Edward Meadows**, President (2008)  
*B.S., Delta State University*  
*M.S., University of Tennessee*  
*Ed.D., Ball State University*  
**Patricia Crews**, Executive Assistant to the President (2014)  
*A.A., Georgia State University*  
**Katelyn Green**, Executive Assistant (2021)  
*B.A., Virginia Polytechnic Institute and State University*  
**Hailey Lotz**, Executive Director for Development, Alumni and Athletics (2018)  
**Rameca Leary**, Coordinator, Diversity Initiatives (2017)  
*B.A., Charleston Southern University*  
*M.S., University of Maryland*  
*Ph.D., Regent University*  
 Outstanding New Faculty Member (2019)

## PRESIDENT'S LEADERSHIP TEAM

### VICE PRESIDENTS

**Thomas 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*  
**Anita Kovacs**, Vice President, Business Affairs (2021)  
*B.S., Florida Southern College*  
*M.B.A., University of Phoenix*  
 Certified Public Accountant  
**Erin Spicer**, Vice President, Academic and Student Affairs (2005)  
*B.S., M.S., Ph.D., Auburn University*

### ASSOCIATE VICE PRESIDENTS

**Michael Johnston**, Associate Vice President, Institutional Research and Enterprise Solutions (2016)  
*B.S.I.E., University of Miami*  
*M.S., University of West Florida*  
 Academy of Teaching Excellence  
**Brenda Kelly**, Associate Vice President, Academic Affairs (1996)  
*B.A., Spring Hill College*  
*M.A., Ed.S., Ed.D., University of West Florida*  
 Academy of Teaching Excellence  
**Sandra C. Ray**, Associate Vice President, Government and Community Relations (1995)  
*A.A., Miami-Dade Community College*  
*B.S., Florida State University*  
*M.S., Troy State University*  
**Jon Stephenson**, Associate Vice President, Student Affairs (2022)  
*B.S., Athens State University*  
*M.A., Hannibal LaGrange University*  
*Ed.D., University of Cumberland*

## DEANS

**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, Affairs (2005)  
*B.S., M.S., University of Montevallo*  
**Jennifer Hill Faron**, Dean, Milton Campus (2018)  
*A.A., Pensacola State College*  
*B.S., Florida State University*  
*M.P.A., M.Ed., Auburn University*  
**Dusti Sluder**, Dean, Health Sciences (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 Equity and Student Conduct (2015)  
*B.A., University of Tennessee*  
*M.A.E.D., Virginia Polytechnic Institute and State University*  
*Ed.D., University of South Alabama*  
**Hailey Lotz**, Executive Director for Development, Alumni and Athletics (2018)  
**Sheila Nichols**, Executive Director, Marketing and Communications (2012)  
*B.S., Auburn University*  
**Steve Whiting**, Executive Director, Technology Operations (2015)  
*A.A., Pensacola Junior College*  
*B.A., M.Acc., University of West Florida*



## ACADEMIC AND STUDENT AFFAIRS

**Erin Spicer**, Vice President, Academic and Student Affairs (2005)  
*B.S., M.S., Ph.D., Auburn University*

**Leah Johnsey**, Senior Executive Assistant (2019)  
*B.S., Tennessee Technological University*

**Amanda Turner**, Associate Dean, Enrollment Management (2021)  
*M.S., Ph.D., Florida State University*  
*B.S., Vanderbilt University*

## Applied Science and Professional Services

**Erin Spicer**, Vice President

**Mike Listau**, Director, Workforce Education (2015)  
*A.A.S., Fox Valley Technical College*  
*B.A.S., University of Wisconsin-Oshkosh*  
*M.Ed., University of Florida*

**Tracy Hunter**, Administrative Assistant (1999)  
*A.A.S., A.S., Ashworth College*

## Applied Technology

**Erin Spicer**, Vice President

**Mike Listau**, Director, Workforce Education (2015)

**Tracy Hunter**, Administrative Assistant (1999)  
*A.A.S., A.S., Ashworth College*

**Victoria Goley**, Administrative Assistant (2021)

**Larry Ball**, Professor (2000)  
*A.A., A.S., Pensacola Junior College*  
*B.S., University of West Florida*

**David Brown**, Instructor (2021)  
*Applied Welding Technologies Career Certificate*

**Michael Cannon**, Associate Professor (1992)  
*B.S., East Tennessee State University*

**Shaun Garner**, Instructor (2022)

**Michael House**, Instructor (2022)

**Jimmie Langham**, Associate Professor (2013)  
*A.A.S., Pensacola State College*  
*B.A.S., Pensacola State College*

**Kimberly Markwick**, Assistant Professor (2015)  
*Facials Specialty Career and Technical Certificate*

**Bobby Marsh**, Instructor (2021)  
*Licensed HVAC Contractor*

**Jacob Redwing**, Instructor (2017)  
*A.O.S., Tulsa Welding School*

**Jac Rolison**, Instructor (2016)  
*CWI Certified Welding Instructor*

**Tricia Sheridan**, Coordinator, Continuing Education (2022)  
*B.S., University of West Florida*

**Andre The**, Instructor (2016)

## Continuing Education

**Erin Spicer**, Vice President

**Mike Listau**, Director, Workforce Education (2015)

**Juanita Haros**, Administrative Assistant (2020)

## Corporate and Professional Development

**Erin Spicer**, Vice President

**Mike Listau**, Director, Workforce Education (2015)

**Kelby Thornton**, Coordinator (2021)  
*M.B.A., University of West Florida*

## Professional Services

**Erin Spicer**, Vice President

**Mike Listau**, Director, Workforce Education (2015)

**Minisha Carter**, Lecturer (2020)  
*B.S.M., University of Phoenix*  
*Licensed Cosmetologist*

**Sylvia Hammonds**, Culinary Technician (2018)  
*A.S., Faulkner State Community College*  
*B.S., University of Mobile*

**Jimmie Langham**, Assistant Professor (2013)  
*A.A.S., Pensacola Junior College*  
*B.A.S., Pensacola State College*  
Academy of Teaching Excellence

**Sonja McCall-Strehlow**, Professor (2007)  
*A.S., Jefferson Davis Community College*  
*Certified Florida Massage Therapist*  
*Licensed Massage Therapist*

**Roslyn Smith**, Cosmetic Arts Technician (2016)  
*B.S., Florida A&M University*  
*M.B.A., University of West Florida*

**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

**Joni Hoang**, Instructor (2018)  
*A.S., A.A.S., B.A.S., Pensacola State College*

## 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*

**Lanatta Barrett**, Executive Assistant (2001)  
*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**, Coordinator, Curriculum Services (1998)  
*A.A., A.S., Pensacola Junior College*  
*B.S., M.S., Troy University*

## Business

**Kirk Bradley**, Dean

**Barbara Torres**, 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*

**Mollie Andrae**, Instructor (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

**Michael Craney**, Lecturer (2021)  
*M.B.A., Auburn University*

**Jennifer Ehrhardt-O'Leary**, Professor (2004)  
*B.A., M.A., Ed. S., Ed.D., University of West Florida*  
Academy of Teaching Excellence

**Diane Evett**, Associate 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

**Lillian Harding**, Professor (2022)  
*M.B.A., Howard University*  
*Ph.D., Capella University*

**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

**Michael Payne**, Assistant Professor (2018)  
*B.S., Charter Oak State College of Connecticut*  
*M.B.A., Regis University*  
*Ph.D., Northcentral University*

**Susan Robbins**, Associate 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**, Assistant Professor (2016)  
*B.S., M.S., Southwestern College*  
*D.B.A., Argosy University*  
Academy of Teaching Excellence

**Daniel Ward**, Associate Professor (2011)  
*B.A., University of West Florida*  
*M.S., Troy University*

## eLearning

**Kirk Bradley**, Dean

**Frank Asprer**, Learning Management System Integration  
Technologist (2017)  
*B.S., University of West Florida*

**Billy Jackson**, Planetarium Specialist (2008)

**Wendy Spradlin**, Instructional Technologist (2022)  
*A.A., Pensacola State College*  
*B.S., Southern Illinois University*  
*M.Ed., University of West Florida*

**Holly Vaughn**, Senior Instructional Technologist (2001)  
*B.A., Lynchburg College*  
*B.A., M.Ed., University of West Florida*

## Library Services

**Kirk Bradley**, Dean

**Lisamarie Bartusik**, Department Head (2012)  
*B.S., Kutztown University*  
*M.L.S., Drexel University*

**Sarah Addison**, Instructor/Librarian (2019)  
*B.A., Georgia Southern University*  
*M.L.I.S., Valdosta State University*

**Melissa Davis**, Assistant Professor/Librarian (2016)  
*M.L.S., Florida State University*

**Dena Gilliam**, Circulation Technician (2012)  
*A.A., Pensacola State College*

**Maria Goodspeed**, Coordinator (2017)  
*B.A., Rhodes College*  
*M.L.I.S., Florida State University*

**Arla Halbert**, Circulation Technician (2019)

**Darene Harris**, Library Acquisition Technician (1985)

**Thomas Jonte**, Instructor/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*

**Roberta Martin**, Circulation Technician (2008)  
*A.S., A.A.S., A.A., B.A.S., Pensacola State College*

**Patrick Meffan**, Circulation Technician (2013)

**Wanda Osborne**, Library Acquisitions Technician (1980)

**Jennifer Tart**, Library Acquisitions Technician (1994)

**Martha Weyels**, Library Serials Technician (1983)  
*A.S., Pensacola Junior College*

**Karis White Shaw**, Circulation Technician (2021)

**Linda Winesett**, Library Acquisitions Technician (1981)

## Mathematics and Computer Science

**Kirk Bradley**, Dean

**Monique Vickers**, Administrative Assistant (2016)

**Chad Andrae**, Assistant Professor (2013)  
*B.S., M.S., Columbia State University*

**Mack Bessemer**, Instructor (2022)  
*B.S., M.S., Embry Riddle Aeronautical University*  
*M.S., Webster University*  
*M.S., Naval Postgraduate School*

**Marcie Bocz**, Lecturer (2022)  
*B.S., University of North Florida*  
*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

**Jeremy Carr**, Instructor (1996)  
*B.S., University of West Florida*  
*B.S., M.S., University of South Alabama*

**Brittany Durrani**, Lecturer (2021)  
*B.S., University of Southern Mississippi*  
*M.S., Mississippi State University*

**Donna Garrett**, Lecturer (2022)  
*A.A., Cumberland County College*  
*B.A., M.A., Rowan University*

**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*

**William Kelly**, Instructor (2016)  
*B.A., University of West Florida*  
*M.S., Minot State University*

**Vai Kumar**, Associate Professor (2003)

*B.S., University of Madras  
M.S., University of West Florida*

**Nichole Noa**, Instructor (2019)

*A.S., Strayer University  
B.S., Peirce College  
M.S., Nova Southeastern 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*

**Michael Sabroski**, STEM Lab Supervisor (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*

**Lenny Solchenberger**, Lecturer (2021)

*A.A., Pensacola State College  
B.S., M.S., University of West Florida*

**Susan Stanton**, Math Lab Specialist (2016)

*A.S., Faulkner State College  
B.S., M.S., University of West Florida*

**Nelson Stewart**, Assistant Professor (2021)

*B.S., M.B.A., Robert Morris University  
M.S., Duquesne University  
Ph.D., Nova Southeastern University*

**Chris Turner**, Professor (2003)

*B.S., M.S., Arkansas State University  
Academy of Teaching Excellence*

**Deborah Woods**, Assistant Professor (2015)

*M.Ed., University of South Alabama  
Academy of Teaching Excellence*

**Patty Zabel**, Lecturer (2022)

*B.S., Howard Payne University  
M.S., Boise State University*

## Natural Sciences

**Kirk Bradley**, Dean

**Joseph Peterson**, Assistant Department Head (2021)

*B.S., Boise State University  
B.S., Boise State University  
M.S., Boise State University*

**Kimberly LaFlamme**, Administrative Assistant (1988)

*A.S., Pensacola Junior College*

**Dawn Loyed**, Administrative Assistant (1980)

*A.S., Pensacola Junior College*

**Kathryn Cavanaugh**, Assistant Professor (2015)

*B.S., Bradley University  
M.S., University of Iowa  
Ph.D., University of Iowa*

**Beverly Donahue**, Instructor (2015)

*B.S., M.S., Eastern Kentucky University*

**Thor Garber**, Professor (2001)

*A.A., B.S., M.S., University of Florida  
Academy of Teaching Excellence*

**Caren Garrity**, Assistant Professor (2019)

*B.S., M.S., Ph.D., York University*

**Ophelia George**, Assistant Professor (2022)

*B.S., Florida International University  
M.S., University of Alaska Fairbanks  
Ph.D., University of South Florida*

**Susan Giannakis**, Associate 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  
Academy of Teaching Excellence*

**Domenick Grasso**, Associate Professor (2012)

*B.S., University of Florida  
Ph.D., University of North Carolina  
Academy of Teaching Excellence*

**Roberta Harvey**, Professor (2011)

*B.S., Tulane University  
M.S., University of New Orleans  
Outstanding New Faculty Member (2013)  
Academy of Teaching Excellence*

**Timothy Hathway**, Professor (2009)

*B.S., Bradley University  
M.S., Ph.D., Iowa State University  
Academy of Teaching Excellence*

**Jared Iserman**, Instructor (2020)

*A.A., B.A., University of West Florida  
M.S., University of South Florida*

**Michael Johnson**, Science Lab Specialist (2019)

*B.S., M.S., M.Ed., University of West Florida*

**Iris Knoebl**, Assistant Professor (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*

**Randall McClellan**, Assistant Professor (2019)

*B.S., Florida State University  
Ph.D., University of Illinois at Urbana-Champaign  
Outstanding New Faculty Member (2021)*

**Necia Nicholas**, Instructor (2018)

*B.S., Athens State University  
M.S., University of Alabama-Huntsville*

**Bipin Pandey**, Associate Professor (2015)

*B.A., Truman State University  
Ph.D., Kansas State University*

**Wes Potter**, Assistant Professor (2021)

*B.S., Valdosta State University  
Ph.D., Florida State University*

**Vasanth Ramachandran**, Associate Professor (2014)

*B.S., Madurai Kamaraj University, Madurai, India  
M.S., Anna University, Chennai, India  
Ph.D., Florida State University  
Academy of Teaching Excellence*

**Lauren Rogers**, Assistant Professor (2017)

*B.S., University of Texas at Austin  
M.S., University of North Dakota  
M.Ed., University of Texas at Austin  
Outstanding New Faculty Member (2020)  
Academy of Teaching Excellence*

**Melissa Sears**, Professor (2011)

*B.S., Nicholls State University  
M.S., Nova Southeastern University  
Academy of Teaching Excellence*

**Juline Smith**, Instructor (2017)

*B.S., B.A.S., M.S., University of Minnesota*

**Rita Thrasher**, Professor (2008)

*B.S., M.S., University of West Florida  
Academy of Teaching Excellence*

**Brenda Wood**, Science Lab Specialist (2021)  
B.S., Berea College  
M.S., Auburn University

**Jeffery Wooters**, Professor (1990)  
A.S., Lincoln Land Community College  
B.S., M.S., University of West Florida  
Academy of Teaching Excellence

**Jennifer Wortendyke**, Instructor (2021)  
Ph.D., Chicago College of Osteopathic Medicine

### Financial Aid

**Erin Spicer**, Vice President

**Madeline Heller**, Interim Director (2019)  
B.A., University of Alabama

**Linda Feinberg**, Assistant Director (2016)  
A.A., Pensacola State College  
B.A.S., University of West Florida

**Sierra Samples**, Administrative Assistant (2022)  
B.A., Norfolk State University

**Maryam Ahmad**, Associate Coordinator (2019)  
A.A., Henry Ford Community College

**Ryan Atlas**, Financial Aid Specialist (2022)

**Abe Clark**, Coordinator, Veteran Services (2012)  
B.S., Grantham University  
B.A.S., Pensacola State College  
M.S.A., University of West Florida

**Amber Cobley**, Financial Aid Specialist (2022)  
B.A., University of West Florida

**Angelica Coonts**, Coordinator, Federal Direct Loans and Default Management (2022)  
B.S., Arkansas State University  
M.B.A., University of Central Arkansas

**Yarinette Deliz-Treto**, Coordinator, Scholarships and Financial Aid (2020)  
B.S.B.A., University of West Florida

**Richard Hanner**, Financial Aid/Veteran Services Specialist (2022)

**Aurora Hess**, Associate Coordinator, Financial Aid (2020)  
A.A., Eastern Maine Community College  
B.A., University of Maine at Augusta

**Reba Higley**, Financial Aid Specialist (2022)  
B.A., Penn State University

**Zachary Potts**, Financial Aid Specialist (2022)  
A.A., B.A.S., Pensacola State College

**Tianna Reese**, Coordinator, Federal Direct Loans and Default Management (2019)  
A.A., Pensacola State College  
B.A., University of West Florida

**Denise Reyes**, Financial Aid/Veteran Affairs Specialist (2019)  
A.A., Pensacola State College

**Lacey Sims**, Coordinator, Scholarships (2018)  
A.A., Pensacola State College  
B.A., University of West Florida

### Institutional Research

**Erin Spicer**, Vice President

**Michael Johnston**, Associate Vice President

**Laura Fletcher**, Executive Assistant (2018)  
A.S., Mitchell College  
A.S., Pensacola State College

**Tina Corbin**, Computer Systems Analyst (2017)  
B.B.A., Georgia State University

**Michelle Dean**, Coordinator, Human Capital Management (1996)

A.A., Pensacola Junior College  
B.S., University of West Florida

**Dave Delarge**, Senior Computer Systems Analyst (2016)  
A.S., Pierce Junior College  
B.A., M.A., Florida Apostolic Bible Institute

**Michael Eads**, Workday Analyst (2022)  
B.S., Miami University

**Evelyn Gant**, Computer Systems Analyst (2014)  
B.S., M.S., University of West Florida

**Neil Gonzalez**, Senior Research Analyst (2019)  
B.S., M.B.A., Franklin University

**Mary Graves**, Senior Coordinator, Research and Reporting (1993)  
A.A., Pensacola Junior College  
B.S., University of West Florida

**Brooke Greene**, Research Analyst/Career and Technical Education Data Liaison (2021)  
B.S., Stony Brook University

**Daveda Grierson**, Administrative Assistant (2017)

**Evelyn Gutknecht**, Senior Computer Systems Analyst (1984)  
A.A., Pensacola Junior College  
B.A., University of West Florida

**Savana Hatten**, Systems Coordinator (2014)  
B.S., University of West Florida

**Clive Houston**, Workday Technical Specialist (2019)  
B.S., Pensacola Christian College

**Ben McCrary**, Workday Business Analyst (2019)  
A.A., Pensacola State College  
B.S., University of West Florida

**Beau McHenry**, Director, MIS Support (1993)  
A.A., Jefferson Davis Junior College  
B.S., Troy State University

**Brian Simmons**, Computer Systems Analyst (2019)  
A.A., Pensacola Junior College  
B.S., University of West Florida  
M.A., University of Southern New Hampshire

**Sam Smith**, Coordinator, Workday Change Management (2021)  
A.A., Pensacola Junior College  
B.S., University of Phenix

**Patricia Warner**, Computer Systems Analyst (2008)  
B.B.A., University of Wisconsin-Whitewater

**Steven Zukowski**, Senior Systems Coordinator (1999)  
A.A., Pensacola Junior College

### Milton Campus

**Erin Spicer**, Vice President

**Jennifer Hill Faron**, Dean (2018)  
A.A., Pensacola State College  
B.S., Florida State University  
M.P.A., M.Ed., Auburn University

**Debra Bigelow-Jordan**, Administrative Support Specialist (1998)  
A.S., A.A., Pensacola Junior College  
B.A.S., Pensacola State College  
M.S., Troy University

**Tonie Anderson-Steele**, 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

**Jeff Massey**, Computer Lab Technician (1988)  
B.A., University of Missouri  
M.A., University of Illinois

**Charlotte Sweeney**, Librarian (1990)  
*B.S., University of South Alabama*  
*M.L.S., University of Southern Mississippi*

**Stacy Young**, Testing Services Specialist (2020)  
*A.A., B.A.S., Pensacola State College*

### Associate Vice President, Academic Affairs

**Erin Spicer**, Vice President

**Brenda Kelly**, Associate Vice President, Academic Affairs (1996)

**Maricia Llorens**, Executive Assistant (2016)  
*A.A., Pensacola State College*  
*B.A., Florida International University*

**Landon Williamson**, Academic Support Specialist (2021)  
*B.S., The University of Alabama at Birmingham*

### Adult Education

**Brenda Kelly**, Associate Vice President

**Debby Meyer**, Director (2020)  
*B.A., Mississippi University for Women*  
*M.A., University of Arkansas at Little Rock*  
*Ed.D., Capella University*

**Tara Brown**, Administrative Assistant (1997)  
*A.S., Pensacola Junior College*

**Jennifer Doherty**, Administrative Assistant (2013)  
*B.S., Florida State University*  
*M.Ed., University of West Florida*

**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*

### Century Center

**Brenda Kelly**, Associate Vice President

**Sparkie Harrison**, Director (2022)  
*B.S., Tennessee Wesleyan University*

**Judy Mitchell**, Administrative Assistant (2022)

**Cesar Gonzalez**, Maintenance/Security Technician (2012)

### Charter School

**Karen McCabe**, Principal, Charter Academy (2017)  
*B.S., Marist College*  
*M.S., Fordham University*  
*Ed.S., State University of New York, New Paltz*  
*Ed.D., Liberty University*

**Tina Corbin**, Administrative Coordinator, Charter Academy (2017)  
*B.B.A., Georgia State University*

**Elizabeth Hohn**, Curriculum Coordinator, Charter Academy (2022)  
*M.A.T., Winthrop University*  
*B.S., University of Mobile*  
*Ed.D., University of South Alabama*  
*Ed.D., University of West Florida*

### English and Communications

**Brenda Kelly**, Associate Vice President

**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

**Christine O'Donnell**, Assistant Department Head (2003)  
*A.A., Brevard Community College*  
*B.A., University of Central Florida*  
*M.A., University of South Alabama*

**Jasmine Brown**, Administrative Assistant (2021)

**Paige Anderson**, Professor (1997)  
*B.A., M.A., Emory University*  
 Academy of Teaching Excellence

**Lauren Baugus**, Instructor (2020)  
*B.A., University of South Alabama*  
*M.A., Florida State University*

**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*

**Shannon Dullard**, Lecturer (2021)  
*A.A., Pensacola State College*  
*B.A., M.A., University of West Florida*  
*Ph.D., University of Alabama*

**Rodney Garrett**, Professor (1999)  
*B.A., Auburn University*  
*M.A., University of Alabama*  
*Ed.S., Auburn University*  
 Academy of Teaching Excellence

**Jamey Jones**, Assistant Professor (2013)  
*A.A., Pensacola Junior College*  
*B.A., University of West Florida*  
*M.F.A., Long Island University*  
 Academy of Teaching Excellence

**Amy Krafcik**, Lecturer (2022)  
*M.ED., Texas Tech University*  
*B.A., Purdue University*

**Jessica Millis**, Supervisor, Writing Lab (2013)  
*B.A., Alma College*  
*M.A., Ball State University*

**Marisa Mills**, Lecturer (2022)  
*B.A., University of South Alabama*

**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

**Debra Ryals**, Professor (2011)  
*B.S., Pensacola Christian College*  
*M.A., Westfield State College*  
*Ph.D., Indiana University of Pennsylvania*  
 Academy of Teaching Excellence

**Britni Schoolcraft**, Instructor (2016)  
*B.A., M.A., University of West Florida*  
 Academy of Teaching Excellence

**Sara Smith**, Associate Professor (2011)  
*B.A., Florida State University*  
*M.A., University of West Florida*  
 Academy of Teaching Excellence

**Brian Underwood**, Associate Professor (2012)  
*B.S., M.S., Florida International University*  
 Academy of Teaching Excellence

**Blaine Wall**, Professor (2003)  
*B.A., M.Ed., William Carey College*  
*Ph.D., Murray State University*  
 Academy of Teaching Excellence



**Michael Will**, Professor (2008)  
*B.A., Louisiana State University*  
*M.A., Arizona State University*

### Performing Arts

**Brenda Kelly**, Associate Vice President

**Kenneth Phillips**, Department Head (2020)  
*A.A., Pensacola Junior College*  
*B.A., University of Mobile*  
*M.A., University of Southern Mississippi*  
*Ph.D., Temple University*

**Heaven Pittman**, Administrative Assistant (2022)  
*A.A., Pensacola State College*

**Lance Brannon**, Technical Director (2022)  
*A.A., Florida School of Fine Arts*  
*B.F.A., University of West Florida*

**Douglas Holsworth**, Band Director (2021)  
*B.S., University of Alabama*  
*M.MUS., University of Florida*

**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**, Professor (2005)  
*B.F.A., University of Montevallo*  
*M.F.A., Lindenwood University*  
*Ph.D., Florida State University*

### South Santa Rosa Center

**Brenda Kelly**, Associate Vice President

**Debbie Gerard**, Director (1987)  
*A.A., Pensacola Junior College*  
*B.A., University of West Florida*

**Patricia Robare**, Administrative Assistant (2021)

**Carol O'Hara**, Student Services Advisor (2012)  
*B.S., University of West Florida*

### Staff Professional Development

**Brenda Kelly**, Associate Vice President

**Juanita Scott**, Director (2005)  
*A.A., Community College of Baltimore County*  
*B.A., Faulkner University*  
*M.A., University of West Florida*

### Visual Arts

**Brenda Kelly**, Associate Vice President

**Brian Weaver**, Department Head (2022)  
*B.F.A., Edinboro University of Pennsylvania*  
*M.S.A., University of Florida*

**Lee Ann Ward**, Administrative Assistant (2013)

**Micah Cain**, Instructor (2019)  
*B.A., Shorter College*  
*M.A., Georgia State University*

**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*

**Julie McGrath**, Instructor (2019)  
*B.A., University of Massachusetts*  
*M.A., Lindenwood University*  
*M.A., Savannah College of Art and Design*

**Kristen Regan**, 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

**Jimmy Rhea**, Assistant Professor (2015)  
*B.A., University of West Georgia*  
*M.F.A., University of Massachusetts, Amherst*

**Christopher White**, Photography Lab Manager (2016)  
*A.A.S., Pensacola State College*  
*B.F.A., University of Florida*

**Paula Work**, Assistant Professor (2014)  
*B.F.A., School of the Art Institute of Chicago*  
*M.A., Western Michigan University*

### Student Affairs

**Erin Spicer**, Vice President

**Jon Stephenson**, Associate Vice President

**Kathy Dutremble**, Dean (2005)  
*B.S., M.S., University of Montevallo*

**Monique Collins**, Director, Advising (2003)  
*B.S., M.S., Troy State University*  
*Ed.D., University of West Florida*

**Karen Todd**, Senior Administrative Assistant (2012)  
*C.C.C., Human Resource Administrator, Pensacola State College*

**Stephanie Denmark**, Registrar (2019)  
*A.A., Pensacola Junior College*  
*B.S., American InterContinental University*

**Aubrey Elmore**, Coordinator, Student Engagement and Leadership (2021)

**Samantha Hill**, Director, Admissions (2007)  
*B.A., M.Ed., University of West Florida*

**Katie Hudon**, Director (2019)  
*A.A., Pensacola Junior College*  
*B.A., B.A., M.A., Ed.D., Ed.S., University of West Florida*  
*M.B.A., University of Florida*  
*J.D., Thomas M. Cooley Law School*

**Kathryn Quillen**, Director, Testing Services (2001)  
*B.A., University of the South*  
*M.S., Indiana University*

### Admissions

**Kathy Dutremble**, Dean

**Samantha Hill**, Director (2007)

**Scott Bemiss**, College Recruiter (2017)  
*M.B.A., Winthrop University*

**Abigail Bott**, College Recruiter (2020)  
*A.A., Pensacola State College*

**Amanda Faller**, Coordinator, Admissions (2020)  
*B.A.S., Pensacola State College*

**Alonda Jones**, College Recruiter (2020)  
*A.A., Pensacola State College*  
*B.A.S., Pensacola State College*

**Summer Kreiser**, Contact Center Advisor (2006)  
*A.S., Pensacola Junior College*  
*B.A.S., Pensacola State College*

**John Solet**, Recruiter (2022)  
B.S., *McNeese State University*

### Advising Center

**Kathy Dutremble**, Dean

**Monique Collins**, Director, Advising (2003)

**Anita Bronson**, Student Services Advisor (2016)  
B.A., *University of West Florida*

**Sandra Colville**, Senior Student Services Advisor (1995)  
A.S., *Pensacola Junior College*  
A.A., B.A.S., *Pensacola State College*

**Madeleine Darowiche**, Student Services Advisor (2020)  
B.A., *University of South Florida*  
M.Ed., *University of West Florida*

**Natalie Hilby**, Title III Grant Student Services Advisor (2018)  
B.A., *Florida State University*  
M.Ed., *Pennsylvania State University*

**Rafael Deliz**, Coordinator, Advising Center (2014)  
B.A.S., *Pensacola State College*

**Mary Esslinger**, Student Services Advisor (1993)  
B.A., *University of Mississippi*  
M.Ed., *Auburn University-Montgomery*

**Ashley Faulkner**, Title III Student Services Advisor (2020)  
B.A., *University of West Florida*

**Judy Floyd**, Counselor (1988)  
B.S., *University of Arkansas*  
M.S., *University of New York*  
Ph.D., *University of Alabama*

**Al Huffman**, Counselor (1992)  
B.A., *University of West Florida*  
M.S., *Troy State University*

**Amber Johnson**, Title III Student Services Advisor (2020)  
B.A., *University of West Florida*

**Angela Kendrick**, Advising Support Specialist (2018)  
A.A., *Pensacola State College*

**Misty Salgado**, Title III Student Services Advisor (2021)  
B.S., M.B.A., *University of New Orleans*

**John Vitale**, Student Services Advisor, Advising Center (2021)  
A.A., *Cochise College*  
B.A., *American Military University*  
M.S., *Troy University*

### Records

**Kathy Dutremble**, Dean

**Stephanie Denmark**, Registrar (2019)

**Patrice Friant**, Assistant Director (2018)  
B.A., *Bloomsburg University*  
M.S.A., *University of West Florida*

**Lecia Bradley**, Transcript Evaluator (2006)  
A.A., *Pensacola Junior College*

**Maria Brake**, Admissions and Records Coordinator (2002)  
A.S., *Pensacola Junior College*

**Kimberly Burrows**, Records Specialist (2017)

**Joseph Fulton**, Workday Support Operations Analyst (2021)  
A.A., *Pensacola State College*  
B.A., *University of West Florida*

**Norma Govens**, Admissions Specialist (2018)  
B.S., *Johnson C. Smith University*

**Traci Jones**, Transcript Evaluator (1998)  
A.S., *Pensacola Junior College*

**Jerrica Lock**, Completion Advisor (2020)  
B.S., M.B.A., *University of Saint Mary*

**Briana Moore**, Transcript Evaluator (2021)

**Alisha Poma**, Records Support Specialist (2016)  
A.A., *Pensacola State College*

**Leann Purdy**, Records Support Specialist (2013)  
A.A., B.A., *Pensacola State College*

### Student Services - Warrington Campus

**Kathy Dutremble**, Dean

**Katie Hudon**, Director (2019)

**Christopher Hostler**, Student Services Advisor (2021)  
A.A., *Pensacola State College*  
B.A., *University of West Florida*

**Edith Fox**, Student Services Advisor (1987)  
A.A., *Pensacola Junior College*  
B.S., M.S.M., *Troy State University*

### Testing Services

**Kathy Dutremble**, Dean

**Kathryn Quillen**, Director (2001)

**Kathie Geyer**, Administrative Assistant (2005)  
A.S., *Pensacola Junior College*

**Jane Duke**, Testing Operations Specialist (1988)  
A.A.S., *Pensacola Junior College*

**Manisha Almonice**, Senior Test Technician (2021)  
A.A., *Palm Beach State College*

**Patricia Martinez**, Test Technician (2021)

**Jennifer Tonnaer**, Test Technician (2021)  
A.S., *Pensacola State College*  
B.A., *University of West Florida*

### Title III - Pirate Path to Success

**Kathy Dutremble**, Dean

**Martha Vignes**, Title III Grant Activity Director (2020)  
A.A., *Faulkner State Community College*  
B.A., M.A., *University of South Alabama*

### Warrington Campus

**Erin Spicer**, Vice President

**Dusti Sluder**, Dean, Health Sciences (2008)  
A.S.N., *Pensacola Junior College*  
B.S.N., *University of South Alabama*  
M.S.N., *Walden University*  
D.N.P., *Duquesne University*

**Mitzie Sowell**, Department Head, Health Sciences (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

**Dawn LeNoir**, Administrative Assistant (2017)

**Aaron Hunt**, Supervisor, Health Sciences Learning Center (2017)

**Wanda McNeal**, Assistant Department Head, Nursing (2015)  
A.S., *Tallahassee Community College*  
B.S.N., *University of South Alabama*  
M.S.N., *Aspen University*

### Health Sciences

**Erin Spicer**, Vice President

**Dusti Sluder**, Dean

**Mitzie Sowell**, Department Head (2011)

**Jeanine Dickinson**, Administrative Assistant (2014)

**Patricia Agcaoili**, Instructor (2020)  
A.A.S., Pensacola State College

**Amy Arnold**, Instructor (2018)  
A.A., Broome Community College  
B.S., M.S., East Carolina University

**Julie Burger**, Assistant Professor (2016)  
A.S., Pima Community College  
B.S., University of Arizona  
M.P.H., University of West Florida

**Laura Dunlap**, Instructor (2022)  
A.S., B.A.S., Pensacola State College

**Kimberly Ellis**, Dental Office Receptionist (2016)

**Claire Fawal**, Instructor (2020)  
A.A.S., Pensacola State College

**Harvey Gibbs**, Instructor (2018)  
A.A., Pensacola Junior College  
B.S., University of South Alabama

**Barbara Inkel**, Assistant Professor (2014)  
A.S.N., Providence School of Nursing  
B.Ed., University of West Florida

**Tabatha Irving**, Health Science Lab Specialist (2021)  
B.S., University of Central Florida

**Linda Lambert**, Professor (1990)  
B.S., Thomas Jefferson University  
M.S., University of West Florida, R.D.H.

**Don Lee**, Professor (2017)  
B.S., University of West Florida  
M.S., Troy State University

**Allison MacKay**, Instructor (2022)

**Sarah Meyer**, Assistant Professor (2015)  
A.A.S., Lincoln Memorial University  
Academy of Teaching Excellence

**Sandy Moore**, Instructor (2010)  
A.A., A.S.N., B.A.S., Pensacola State College

**Lauren Sherrill**, Instructor (2020)  
A.A.S., Pensacola State College

**Stacey Stewart**, Instructor (2022)  
A.A.S., Sinclair Community College  
B.A., Eastern Illinois University

**Katie Szvec**, Lecturer (2022)  
A.A., B.S., University of West Florida

**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**, Instructor (2019)  
A.A.S., Northern Virginia Community College  
B.S., Stephens College  
MHSc, Saint Francis University

## Nursing

**Erin Spicer**, Vice President

**Dusti Sluder**, Dean

**Mitzie Sowell**, Department Head (2011)

**Wanda McNeal**, Clinical Coordinator, Health Sciences (2015)  
A.S., Tallahassee Community College  
B.S.N., University of South Alabama  
M.S.N., Aspen University

**Zina Johnson**, Administrative Assistant, Health Sciences (2010)  
A.S., Pensacola Junior College

**Christopher Knudsen**, Simulation and Laboratory Technician,  
Health Sciences (2018)  
A.S., Coastal Alabama Community College

**Sarah Sturges**, Administrative Assistant (2020)  
A.A., Pensacola State College  
B.A., University of West Florida

**Melissa Albright**, Instructor (2021)  
B.S.N., Lewis University

**Heather English**, Instructor (2021)  
B.S.N., M.S.N., University of West Florida

**Jo Haberbush**, Instructor (2017)  
B.S., M.S.N., University of Oklahoma

**Diane Jennette**, Assistant Professor (2016)  
B.S.N., M.S.N., University of West Florida  
D.N.P., Samford University

**Zina Johnson**, Administrative Assistant (2010)  
A.S., Pensacola Junior College

**Christopher Knudsen**, Simulation and Laboratory Technician,  
Health Sciences (2018)  
A.S., Coastal Alabama Community College

**Corey Lofton**, Nursing Instructor (2022)  
M.S.N., D.N.P., University of Alabama at Huntsville

**Marla Magaha**, Instructor (2017)  
B.S.N., Chamberlain College

**Linda McKay**, Assistant Professor (2015)  
A.A., Meridian Community College  
B.S., University of Southern Mississippi  
M.S., Gonzaga University  
D.N.P., Samford University

**Melissa Sims**, Instructor (2022)  
A.S., Pensacola State College  
B.S.N., Chamberlain College of Nursing

**Teri Smits**, Instructor (2022)  
B.S., University of Portland

**Ellen Taylor**, Instructor (2021)  
A.S.N., Pensacola Junior College  
B.S.N., M.S.N., University of West Florida

**Mary Turner**, Associate Professor (1997)  
B.S.N., St. Louis University  
M.S.N., University of Missouri  
Academy of Teaching Excellence

**Deanthia Wallace**, Instructor (2022)  
M.S., University of Texas at Arlington

**Karen Young**, Professor (2007)  
B.S.N., East Central University  
M.S.N., University of South Alabama  
Academy of Teaching Excellence

**Pamela Zingale**, Assistant Professor (2017)  
M.S.N., Spring Hill College  
D.N.P., Samford University

## ADMINISTRATIVE SERVICES

**Thomas J. Gilliam, Jr.**, Vice President, Administrative Services and General Counsel (2010)

**Staci McKerren**, Coordinator, Legal Services and Administrative Services (2012)  
*B.S.B.A., Missouri Southern State University*

## Athletics

**Thomas J. Gilliam, Jr.**, Vice President

**Bryan Lewallyn**, Director of Athletics/Intercollegiate Athletics Coach, Baseball (2016)  
*A.A., Pensacola State College*  
*B.A., University of Central Florida*

**Scott Brumfield**, Athletics Media Director and Coordinator of Esports (2022)

**Lyndsey Angus**, Associate Director of Athletics/Intercollegiate Athletics Coach, Softball (2015)  
*B.A.Ed., University of Kentucky*

**Marcie Grace**, Administrative Support Specialist (2009)

**Penny Belford**, Intercollegiate Athletics Coach, Women's Basketball (2014)  
*B.S., University of West Florida*

**Kyra Collier**, Assistant Athletics Coach (2022)

**Drew Frederic**, Assistant Athletics Coach, Baseball (2022)  
*B.S., M.B.A., Troy University*

**Patricia Gandolfo**, Intercollege Athletics Coach, Volleyball (2021)  
*A.A., Missouri State University, West Plains*  
*B.S., University of West Florida*  
*M.S., University of West Florida*

**Renee Henry**, Coordinator, Fitness Center and Wellness (2020)  
*B.S.E., M.S.E., Arkansas State University*

**Sagar Kapoor**, Assistant Athletics Coach, Men's Basketball (2020)  
*B.S., East Carolina University*  
*M.A., Gardner-Webb University*

**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*

## Information Technology Services

**Thomas J. Gilliam, Jr.**, Vice President

**Stephen Whiting**, Executive Director, Technology Operations (2015)

**Christina Sullivan**, Executive Assistant (2019)  
*A.S., Hudson Valley Community College*

**Jamie Beck**, Systems Support Analyst (1995)  
*A.A., Pensacola Junior College*  
*B.S., M.S., University of West Florida*

**Marcy Farose**, Help Desk Specialist (2018)  
*B.S., Pensacola Christian College*  
*M.A., Northwest Nazarene University*

**Stephen Flanigan**, Computer Lab Technician (2014)

**Lisa Gassman**, Systems and Computer Operations Technician (2019)  
*A.S., Pensacola State College*

**Liz Gomez**, Director, Technology Support (1999)  
*A.A., Pensacola Junior College*

**Kay Hanson**, Computer Services Operations Coordinator (2011)  
*A.A., Pensacola State College*

**Erin Hernandez**, Director, Systems Support (1988)  
*B.S., University of West Florida*

**Nick Holt**, Senior Technology Specialist (2019)  
*A.A., Pensacola State College*

**Felix Hotard**, Senior Network Support Analyst (2019)  
*A.A., Pensacola Junior College*

**George Hullenbaugh**, Network Support Analyst (2019)  
*BICSIT Technician Certification*

**Jessie McCall**, Technology Support Specialist (2022)

**Clint Morgan**, Computer Lab Technician (2008)

**Daniel Pieknik**, Computer Lab Technician (2012)  
*A.A., Pensacola State College*  
*Comp TIA A+ Certification*

**Ferdinand Sapiera**, Computer Lab and AV Technician (2004)  
*A.S., Pensacola Junior College*

**Jennifer Sherlock**, Systems Support Analyst (2018)  
*B.S., University of West Florida*

**Ricky Smith**, Coordinator, Technology Support (2012)  
*A.S., Pensacola Junior College*  
*B.A.S., Pensacola State 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*

**Maureen Wines**, Systems Support Analyst (2018)  
*B.B.A., Radford University*

## Office of Institutional Equity and Student Conduct

**Thomas J. Gilliam, Jr.**, Vice President

**Lynsey Listau**, Executive Director (2015)

**Veronica Jennings**, Director, Student Conduct (2017)  
*B.S., M.S., University of West Alabama*

**Jessica Johnson**, Director, Wellness Services (2019)  
*B.A., Auburn University at Montgomery*

**Carlita Williams**, Mental Health Services Specialist (2021)  
*B.S., M.S., University of West Florida*

## Public Safety

**Thomas J. Gilliam, Jr.**, Vice President

**Robert Goley**, Director, Public Safety/Chief of College Police (2020)  
*A.A., Pensacola Junior College*  
*B.A., University of West Florida*

**Jawanna Williams**, Administrative Assistant (2012)  
*A.A.S., State College of Florida*

**Nickolas Churill**, College Police Officer (2014)

**David Clark**, Public Safety Officer (2022)

**Kim Cooper**, College Police Officer (2022)

**Cornelius Craft**, Public Safety Officer (2021)

**David Hinds**, College Police Officer (2012)  
*A.A., Pensacola State College*

**Ty Hyacinthe**, Service Officer/Dispatcher (2020)

**David Jackson**, Public Safety Officer (2021)

**Stephanie Mendez**, College Police Officer (2018)  
*B.A., Virginia Wesleyan College*

**Erica O'Connor**, Service Officer/Dispatcher (2020)

**Rodney Rani**, Evening Sergeant, College Police (1998)  
*A.S., Pensacola State College*

**Bre Smith**, Service Officer/Dispatcher (2020)

**Richard Steele**, Sergeant, College Police (2012)

**Richard Whatley**, Public Safety Officer (2019)

**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)

**Meghan Fournelle**, Administrative Assistant (2022)

*B.A., University of Miami*

**Kathryn Coxwell**, Coordinator (2019)

*B.A., Baylor University*

*M.B.A., University of West Florida*

**ALUMNI AFFAIRS**

**C. Edward Meadows**, President

**Hailey Lotz**, Executive Director for Development, Alumni and Athletics (2018)

**Lindsey Garner**, Administrative Assistant (2019)

*A.A.S., Ivy Tech Community College*

*B.A.S., Pensacola State College*

**BUSINESS AFFAIRS**

**Anita Kovacs**, Vice President (2021)

**Lindsay Holt**, Senior Executive Assistant (2022)

*A.S., Pellissippi State Community College*

*B.A., East Tennessee State University*

**Cashier**

**Anita Kovacs**, Vice President

**Anh Seegert**, Bursar (2011)

*A.A., Wharton County Community College*

*B.S.B.A., University of West Florida*

**Teresa Gassman**, Accounting Specialist, Milton Campus (2021)

*A.A., Pensacola State College*

**Anna Lacy**, Associate Coordinator, Student Accounting (2016)

*A.S., Jefferson Davis Junior College*

**Val Martinez**, Assistant Bursar (2016)

*B.A.S., University of Florida*

**Matthew Murphy**, Accounting Specialist (2020)

**Jasmine Richburg**, Accounting Specialist (2022)

**Ella Robles**, Accounting Specialist (2020)

*B.S.B.A., University of West Florida*

**Comptroller**

**Anita Kovacs**, Vice President

**Mary Ledbetter**, Administrative Support Specialist (2022)

*A.S., B.S., Crown College*

**Nan Jackson**, Comptroller (2011)

*B.A., University of West Florida*

**Susan Peaden**, Assistant Comptroller (2019)

*A.S., Pensacola Junior College*

*B.S., M.Acc., University of West Florida*

**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*

**Diana Taylor**, Associate Coordinator, General Accounting (2016)

*A.S., Pensacola State College*

**Rodney Weddington**, General Accounting Specialist (2001)

**James White**, Coordinator, Restricted Accounting (2021)

**Nichole Wilson**, Coordinator, Capital Outlay and Banking (2017)

*B.S.B.A., University of West Florida*

**Theresa Yoakum**, General Accounting Specialist (2011)

*A.A., A.S., Pensacola State College*

**Human Resources**

**Anita Kovacs**, Vice President

**Tammy Henderson**, Director (1994)

*B.A., Marshall University*

*M.S., Troy State University*

**Donna Davidson**, Human Resources Specialist (2017)

*A.A., Southeastern Louisiana University*

**Melissa Jernigan**, Coordinator, HCM Processes and Employee Compensation (2018)

*A.A., Pensacola Junior College*

*B.A., Armstrong Atlantic State University*

**Andrea Johnson**, Employment Specialist (2021)

**Melonie Miner**, Manager, Employment Services (2015)

*A.A., B.A., William Penn University*

**Elaine Morris**, Human Resources Specialist (2017)

**Arlette Rogers**, Human Resources Generalist (2021)

*B.S., University of South Florida*

*M.S., University of Denver*

**Monica Williams**, Talent Acquisition Specialist (2000)

*A.A., A.A.S., B.A.S., Pensacola State College*

**Payroll**

**Anita Kovacs**, Vice President

**Janice Bryson**, Payroll Specialist (2015)

**Becky Ouellette**, Payroll Accountant (2022)

*B.S., M.B.A., University of Massachusetts*

**Karen Spracklen**, Payroll Accountant (2017)

*B.S., M.S., Pensacola Christian College*

**Purchasing and Auxiliary Services**

**Anita Kovacs**, Vice President

**Ted Young**, Director (2017)

*B.S., Brenau University*

**Anita Cormier**, Administrative Assistant (2016)

**Dewayne Bradley**, Receiving Specialist (2004)

**Tom Good**, Courier (2008)

**Clark Puckett**, Purchasing Coordinator (2017)

*B.S., University of Florida*

*M.B.A., University of Alabama*

**Robert Seay**, Central Services Supervisor (2000)

**FACILITIES, PLANNING AND CONSTRUCTION**

**Diane Bracken**, Director (2010)

**Greg Oliver**, Maintenance Manager (2012)

**Cathy Alman**, Senior Administrative Assistant (1988)

**Michelle Maddrey**, Administrative Assistant (2021)

**Lisa Von Dyke**, Administrative Assistant (2021)

*B.S., Kansas State University*

**Richard Derrick**, Manager, Transportation (2020)

**Kevin Eisele**, Maintenance Specialist II (2019)

**Ricky Enfinger**, Maintenance Manager (2014)

**Ross Florence**, Maintenance Specialist II (2021)  
A.A.S. *Ogeechee Technical College*

**Betty Freaney**, Senior Storekeeper (2018)

**Trey Freaney**, Truck Driver / Laborer (2022)

**Jonathan Garrett**, Environmental Management Manager (2013)

**Kareem Groce**, Maintenance Specialist (HVAC) (2017)  
B.S., *Embry-Riddle Aeronautical University*

**Wayne Henry**, Maintenance Supervisor (HVAC), Milton Campus (2000)  
A.S., *Alexander City Junior College*

**Larry Hunt**, Maintenance Specialist (Carpenter) (1989)

**Kristopher Kembro**, Maintenance Specialist II (2006)

**Bil Kovacs**, Maintenance Specialist II (2022)

**Heather McIntyre**, Maintenance Specialist I (2020)

**Roy Milam**, Maintenance Specialist I, Milton Campus (2021)  
A.A., *Central New Mexico Community College*

**Jay Painton**, Maintenance Specialist II (2019)

**Joseph Presley**, Maintenance Specialist II (2016)

**Scott Russell**, Maintenance Specialist II (2007)  
B.A., *Morehead State University*

**Steven Zukowski, Jr.**, Maintenance Specialist I (2022)

## 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**, Executive Assistant (2017)  
A.A., *Pensacola State College*

**Tanya Brashers**, Coordinator, Veteran Student Success Center (2022)  
B.S., *University of Arkansas at Little Rock*  
M.S., *University of Arkansas Clinton School of Public Service Online*

**Kevin Kropp**, Veteran Student Advisor (2022)  
B.S., *Norwich University*  
M.S., *Troy University*  
M.S., *National War College*

**Brett Patterson**, Program Director, Educational Opportunity Center (2022)  
B.A., *San Diego State University*  
M.B.A., *Ashford University*

**Jamie Russell**, Grants Development Manager (2010)  
B.A., *National University*  
M.S., *Troy University*

## 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*

**Chandler White**, Administrative Assistant/Retention Specialist (2021)

**Lois Hurd**, Career and Technical Education Specialist (2011)  
A.A.S., *Thomas Nelson Community College*  
B.A.S., *Pensacola State College*

**Julie Rettig**, Coordinator (2020)  
B.A., *University of Florida*  
M.A., *Florida State University*

**Chela Smith**, Career and Technical Education Specialist (2020)  
A.A., *Pensacola Junior College*  
B.A., *University of West Florida*

## Educational Opportunity Center

**Debbie Douma**, Dean

**Tina Clapper**, Administrative Assistant/Data Manager (2019)  
A.A., B.A.S., *Pensacola State College*

**Angela Anderson**, Specialist, Student Services (2016)  
A.A., B.S., *Pensacola State College*

**Robin Giacín**, Specialist, Student Services (1997)  
B.S., M.S., *Troy State University*

**Obi Kalu**, Specialist, Student Services (2012)  
A.A., *Pensacola Junior College*  
B.S., *Florida State University*  
M.P.H., *American Public University*

**Wanda Wood**, Specialist, Student Services (2012)  
B.A., M.A., *University of West Florida*

## Educational Talent Search

**Debbie Douma**, Dean

**Juanita Edwards**, Program Director (2018)  
B.S., *Florida State University*  
M.S., *Troy State University*

**Kayla Brown**, Recruitment/Retention Specialist (2020)  
B.A., *University of West Florida*

**Lynne Butcher**, Specialist, Student Services (2002)  
A.A., *Pensacola Junior College*  
B.S., *University of West Florida*

**Marcy Matthews-Bethea**, Specialist, Student Services (2012)  
B.A., M.Ed., *University of West Florida*

**Kimberly Smith**, Specialist, Student Services (2022)  
A.A., *St. Johns River Community College*  
B.S., *Florida State University*

## Student Support Services

**Debbie Douma**, Dean

**Rachelle Burns**, Director, Student Support Services/Crisis Referral (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*

**Lindsey Pieknik**, Academic Advisor/Life Skills Counselor (2018)  
B.A., M.A., *University of West Florida*

## Veterans Student Support Services

**Debbie Douma**, Dean

**Bill Tice**, Director (2016)  
B.A., *University of West Florida*  
M.S., *Troy University*

**Brian Andrews**, Administrative Assistant/Retention Specialist (2019)  
A.S., *Tarrant County College*

**Wayne Hagan**, Academic Advisor/Life Skills Counselor (2019)  
B.S., M.S., *Old Dominion University*

**Ingrid Davis**, Supervisor, TRIO-SSS/VSSS Tutoring Services (2015)  
A.A.S., *Pensacola State College*  
B.A.S., *Troy University*  
M.Ed., *Capella University*

## Veterans Upward Bound Project

**Debbie Douma**, Dean

**Rob Gregg**, Project Director (2008)  
B.S., *Excelsior College*  
M.S., *Capella University*

**Ronald Helfert**, Recruitment/Retention Specialist (2022)

**Jan Mayhew**, Supervisor, Veterans Upward Bound Tutoring Services (2020)

A.A., *Pensacola Junior College*  
B.S., *University of West Florida*

**John Woods**, Academic Coordinator (2018)

A.A.S., *Community College of the Air Force*  
B.S., M.P.A., *Troy State University*  
Ed.S., Ed.D., *University of West Florida*

## INSTITUTIONAL DEVELOPMENT

**Andrea Krieger**, Executive Director (2017)

A.A., *Tallahassee Community College*  
B.A., *Florida State University*

**Emily Spears**, Administrative Assistant (2022)

B.A., *University of West Florida*

**Melissa Cole**, Marketing and Communications Coordinator (2022)

B.S., B.A., *Mississippi State University*

**Kim Davis**, Database Manager (2018)

B.S., *University of West Florida*

**Mikenzie Francis**, Donor Relationship Manager (2020)

B.A., *University of Michigan*

**Laura Hill**, Director of Donor Relations (2017)

A.A., *University of LaVerne*

**Sophie Knott**, Manager of Finance and Business Operations (2021)

B.A., *Meredith College*

M.A., *North Carolina State University*

M.A.C.C., *Georgia Southern University*

**Gulnaz Okumus**, Accounting Specialist (2022)

**Darrel Harrison**, Director, Engineering and Broadcast Operations/Assistant General Manager (2003)

**Edward King**, Senior Television Producer/Director (2008)

A.A., *Pensacola Junior College*  
B.A., *University of West Florida*

**Donna Lymons**, Traffic Assistant (1987)

**Tanesha McCreary**, WSRE Support Specialist (2000)

A.A., A.S., B.A.S, *Pensacola State College*

**Ann McGuire**, Accounting Specialist (2007)

B.A., *University of West Florida*

**Ryan O'Keeley**, Manager, Online Media Technologies and Web Content (2021)

B.A., *East Tennessee State University*

**Mary Riker**, Director, Marketing and Communications (2014)

B.S., *Troy University*

**Michael Rowan**, Senior Television Producer/Director (2007)

B.A., *George Mason University*

**Jeri Shaffer**, Director of Education and Outreach, WSRE

B.S., *University of West Florida*

**Laura Shaud**, Director, Business and Administration (2015)

A.A., *Okaloosa Walton Community College*

M.A., *University of West Florida*

**Patience Weaver**, Database Coordinator (2020)

B.A., *University of Alabama at Birmingham*

**Quinton Williams**, Multi Media Production Manager (2022)

A.A., *Pensacola Junior College*

B.A., *University of West Florida*

## MARKETING AND COLLEGE INFORMATION

**Sheila Nichols**, Executive Director of Marketing and Communications (2012)

**Rhonda Basler**, Administrative Assistant (2007)

**Karen Croom**, Web Administrator (2022)

B.S., *Georgia State*

**Aubrey Dean**, Graphic Artist / Graphic Design Specialist (2022)

**Jason King**, Coordinator, Internet Systems (2001)

A.A., *Pensacola Junior College*

A.S., *Okaloosa-Walton Community College*

B.S., *University of West Florida*

**Roxanne Lavelle**, Senior Web Administrator (2015)

A.A., *Pensacola State College*

**Mary Mabins**, Coordinator (2015)

A.A., S.D. *Bishop State Junior College*

B.A., *University of Alabama*

**Troy Moon**, Writer, Content Specialist, and Editor (2019)

## WSRE—TV

**Sandra Cesaretti Ray**, Associate Vice President, Community and Government Relations (1995)

**Cheri Bone**, Assistant Manager, Program Operations (2019)

A.S., *The Art Institute of Houston*

**Tracey Burgess**, Digital Arts and Graphic Design Coordinator (2003)

A.A., *Pensacola Junior College*

**Brent 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*

**Paul Cope**, Manager, Corporate and Grant Support (2021)

B.A., *Huntingdon College*



**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*

**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*

**Edwin W. Stout** (2020)  
Faculty Emeritus in Natural Sciences  
*B.S., University of New Orleans*  
*Ph.D., Florida State University*

**Louise L. Teagle** (1994)  
Faculty Emerita in Secondary Education  
*B.A., Huntingdon College*

**Wayne Wooten** (2020)  
Faculty Emeritus in Natural Sciences  
*B.S., M.Ed., Ed.D., University of Florida*

**Joseph M. Zayas** (2012)  
Faculty Emeritus in Physical Sciences  
*B.S., Iona College*  
*M.S., Ph.D., Adelphi University*

**PRESIDENT EMERITI**

Henry L. Ashmore	1954-1964
T. Felton Harrison	1964-1980
Horace "Ed" Hartsell	1980-1998
Charles A. Atwell	1998-2002
G. Thomas Delaino	2002-2008



# ALPHABETICAL LISTING OF EMPLOYEES

## A

**Addison, Sarah**  
*Instructor/Librarian, Library Services*

**Agcaoili, Patricia**  
*Instructor, Health Sciences*

**Ahmad, Maryam**  
*Associate Coordinator, Financial Aid*

**Albright, Melissa**  
*Instructor, Nursing*

**Allen-Garrett, Meka**  
*Administrative Assistant, Title III - Pirate PATH to Success*

**Alman, Cathy**  
*Senior Administrative Assistant, Facilities, Planning and Construction*

**Anderson, Angela**  
*Specialist, Student Services, Educational Opportunity Center*

**Anderson, Paige**  
*Professor, English and Communications*

**Anderson-Steele, Tonie**  
*Professor/Counselor, Milton Campus*

**Andrae, Chad**  
*Assistant Professor, Mathematics and Computer Science*

**Andrae, Mollie**  
*Instructor, Business*

**Andrews, Brian**  
*Administrative Assistant/Retention Specialist, Veterans Student Support Services*

**Angus, Lyndsey**  
*Associate Director of Athletics/Intercollegiate Athletics Coach, Softball, Athletics*

**Arnold, Amy**  
*Instructor, Health Sciences*

**Asprer, Frank**  
*Learning Management System Integration Technologist, eLearning*

**Atchison, Ron**  
*Instructor, Humanities and Social Sciences*

**Atkins, John**  
*Professor, Business*

## B

**Ball, Larry**  
*Professor, Applied Technology*

**Barbero, Andrew**  
*Assistant Professor, Humanities and Social Sciences*

**Barker, Ella**  
*Coordinator, General Accounting, Comptroller*

**Barrett, Lanatta**  
*Executive Assistant, Baccalaureate Studies and Academic Support*

**Bartusik, Lisamarie**  
*Department Head, Library Services*

**Basler, Rhonda**  
*Administrative Assistant, Marketing and College Information*

**Baugus, Lauren**  
*Instructor, English and Communications*

**Beck, Jamie**  
*Systems Support Analyst, Systems Support*

**Belford, Penny**  
*Intercollegiate Athletics Coach, Women's Basketball, Athletics*

**Bemiss, Scott**  
*College Recruiter, Admissions*

**Bessemer, Mack**  
*Instructor, Mathematics and Computer Sciences*

**Bigelow-Jordan, Debra**  
*Administrative Support Specialist, Milton Campus*

**Bloxom, Gregory**  
*Assistant Professor, Mathematics and Computer Science*

**Bocz, Marcie**  
*Lecturer, Mathematics and Computer Sciences*

**Bone, Cheri**  
*Assistant Manager, Program Operations, WSRE*

**Borne, Jessica**  
*Business and Industry Outreach Coordinator, Grants and Federal Programs*

**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, Records*

**Brahier, Jennifer**  
*Professor, Mathematics and Computer Science*

**Brake, Maria**  
*Admissions and Records Coordinator, Records*

**Branch, Jeanne**  
*Assistant Professor, Business*

**Brannon, Lance**  
*Technical Director, Performing Arts*

**Brashers, Tanya**  
*Coordinator, Veteran Student Success Center, Grants and Federal Programs*

**Brazzle, Stephanie**  
*Lecturer, Humanities and Social Sciences*

**Bronson, Anita**  
*Student Services Advisor, Advising Center*

**Brown, David**  
*Instructor, Applied Technology*

**Brown, Kayla**  
*Recruitment/Retention Specialist, Educational Talent Search*

**Brown, Jasmine**  
*Administrative Assistant, English and Communications*

**Brown, Tara**  
*Administrative Assistant, Adult Education*

**Brumfield, Scott**  
*Athletics Media Director and Coordinator of eSports, Athletics*

**Bryson, Janice**  
*Payroll Specialist, Payroll*

**Burger, Julie**  
*Assistant Professor, Health Sciences*

**Burgess, Tracey**  
*Digital Arts and Graphic Design Coordinator, WSRE*

**Burns, Rachelle**  
*Director, Student Support Services/Crisis Referral, Student Support Services*

**Burrows, Kimberly**  
*Records Specialist, Records*

**Burton, Brent**  
*Traffic Manager, WSRE*

**Butcher, Lynne**  
*Specialist, Student Services, Educational Talent Search*

## C

**Cain, Micah**  
*Instructor, Visual Arts*

**Cannon, Michael**  
*Associate Professor, Applied Technology*

**Carey, Amber**  
*Professor, Humanities and Social Sciences*

**Carlisle, Donna**  
*Property Specialist, Comptroller*

**Carr, Jeremy**  
*Instructor, Mathematics and Computer Science*

**Carr, Richard**  
*Instructor, Humanities and Social Sciences*

**Carter, Minisha**  
*Lecturer, Applied Technology*

**Cavanaugh, Kathryn**  
*Assistant Professor, Natural Sciences*

**Cesaretti Ray, Sandra**  
*Associate Vice President, Government and Community Relations*

**Churill, Nickolas**  
*College Police Officer, Public Safety*

**Clapper, Tina**  
*Administrative Assistant/Data Manager, Educational Opportunity Center*

**Clark, Abe**  
*Coordinator, Veteran Services, Financial Aid*

**Clark, David**  
*Public Safety Officer, Public Safety*

**Clark, Larry**  
*Maintenance Specialist II, Maintenance Services*

**Clary, Joe**  
*Assistant Director, Engineering and Operations, WSRE*

**Clevenger, Andrew**  
*Workday Integrations Analyst, Institutional Research*

**Cobley, Amber**  
*Financial Aid Specialist, Financial Aid*

**Cole, Diane**  
*Professor, English and Communications*

**Cole, Melissa**  
*Marketing and Communications Manager, Institutional Development*

**Collier, Kyra**  
*Assistant Athletics Coach, Athletics*

**Collins, Monique**  
*Director, Advising Center*

**Colville, Sandra**  
*Senior Student Services Advisor, Advising Center*

**Coonts, Angelica**  
*Coordinator, Federal Direct Loans and Default Management, Financial Aid*

**Cooper, Kim**  
*College Police Officer, Public Safety*

**Cope, Paul**  
*Corporate and Grant Support Manager, WSRE-TV*

**Corbin, Tina**  
*Administrative Coordinator, Charter Academy, South Santa Rosa Center*

**Cormier, Anita**  
*Administrative Assistant, Purchasing and Auxiliary Services*

**Cottam, Chris**  
*Administrative Assistant, Health Sciences, Warrington Campus*

**Coxwell, Kathryn**  
*Coordinator, Student Resource Center for ADA Services*

**Craft, Cornelius**  
*Public Safety Officer, Public Safety*

**Craney, Michael**  
*Lecturer, Business*

**Crawford, Shannon**  
*Executive Assistant, Grants and Federal Programs*

**Crews, Patricia**  
*Executive Assistant to the President, Office of the President*

**Croom, Karen**  
*Web Administrator, Marketing and College Information*

**Cross, Janet**  
*Test Technician, Testing Services*

## D

**Daniel, Matthew**  
*Writing Lab Specialist, English and Communications*

**Darowiche, Madeleine**  
*Student Services Advisor, Advising Center*

**Davidson, Donna**  
*Human Resources Specialist, Human Resources*

**Davis, Ingrid**  
*Supervisor, TRIO, Student Support Services/Veteran Student Support Services*

**Davis, Kim**  
*Database Manager, Institutional Development*

**Davis, Melissa**  
*Assistant Professor/Librarian, Library Services, Warrington Campus*

**Dean, Aubrey**  
*Graphic Artist / Graphic Design Specialist, Marketing and College Information*

**Dean, Michelle**  
*Coordinator, Human Capital Management, Institutional Research*

**Delarge, Dave**  
*Senior Operations and Applications Analyst, Institutional Research*

**Deliz, Rafael**  
*Coordinator, Advising Center*

**Deliz-Treto, Yarinette**  
*Coordinator, Scholarships and Financial Aid, Financial Aid*

**Denmark, Stephanie**  
*Registrar, Records*

**Derrick, Richard**  
*Manager, Transportation, Facilities, Planning and Construction*

**Dickinson, Jeanine**  
*Administrative Assistant, Health Sciences*

**Doherty, Jennifer**  
*Administrative Assistant, Adult Education*

**Donahue, Beverly**  
*Instructor, Natural Sciences*

**Douma, Debbie**  
*Dean, Grants and Federal Programs*

**Dugas, Allison**  
Coordinator, Admissions

**Duke, Jane**  
Coordinator, Testing, Testing Services

**Dullard, Shannon**  
Lecturer, English and Communications

**Dunlap, Laura**  
Instructor, Allied Health

**Dunn, Richard**  
Assistant Professor, Humanities and Social Sciences

**Durrani, Brittany**  
Lecturer, Mathematics and Computer Sciences

## E

**Edwards, Juanita**  
Program Director, Educational Talent Search

**Ehrhardt-O'Leary, Jennifer**  
Professor, Business

**Eisele, Kevin**  
Maintenance Specialist II, Facilities, Planning and Construction

**Elegido Vanrespaille, Teresa**  
Student Services Advisor, Student Affairs

**Ellis, Kimberly**  
Dental Office Receptionist, Health Sciences

**Emerline, Scott**  
Recruiter, Student Affairs

**Enfinger, Ricky**  
Maintenance Manager, Facilities, Planning and Construction

**English, Heather**  
Instructor, Nursing

**Esslinger, Mary**  
Student Services Advisor, Advising Center

**Evet, Diane**  
Associate Professor, Business

## F

**Faller, Amanda**  
Coordinator, Admissions

**Farose, Marcy**  
Help Desk Specialist, Information Technology Services

**Faulkner, Ashley**  
Title III Student Services Advisor, Advising Center

**Feinberg, Linda**  
Assistant Director, Financial Aid

**Flanigan, Stephen**  
Computer Lab Technician and AV Technician, Information Technology Services

**Fletcher, Laura**  
Executive Assistant, Institutional Research

**Florence, Ross**  
Maintenance Specialist II, Facilities Planning and Construction

**Floyd, Judy**  
Counselor, Advising Center

**Fox, Edith**  
Senior Student Services Advisor, Warrington Campus

**Francis, Mark**  
Professor, Visual Arts

**Francis, Mikenzie**  
Donor Relationship Manager, Institutional Development

**Freeney, Betty**  
Senior Storekeeper, Facilities, Planning and Construction

**Freeney, Trey**  
Truck Driver / Laborer, Facilities, Planning and Construction

**Frederic, Drew**  
Assistant Athletics Coach, Baseball, Athletics

**Friant, Patrice**  
Assistant Director, Records

**Fulton, Joseph**  
Support Operations Analyst, Institutional Research

## G

**Galiza, Caresse**  
Coordinator, Student Activities, Fitness Center, Milton Campus

**Gandolfo, Patricia**  
Intercollegiate Athletic Coach, Volleyball, Athletics

**Gant, Evelyn**  
Computer Systems Analyst, Institutional Research

**Garber, Thor**  
Professor, Natural Sciences

**Garner, Lindsey**  
Administrative Assistant, Alumni Affairs

**Garner, Shaun**  
Instructor, Applied Technology

**Garrett, Donna**  
Lecturer, Mathematics and Computer Sciences

**Garrett, Jonathan**  
Environmental Management Manager, Facilities, Planning and Construction

**Garrett, Rodney**  
Professor, English and Communications

**Garrity, Caren**  
Assistant Professor, Natural Sciences

**Gassman, Lisa**  
Systems and Computer Operations Technician, Information Technology Services

**Gassman, Teresa**  
Accounting Specialist, Cashier, Milton Campus

**George, Ophelia**  
Assistant Professor, Natural Sciences

**Gerard, Debbie**  
Director, South Santa Rosa Center

**Geyer, Kathie**  
Administrative Assistant, Testing Services

**Giacin, Robin**  
Specialist, Student Services, Educational Opportunity Center

**Giannakis, Susan**  
Associate Professor, Natural Sciences

**Gibbs, Harvey**  
Instructor, Health Sciences

**Gilliam, Dena**  
Circulation Technician, Library Services

**Gilliam, Jr., Thomas**  
Vice President, Administrative Services and General Counsel

**Goley, Robert**  
Director, Public Safety/Chief of College Police

**Goley, Victoria**  
Administrative Assistant, Recreation and Leisure

**Gomez, Liz**  
Director, Technology Support, Information Technology Services

**Gonzales, Neil**  
Coordinator, Institutional Research

**Gonzalez, Cesar**

*Maintenance/Security Technician, Century Center*

**Gonzalez Quesada, Daniela**

*Assistant Professor, Humanities and Social Sciences*

**Good, Tom**

*Courier, Purchasing and Auxiliary Services*

**Goodspeed, Maria**

*Coordinator, Library Services*

**Gottschalk, Stephen**

*Assistant Professor, Natural Sciences*

**Grace, Marcie**

*Administrative Support Specialist, Athletics*

**Grasso, Domenick**

*Department Head, Natural Sciences*

**Graves, Mary**

*Senior Coordinator, Research and Reporting, Institutional Research*

**Green, Katelyn**

*Executive Assistant, Office of the President*

**Gregg, Rob**

*Project Director, Veterans Upward Bound*

**Grierson, Davieda**

*Administrative Assistant, Institutional Research*

**Groce, Kareem**

*Maintenance Specialist (HVAC), Facilities, Planning and Construction*

**H**

**Hagan, Wayne**

*Academic Advisor/Life Skills Counselor, Veteran Student Support Services*

**Haggard, Michelle**

*Professor, Business*

**Halbert, Arla**

*Circulation Technician, Library Services*

**Hammonds, Sylvia**

*Culinary Technician, Applied Technology*

**Hanner, Richard**

*Financial Aid/Veteran Services Specialist, Financial Aid*

**Hanson, Kay**

*Computer Services Operations Coordinator, Systems Support*

**Hardin, Greg**

*Assistant Professor, Mathematics and Computer Science*

**Harding, Lillian**

*Assistant Professor, Business*

**Haros, Juanita**

*Administrative Assistant, Corporate and Professional Services*

**Harris, Darene**

*Library Acquisition Technician, Library Services*

**Harris, Doris**

*Administrative Assistant, Financial Aid*

**Harris, Jenica**

*Instructor, Mathematics and Computer Science*

**Harrison, Darrel**

*Director, Engineering and Broadcast Operations/Assistant General Manager, WSRE*

**Harrison, Sparkie**

*Director, Century Center*

**Harvey, Roberta**

*Professor, Natural Sciences*

**Hathway, Timothy**

*Professor, Natural Sciences*

**Hatten, Savana**

*Coordinator, Security and Integrations, Institutional Research*

**Haynes, Wayne**

*Instructor, Business*

**Helfert, Ronald (Kent)**

*Recruitment/Retention Specialist, Veterans Upward Bound*

**Heller, Madeline**

*Interim Director, Financial Aid*

**Henderson, Kylie**

*Administrative Support Specialist, Baccalaureate Studies and Academic Support*

**Henderson, Tammy**

*Director, Human Resources*

**Henderson, Tyra**

*Student Services Advisor, Milton Campus*

**Henry, Renee**

*Coordinator, Fitness Center and Wellness, Athletics*

**Henry, Wayne**

*Maintenance Supervisor (HVAC), Maintenance Services, Milton Campus*

**Hernandez, Erin**

*Director, Systems Support*

**Hess, Aurora**

*Associate Coordinator, Financial Aid*

**Higley, Reba**

*Financial Aid Specialist, Financial Aid*

**Hilby, Natalie**

*Title III Student Services Advisor, Advising Center*

**Hill, Laura**

*Director of Donor Relations, Institutional Development*

**Hill, Samantha**

*Director, Admissions*

**Hill Faron, Jennifer**

*Dean, Milton Campus*

**Hillis, Shelby**

*Administrative Assistant, Humanities and Social Sciences*

**Hinds, David**

*College Police Officer, Public Safety*

**Hoang, Joni**

*Instructor, Culinary and Hospitality Management*

**Hogan, David**

*Student Services Advisor, Student Affairs*

**Hohn, Elizabeth**

*Curriculum Coordinator, Charter Academy*

**Holder, John**

*Associate Professor, Humanities and Social Sciences*

**Holsworth, Douglas**

*Band Director, Performing Arts*

**Holt, Frederick**

*Associate Coordinator, Restricted Accounting, Comptroller*

**Holt, Lindsay**

*Senior Executive Assistant, Business Affairs*

**Holt, Nick**

*Senior Technology Specialist, Microcomputer Resources*

**Hooks, Deborah**

*Director, Career and Technical Education Student Resources*

**Hopkins, Mark**

*Instructor, Visual Arts*

**Hotard, Felix**

*Senior Network Support Analyst, Information Technology Services*

**House, Michael**

*Instructor, Applied Technology*

**Houston, Clive***Workday Technical Specialist, Institutional Research***Hudon, Katie***Director, Student Services, Warrington Campus***Huffman, Al***Counselor, Advising Center***Hullenbaugh, George***Network Support Analyst, Telecommunications Systems***Hunt, Aaron***Supervisor, Health Sciences Learning Center, Warrington Campus***Hunt, Larry***Maintenance Specialist (Carpenter), Facilities, Planning and Construction***Hunter, Tracy***Administrative Assistant, Applied Technology***Hurd, Lois***Career and Technical Education Specialist, Career and Technical Education Student Resources***Hyacinthe, Ty***Service Officer/Dispatcher, Public Safety***I****Inkel, Barbara***Assistant Professor, Health Sciences***Irving, Tabatha***Health Science Lab Specialist, Health Sciences***Iserman, Jared***Instructor, Natural Sciences***J****Jackson, Billy***Planetarium Specialist, eLearning***Jackson, David***Public Safety Officer, Public Safety***Jackson, Nan***Comptroller***Jennette, Diane***Assistant Professor, Nursing***Jennings, Veronica***Director, Student Conduct, Institutional Equity and Student Conduct***Jernigan, Melissa***Coordinator, HCM Processes and Employee Compensation, Human Resources***Jernigan, Richard***Professor, Performing Arts***Johnsey, Leah***Senior Executive Assistant, Academic and Student Affairs***Johnson, Amber***Title III Student Services Advisor, Advising Center***Johnson, Andrea***Employment Specialist, Human Resources***Johnson, Emma***Administrative Assistant, Business***Johnson, Jessica***Director, Wellness Services, Institutional Equity and Student Conduct***Johnson, Kaylan***Administrative Assistant, Humanities and Social Sciences***Johnson, Michael***Science Lab Specialist, Natural Sciences***Johnson, Zina***Administrative Assistant, Nursing***Johnston, Michael***Associate Vice President, Institutional Research and Enterprise Solutions***Jones, Jamey***Assistant Professor, English and Communications***Jones, Traci***Transcript Evaluator, Records***Jonte, Thomas***Instructor/Librarian, Library Services***Jordan, Darrell***Instructor, Humanities and Social Sciences***K****Kalu, Obi***Specialist, Student Services, Educational Opportunity Center***Kapoor, Sagar***Assistant Athletics Coach, Men's Basketball, Athletics***Kelly, Brenda***Associate Vice President, Academic Affairs***Kelly, William***Instructor, Mathematics and Computer Science***Kembro, Kristopher***Maintenance Specialist II, Facilities, Planning and Construction***Kendrick, Angela***Advising Support Specialist, Advising Center***King, Edward***Senior Television Producer/Director, WSRE***King, Jason***Coordinator, Internet Systems, Marketing and College Information***Kirk, Cindy***Assistant Professor, Humanities and Social Sciences***Knoeb, Iris***Assistant Professor, Natural Sciences***Knott, Sophie***Manager of Finance and Business Operations, Institutional Development***Knudsen, Christopher***Simulation and Laboratory Technician, Health Sciences***Koklas, Cindy***Library Technician, Library Services***Kovacs, Anita***Vice President, Business Affairs***Kovacs, Bil***Maintenance Specialist II, Facilities, Planning and Construction***Krafcik, Amy***Lecturer, English and Communications***Kreiser, Summer***Contact Center Advisor, Admissions***Krieger, Andrea***Executive Director, Institutional Development***Kropp, Kevin***Veteran Student Advisor, Grants and Federal Programs***Kuklish, Thomas***Coordinator, Academic Computing, Warrington Campus***Kumar, Vai***Associate Professor, Mathematics and Computer Science***L****Lacy, Anna***Associate Coordinator, Student Accounting, Cashier*



**LaFlamme, Kimberly**

*Administrative Assistant, Natural Sciences*

**Lambert, Linda**

*Professor, Health Sciences*

**Lane, Michael**

*Coordinator, Reader Services, Library Services*

**Langham, Jimmie**

*Associate Professor, Professional Services*

**Lavelle, Roxanne**

*Senior Web Administrator, Marketing and College Information*

**Leary, Rameca**

*Coordinator, Diversity Initiatives, Office of the President*

**Ledbetter, Mary**

*Administrative Support Specialist, Comptroller*

**Ledet, Greg**

*Library Specialist, Library Services, Milton Campus*

**Lee, Don**

*Professor, Health Sciences*

**LeNoir, Dawn**

*Administrative Support Specialist, Health Sciences, Warrington Campus*

**Lewallyn, Bryan**

*Director of Athletics/Intercollegiate Athletics Coach, Baseball, Athletics*

**Lewandowski, Linda**

*Assistant Professor, Adult Education*

**Listau, Lynsey**

*Executive Director, Office of Institutional Equity and Student Conduct*

**Listau, Mike**

*Director, Workforce Education, Applied Technology*

**Llorens, Maricia**

*Executive Assistant, Senior Dean, Academic Affairs*

**Lock, Jerrica**

*Completion Advisor, Records*

**Lofton, Corey**

*Nursing Instructor, Health Sciences*

**Lotz, Hailey**

*Executive Director for Development, Alumni and Athletics, Office of the President*

**Loyed, Dawn**

*Administrative Assistant, Natural Sciences*

**Ludlum, Robyn**

*Associate Professor, Natural Sciences*

**Lymons, Donna**

*Traffic Assistant, WSRE*

**M**

**Mabins, Mary**

*Coordinator, Marketing and College Information*

**MacKay, Allison**

*Instructor, Allied Health*

**Maddrey, Michelle**

*Administrative Assistant, Facilities Planning and Construction*

**Magaha, Marla**

*Instructor, Nursing*

**Malloy, Alice**

*Director, Payroll Services*

**Markwick, Kimberly**

*Assistant Professor, Applied Technology*

**Marsh, Bobby**

*Instructor, Applied Technology*

**Martin, Roberta**

*Circulation Technician, Library, Milton Campus*

**Martinez, Patricia**

*Test Technician, Testing Services*

**Martinez, Val**

*Assistant Bursar, Cashier*

**Massey, Jeff**

*Technology Support Specialist, Milton Campus*

**Matthews-Bethea, Marcy**

*Specialist, Student Services, Educational Talent Search*

**Mayhew, Jan**

*Supervisor, TRIO-Veterans Upward Bound Tutoring Services, Veterans Upward Bound*

**McCabe, Karen**

*Principal, Charter Academy, South Santa Rosa Center*

**McCall, Jessie**

*Technology Support Specialist, Information Technology Services*

**McCall-Strehlow, Sonja**

*Professor, Professional Services*

**McClellan, Randall**

*Assistant Professor, Natural Sciences*

**McClure, Gail**

*Senior Science Lab Specialist, Natural Sciences, Warrington Campus*

**McCrary, Ben**

*Workday Business Analyst, Institutional Research*

**McCreary, Tanesha**

*WSRE Support Specialist, WSRE*

**McGrath, Julie**

*Instructor, Visual Arts*

**McGuire, Ann**

*Accounting Specialist, WSRE*

**McHenry, Beau**

*Director, Enterprise Solutions, Institutional Research*

**McIntyre, Heather**

*Maintenance Specialist I, Facilities, Planning and Construction*

**McKerren, Staci**

*Coordinator, Legal Services and Administrative Services, Administrative Services*

**McNeal, Curt**

*Contact Center Advisor, Student Affairs*

**McNeal, Wanda**

*Clinical Coordinator, Health Sciences*

**Meadows, C. Edward**

*President*

**Meffan, Patrick**

*Circulation Technician, Library Services*

**Mendez, Stephanie**

*College Police Officer, Public Safety*

**Meyer, Debby**

*Director, Adult Education*

**Meyer, Sarah**

*Assistant Professor, Health Sciences*

**Milam, Roy**

*Maintenance Specialist I, Facilities, Planning and Construction, Milton Campus*

**Millis, Jessica**

*Supervisor, Writing Lab, English and Communications*

**Mills, Marisa**

*Lecturer, English and Communications*

**Miner, Melonie**

*Manager, Employment Services, Human Resources*

**Mitchell, Judy***Administrative Assistant, Century Center***Mobley, Keyaundra***Coordinator, Student Engagement and Leadership, Student Affairs***Moon, Troy***Writer, Content Specialist and Editor, Marketing and College Information***Moore, Briana***Transcript Evaluator, Records***Moore, Sandy***Instructor, Health Sciences***Morgan, Clint***Computer Lab Technician, Information Technology Services***Morris, Elaine***Human Resources Specialist, Human Resources***Moseley, Elizabeth***Director, Student Resource Center for ADA Services***Mosley, Darlene***Professor, Humanities and Social Sciences***Murphy, Matthew***Accounting Specialist, Cashier***N****Neal-Williams, LaKrystal***Academic Advisor/Life Skills Coach, Student Support Services***Nesiti, Bri***Coordinator, Admissions***Neuman, Todd***Professor, English and Communications***Nicholas, Necia***Instructor, Natural Sciences***Nichols, Sheila***Executive Director, Marketing and Communications, Marketing and College Information***Nitcher, Eden***Coordinator, Academic Support, Milton Campus***Noa, Nichole***Instructor, Mathematics and Computer Science***O****O'Connor, Erica***Service Officer/Dispatcher, Public Safety***O'Donnell, Christine***Assistant Department Head, English and Communications***O'Hara, Carol***Student Services Advisor, South Santa Rosa Center***O'Keeley, Ryan***Online Media Technologies and Web Content Manager, WSRE***Okumus, Gulnaz***Accounting Specialist, Institutional Development***Oliver, Greg***Maintenance Manager, Facilities, Planning and Construction***O'Neill, Jessica***Coordinator, Admissions***Osborne, Wanda***Library Acquisitions Technician, Library Services***Ouellette, Becky***Payroll Accountant, Payroll***P****Pack, Fred***Service Officer/Dispatcher, Public Safety, Milton Campus***Painton, Jay***Maintenance Specialist II, Facilities, Planning and Construction***Pandey, Bipin***Associate Professor, Natural Sciences***Patterson, Brett***Program Director, Educational Opportunity Center, Grants and Federal Programs***Payne, Michael***Assistant Professor, Business***Peaden, Susan***Assistant Comptroller, Comptroller***Pena, Pete***Intercollegiate Athletics Coach, Men's Basketball, Athletics***Perry, Susan***Lecturer, Mathematics and Computer Science***Peterson, Joseph***Assistant Department Head, Natural Sciences***Petruska, Mary Anne***Professor, Mathematics and Computer Science***Peyton, Tracy***Department Head, English and Communications***Phillips, Kenneth***Department Head, Performing Arts***Pieknik, Daniel***Computer Lab and AV Technician, Information Technology Services***Pieknik, Lindsey***Academic Advisor/Life Skills Counselor, Student Support Services***Pittman, Heaven***Administrative Assistant, Performing Arts***Poma, Alisha***Records Support Specialist, Records***Potter, Wes***Assistant Professor, Natural Sciences***Powell, Caroline***Assistant Athletics Coach, Softball, Athletics***Presley, Joseph***Maintenance Specialist II, Facilities, Planning and Construction***Puckett, Clark***Purchasing Coordinator, Purchasing and Auxiliary Services***Purdy, Leann***Records Support Specialist, Records***Q****Quillen, Kathryn***Director, Testing Services***R****Ramachandran, Vasanth***Associate Professor, Natural Sciences***Rani, Rodney***Evening Sergeant, College Police, Public Safety***Redwing, Jacob***Instructor, Applied Technology***Regan, Kristen***Professor, Visual Arts*

**Rettig, Julie**  
*Coordinator, CTE Student Resources, Career and Technical Education Student Resources*

**Rhea, Jimmy**  
*Assistant Professor, Visual Arts*

**Richardson, Sarah**  
*Recruiter, Student Affairs*

**Richburg, Jasmine**  
*Accounting Specialist, Cashier*

**Riker, Mary**  
*Director, Marketing and Communications, WSRE*

**Robare, Patricia**  
*Administrative Assistant, South Santa Rosa Center*

**Robbins, Susan**  
*Associate Professor, Business*

**Robles, Ella**  
*Accounting Specialist, Cashier*

**Rogers, Arlette**  
*Human Resources Generalist, Human Resources*

**Rogers, Lauren**  
*Assistant Professor, Natural Sciences*

**Rolison, Jac**  
*Instructor, Applied Technology*

**Roncali, Wanda**  
*Admissions and Information Specialist, Student Services, Warrington Campus*

**Roshell, Karen**  
*Coordinator, Curriculum Services, Baccalaureate Studies and Academic Support*

**Roush, Erin**  
*Student Services Advisor, Student Affairs*

**Rowan, Michael**  
*Senior Television Producer/Director, WSRE*

**Rucker, Brian**  
*Professor, Humanities and Social Sciences*

**Russell, Jamie**  
*Grants Development Manager, Grants and Federal Programs*

**Russell, Scott**  
*Maintenance Specialist II, Facilities, Planning and Construction*

**Ryals, Debra**  
*Professor, English and Communications*

## S

**Sabroski, Michael**  
*STEM Lab Supervisor, Mathematics and Computer Science*

**Salgado, Misty**  
*Title III Student Services Advisor, Advising Center*

**Sapiera, Ferdinand**  
*Computer Lab and AV Technician, Information Technology Services*

**Schackmann, Scott**  
*Department Head, Humanities and Social Sciences*

**Schmidt, Melissa**  
*Library Specialist, Library Services, Warrington Campus*

**Schoolcraft, Britni**  
*Instructor, English and Communications*

**Schultz, Katherine**  
*Professor, Mathematics and Computer Science*

**Scott, Juanita**  
*Director, Staff Professional Development*

**Sears, Melissa**  
*Professor, Natural Sciences*

**Seay, Robert**  
*Central Services Supervisor, Purchasing and Auxiliary Services*

**Seegert, Anh**  
*Bursar, Cashier*

**Shaffer, Jeri**  
*Director of Education and Outreach, WSRE*

**Shaud, Laura**  
*Director, Business and Administration, WSRE*

**Shaw, Karis White**  
*Circulation Technician, Library Services*

**Sheridan, Tricia**  
*Coordinator, Continuing Education, Applied Technology and Professional Services*

**Sherlock, Jennifer**  
*Systems Support Analyst, Information Technology Services*

**Sherrill, Lauren**  
*Instructor, Health Sciences*

**Simmons, Brian**  
*Reporting and Applications Analyst, Institutional Research*

**Simpson-Robinson, Natasha**  
*Professor, Business*

**Sims, Lacey**  
*Coordinator, Scholarships, Financial Aid*

**Sims, Lisa**  
*Professor, Humanities and Social Sciences*

**Sims, Melissa**  
*Instructor, Nursing*

**Sluder, Dusti**  
*Dean, Health Sciences, Warrington Campus*

**Smith, Bre**  
*Service Officer/Dispatcher, Public Safety*

**Smith, Chela**  
*Career and Technical Education Specialist, Career and Technical Education*

**Smith, Joshua**  
*Maintenance Specialist II, Facilities, Planning and Construction*

**Smith, Juline**  
*Instructor, Natural Sciences*

**Smith, Kimberly**  
*Specialist, Student Services, Educational Talent Search*

**Smith, Ricky**  
*Coordinator, Technology Support, Information Technology Services*

**Smith, Roslyn**  
*Cosmetic Arts Technician, Professional Services*

**Smith, Sam**  
*Coordinator, Workday Change Management, Institutional Research*

**Smith, Sara**  
*Associate Professor, English and Communications*

**Smits, Teri**  
*Instructor, Nursing*

**Solchenberger, Lenny**  
*Lecturer, Mathematics and Computer Science*

**Solet, John**  
*Recruiter, Admissions*

**Southerland, Sandy**  
*Professor, Applied Technology and Professional Services*

**Sowa, Margaret**  
*Associate Professor, Adult Education*

**Sowell, Mitzie***Department Head, Health Sciences***Spears, Emily***Administrative Assistant, Institutional Development***Spicer, Erin***Vice President, Academic and Student Affairs***Spracklen, Karen***Payroll Accountant, Payroll Services***Spradlin, Wendy***Instructional Technologist, E-Learning***Stallings, Joe***Professor, Performing Arts***Stanton, Susan***Math Lab Specialist, Mathematics and Computer Science***Steele, Richard***Sergeant, College Police, Public Safety***Stephenson, Jon***Associate Vice President, Student Affairs, Academic and Student Affairs***Stewart, Nelson***Assistant Professor, Mathematics and Computer Science***Stewart, Stacey***Instructor, Health Sciences***Sturges, Sarah***Administrative Assistant, Nursing***Sullivan, Christina***Executive Assistant, Information Technology Services***Summers, Bruce***Senior System and Computer Operations Technician, Information Technology Services***Szwec, Katie***Lecturer, Allied Health***T****Tart, Jennifer***Library Acquisitions Technician, Library Services***Taylor, Diana***Associate Coordinator, General Accounting, Comptroller***Taylor, Ellen***Instructor, Nursing***Taylor, Penny***Administrative Assistant/Retention Specialist, Student Support Services***The, Andre***Instructor, Applied Technology***Thead, Robert***Instructor, Humanities and Social Sciences***Thornton, Kelby***Coordinator, Corporate and Professional Development***Thrasher, Rita***Professor, Natural Sciences***Tice, Bill***Director, Veteran Student Support Services***Todd, Karen***Senior Administrative Assistant, Student Affairs***Torres, Barbara***Department Head, Business***Turner, Amanda***Associate Dean, Enrollment Management, Academic and Student Affairs***Turner, Chris***Professor, Mathematics and Computer Science***U****Underwood, Brian***Associate Professor, English and Communications***V****Van Dyck, Kathy***Assistant Department Head, Humanities and Social Sciences***Varnadore, Barbara***Professor, Health Sciences***Vaughn, Holly***Senior Instructional Technologist, eLearning***Vickers, Monique***Administrative Assistant, Mathematics and Computer Science***Vidal, Elizabeth***Contact Center Advisor, Admissions***Vignes, Martha***Title III Grant Activity Director, Title III Grant Pirate PATH to Success***Vitale, John***Student Services Advisor, Advising Center***Viveros, Clara***Circulation Technician, Library Services, Milton Campus***Von Dyke, Lisa***Administrative Assistant, Facilities, Planning and Construction***W****Wall, Blaine***Professor, English and Communications***Wallace, Deanthia***Instructor, Nursing***Ward, Brian***Assistant Professor, Business***Ward, Daniel***Associate Professor, Business***Ward, Jeff***Director, Network and Telecommunications, Information Technology Services***Ward, Lee Ann***Administrative Assistant, Visual Arts***Weaver, Brian***Department Head, Visual Arts***Weaver, Patience***Database Coordinator, WSRE***Weddington, Rodney***General Accounting Specialist, Comptroller***Weyels, Martha***Library Serials Technician, Library Services***Whatley, Richard***Public Safety Officer, Public Safety***Whatley, Rodney***Professor, Performing Arts***White, Chandler***Administrative Assistant/Retention Specialist, Career and Technical Education Student Resources***White, Christopher***Photography Lab Manager, Visual Arts***White, James***Coordinator, Restricted Accounting, Comptroller***White, Terry***College Police Officer, Public Safety, Milton Campus*

**White Shaw, Karis**

*Circulation Technician, Library Services, Warrington Campus*

**Whiting, Steve**

*Executive Director, Technology Operations*

**Will, Michael**

*Professor, English and Communications*

**Williams, Carlita**

*Mental Health Services Specialist, Office of Institutional Equity and Student Conduct*

**Williams, Jawanna**

*Administrative Assistant, Public Safety*

**Williams, Monica**

*Talent Acquisition Specialist, Human Resources*

**Williams, Quinton**

*Multi Media Production Manager, WSRE*

**Williamson, Landon**

*Academic Support Specialist, Senior Dean, Academic Affairs*

**Wilson, Nichole**

*Coordinator, Capital Outlay and Banking, Comptroller*

**Wines, Maureen**

*Systems Support Analyst, Information Technology Services*

**Winesett, Linda**

*Library Acquisitions Technician, Library Services*

**Winterberry, Donna**

*Professor, Health Sciences*

**Wolfe, Sharon**

*Instructor, Health Sciences*

**Wood, Brenda**

*Science Lab Specialist, Natural Sciences*

**Wood, Wanda**

*Specialist, Student Services, Educational Opportunity Center*

**Woods, Deborah**

*Assistant Professor, Mathematics and Computer Science*

**Woods, John**

*Academic Coordinator, Veterans Upward Bound*

**Wooters, Jeffery**

*Professor, Natural Sciences*

**Work, Paula**

*Assistant Professor, Visual Arts*

**Wortendyke, Jennifer**

*Instructor, Natural Sciences*

**Y**

**Yoakum, Theresa**

*General Accounting Specialist, Comptroller*

**Young, Stacy**

*Coordinator, Testing, Milton Campus*

**Young, Ted**

*Director, Purchasing and Auxiliary Services*

**Z**

**Zabel, Patty**

*Lecturer, Mathematics and Computer Sciences*

**Zingale, Pamela**

*Assistant Professor, Nursing*

**Zukowski, Steven**

*Director, Workday Solutions, Institutional Research*

**Zukowski, Jr., Steven**

*Maintenance Specialist I, Facilities, Planning and Construction*





# CAMPUSES AND CENTERS





## CAMPUSES AND CENTERS

### **DISTRICT OFFICE**

#### **Pensacola Campus**

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

#### **Milton Campus**

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

#### **Warrington Campus**

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

#### **Downtown Center**

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

#### **Century Center**

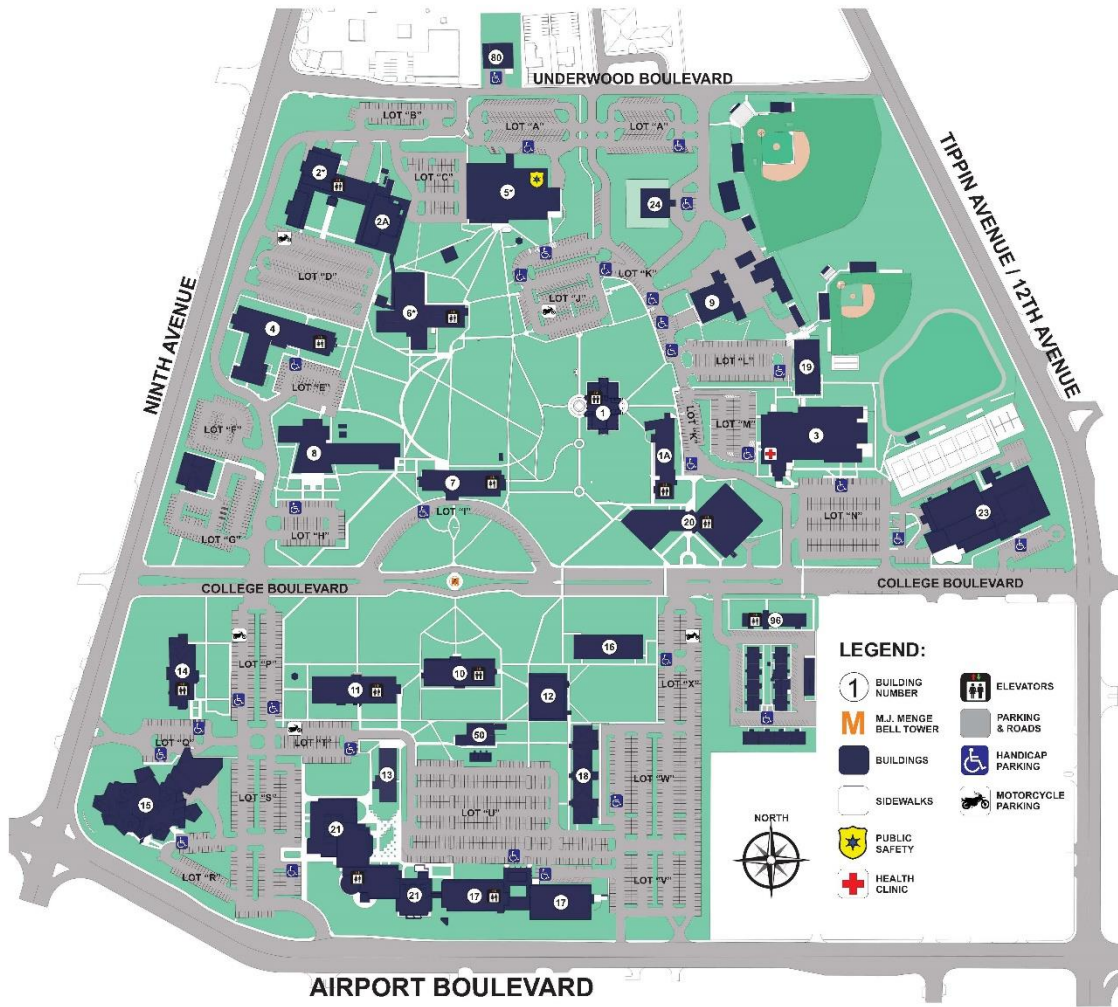
440 East Hecker Road  
Century, Florida 32535-2819  
(850) 471-4622

#### **South Santa Rosa Center**

5075 Gulf Breeze Parkway  
Gulf Breeze, Florida  
32563-9334  
(850) 471-4630



**PENSACOLA CAMPUS**



**1** BAARS TECHNOLOGY BUILDING

**1A** MATHEMATICS DEPARTMENT  
1st Floor: L.I.F.E. Center

**2** REGISTRATION CENTER  
Admissions and Information Center  
Cashier  
Financial Aid / Scholarships  
Registration

**2A** HAGLER AUDITORIUM

**3** LOU ROSS CENTER  
Athletic Director  
Coaches' Offices  
Hartsell Arena  
Health Clinic  
Swimming Pool

**4** ALLEN LIBERAL ARTS BUILDING  
English and Communications Department

**5** DELAINO STUDENT CENTER  
Bookstore  
Center for Advising and Career Services  
Culinary Arts Dining Room  
Public Safety - Student ID Center  
Student Leadership and Activities  
Subway Food Service  
Institutional Equity and Student Conduct

**6** STUDENT AFFAIRS  
Vice President Student Affairs  
Career and Technical Education  
Educational Opportunity Center  
Educational Talent Search  
Student Support Services  
Student Resource Center & ADA Services  
Student Job Services  
Student Veterans' Lounge  
Testing Center  
Veterans Affairs Center  
Veterans Upward Bound

**7** BARFIELD ADMINISTRATION BUILDING  
Office of the President  
Vice President Academic Affairs  
Vice President Business Affairs  
Comptroller  
Institutional Research  
Staff and Professional Development  
Dean, Institutional Effectiveness  
and Grants  
Human Resources Department  
Marketing and College Information  
Purchasing

**8** ASHMORE FINE ARTS CENTER  
Auditorium  
Performing Arts Department

**9** PHYSICAL PLANT  
Mail Room  
Receiving  
Facilities Planning and Construction  
Maintenance  
Transportation Services

**10** BUSINESS BUILDING  
Business Department

**11** HOBBS CENTER FOR TEACHING  
EXCELLENCE

**12** COSMETIC ARTS  
Salon

**13** INFORMATION TECHNOLOGY SERVICES

**14** SPEARS BEHAVIORAL SCIENCES  
BUILDING  
History, Language, and Social Sciences  
Department

**15** SWITZER CENTER FOR VISUAL ARTS  
Visual Arts Department  
Gallery  
Charles W. Lamar Studio

**16** MANAGEMENT INFORMATION SYSTEMS

**17** BAROCO CENTER FOR SCIENCE &  
TECHNOLOGY (EAST)  
Applied Technology Department  
Biological Sciences Department  
Physical Sciences Department  
Cisco Training Center  
Pensacola State College Foundation

**18** MECHANICAL TECHNOLOGY LAB

**19** GYMNASIUM

**20** CHADBOURNE LIBRARY  
Coffee Shop  
e-Learning  
Dean, Baccalaureate Studies and  
Academic Support

**21** BAROCO CENTER FOR SCIENCE &  
TECHNOLOGY (WEST)  
Academic Computing Center  
Planetarium

**23** KUGELMEN CENTER FOR  
TELECOMMUNICATIONS  
Jean & Paul Amos Performance Studio  
WSRE-TV

**24** CHILDCARE CENTER

**50** MECHANICAL SOUTH UTILITIES

**80** WELDING LAB

**96** COLLEGE CENTER  
Continuing Education  
Workforce Education  
Corporate and Professional Training

\* Garrett T. Wiggins Student Complex  
consists of Buildings 2, 5, and 6.

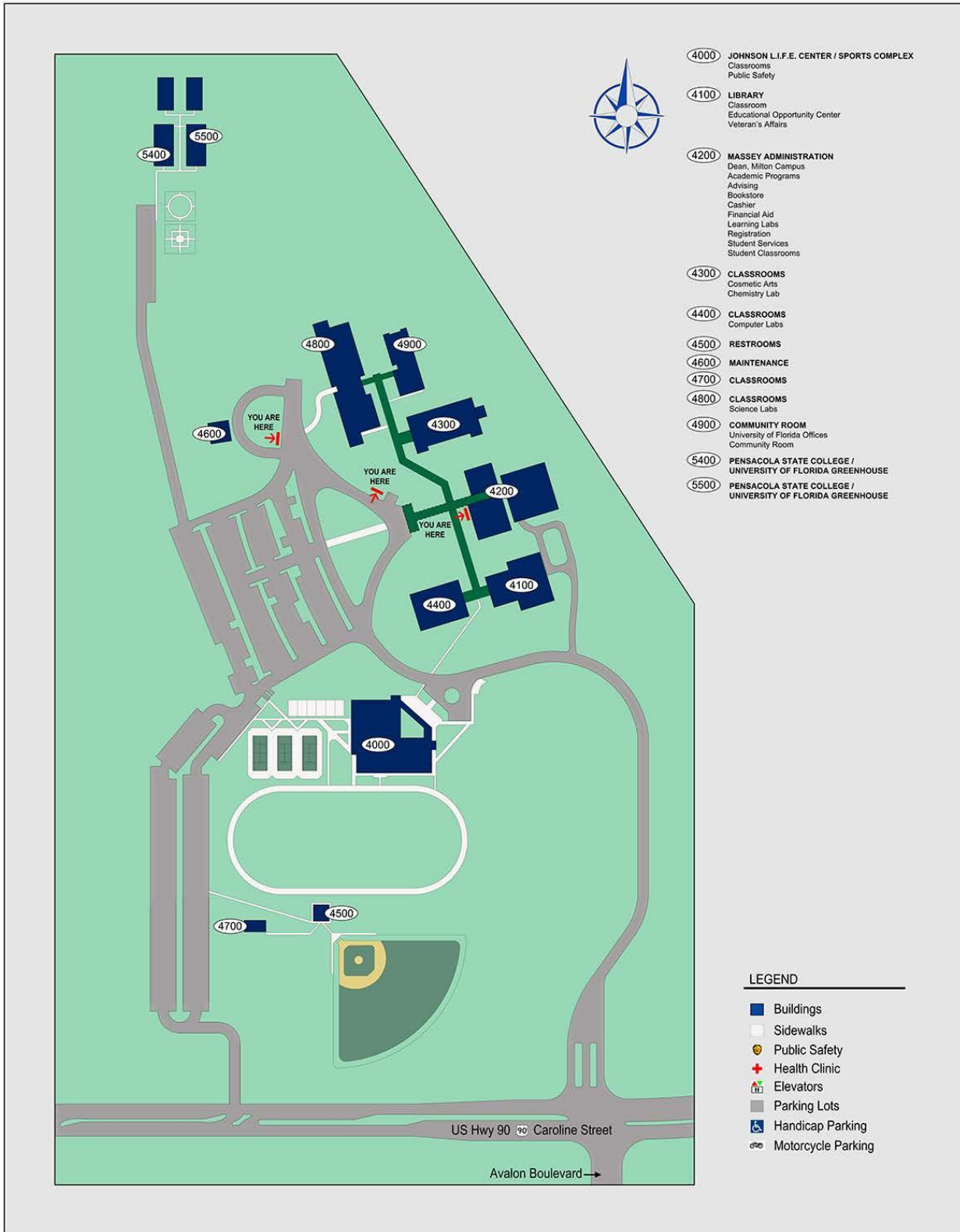
**LEGEND:**

- 1** BUILDING NUMBER
- M** M.J. MENGE BELL TOWER
- BUILDINGS**
- SIDEWALKS**
- PUBLIC SAFETY**
- HEALTH CLINIC**
- ELEVATORS**
- PARKING & ROADS**
- HANDICAP PARKING**
- MOTORCYCLE PARKING**



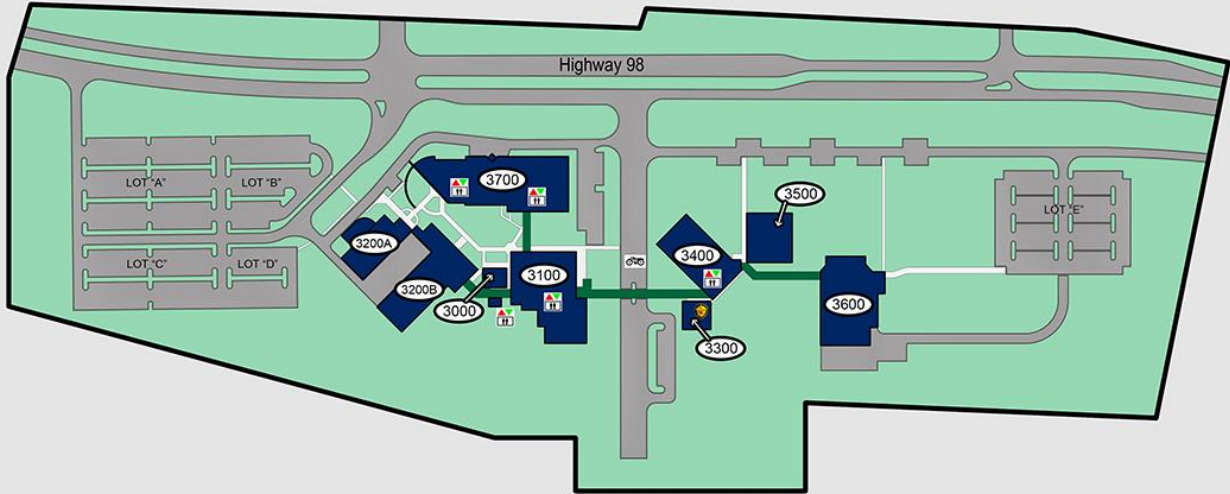


MILTON CAMPUS





**WARRINGTON CAMPUS**



- 3000** AUDITORIUM
- 3100** BOYD HEALTH RELATED EDUCATION BUILDING  
Allied Health Department  
Nursing Department  
Dental Clinic  
Computer Center  
Sonography  
Medical Assisting  
Medical Office Programs
- 3200A** VET TECH  
Veterinary Technician  
Classrooms
- 3200B** FITNESS CENTER  
Fitness Center  
Physical Therapist Assistant  
Radiography
- 3300** PUBLIC SAFETY  
Public Safety  
Student ID / Parking Decals  
Testing

- 3400** VENETTOZZI ARTS & SCIENCES BUILDING  
Adult Education  
Classrooms  
Science Labs
- 3500** LIBRARY
- 3600** HARRISON STUDENT AFFAIRS BUILDINGS  
Advising  
Bookstore  
Cashier  
Educational Opportunity Center  
Financial Aid  
Food Service  
Registration  
Student Services  
Veterans Affairs
- 3700** ATWELL HEALTH SCIENCES COMPLEX  
Dean, Warrington Campus  
Smart Center for Patient Simulation Training  
and Research  
D.W. McMillan Auditorium



**LEGEND**

- Buildings
- Sidewalks
- Public Safety
- Elevators
- Parking Lots
- Handicap Parking
- Motorcycle Parking



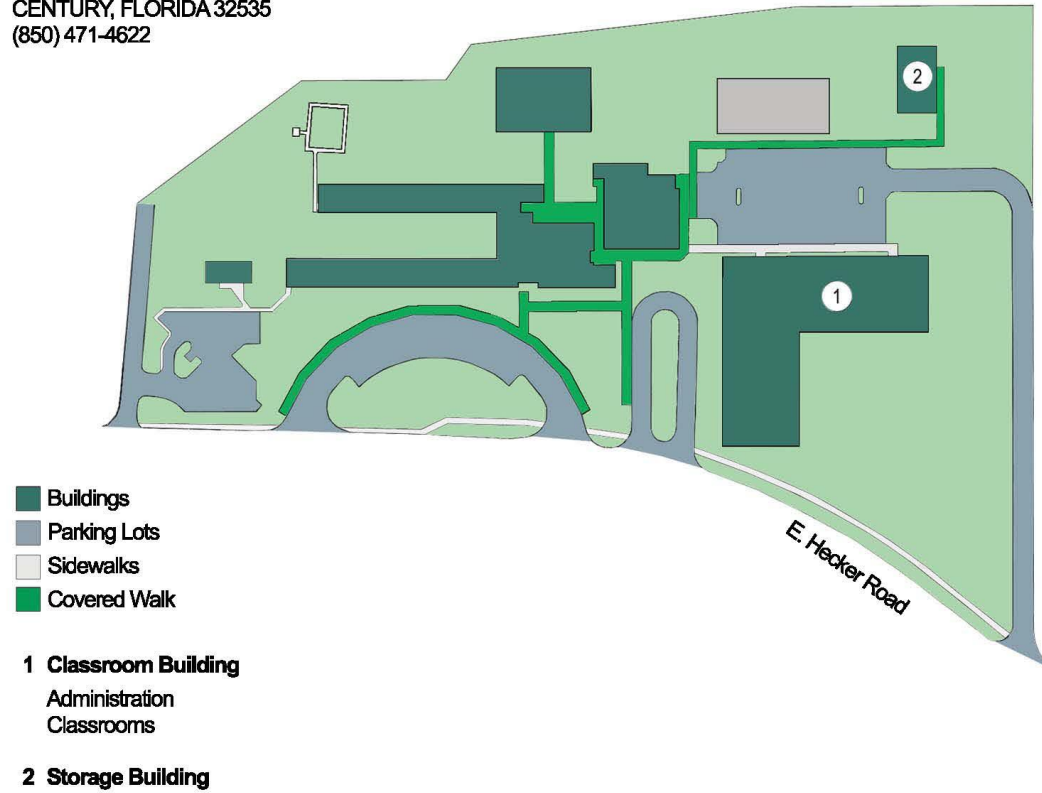


## CENTURY CENTER

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### CENTURY CAMPUS

440 E. HECKER RD  
CENTURY, FLORIDA 32535  
(850) 471-4622

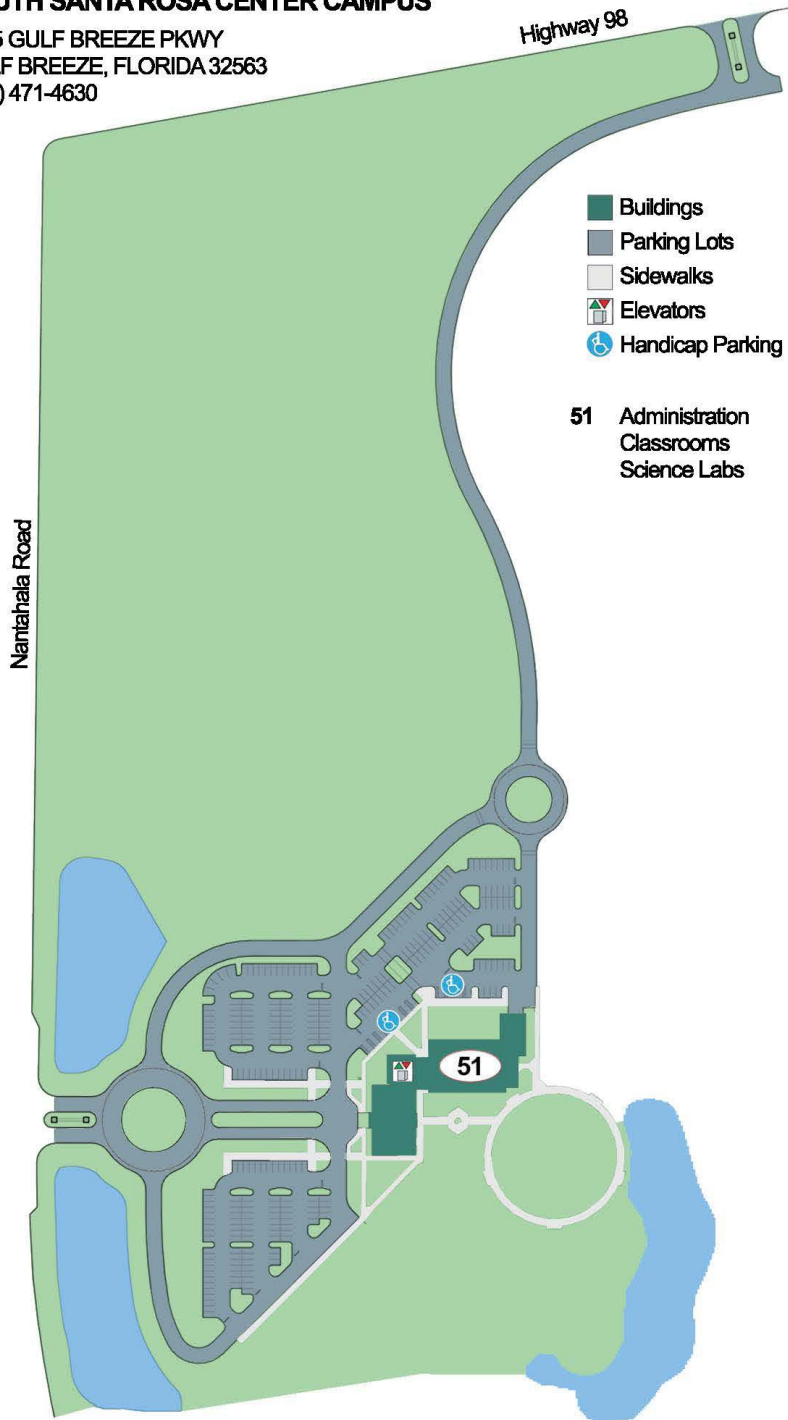




### SOUTH SANTA ROSA CENTER

#### SOUTH SANTA ROSA CENTER CAMPUS

5075 GULF BREEZE PKWY  
GULF BREEZE, FLORIDA 32563  
(850) 471-4630







# GLOSSARY





# 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 POS 2041, successfully passing AMH 2020, a score of 3 or above on AP Government and Politics: United States, a score of 4 or above on AP United States History, a score of 50 or above on CLEP: American Government, or a score of 60 or above in US Citizenship and Immigration Services Naturalization Test - Civics (U.S. history and government) with supplemental questions.

**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, MAC 1105 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.

**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](http://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.

## INDEX

- A, 249  
 A-ADULT EDUCATION, 151  
 About Pensacola State College, 3  
 Academic and Student Affairs, 235  
 Academic Appeals, 26  
 Academic Honesty, 73  
 Academic Honors, 65  
 Academic Misconduct Process and Procedures, 22  
 Academy of Teaching Excellence, 5  
 Access to Student Records, 48  
 Accounting Technology Management College Credit Certificate (ACCTG-CT), 99  
 Accounting Technology Operations College Credit Certificate (ACTOP-CT), 99  
 Accounting Technology Specialist College Credit Certificate (ACTSP-CT), 100  
 Accreditation, 3  
 ACG - ACCOUNTING GENERAL, 155  
 ACO-ACCOUNTING-OCCUPATIONAL-TECHNICAL-VARIABLE-PACED, 155  
 ACR-HVAC-HEAT-VENTILATION-REFRIGERATION-TECH-TRADES, 155  
 ACT and SAT, 50  
 Additional Information, 28  
 Additional Services, 59  
 Administrative Services, 243  
 Admissions, 31, 240  
 Adult Education, 151, 239  
 Adult Education Program, 151  
 Advanced Esthetics Career Certificate (ESTHE-VC), 142  
 Advanced Technical Certificates, 91  
 Advanced Welding Technology Career Certificate (AWELD-VC), 142  
 Advising, 38  
 Advising Center, 241  
 Alphabetical Listing of Employees, 249  
 Alternative Loan Options, 52  
 Alumni Affairs, 244  
 AMH - AMERICAN HISTORY, 156  
 AML - AMERICAN LITERATURE, 156  
 ANT - ANTHROPOLOGY, 157  
 Anti-Hazing Policy, 23  
 APA - APPLIED ACCOUNTING, 157  
 Application and Procedures, 56  
 Applied Science and Professional Services, 235  
 Applied Technology, 235  
 Applied Technology Diploma (ATD) Programs, 139  
 ARH - ART HISTORY, 157  
 ART - ART, 157  
 ASL - AMERICAN SIGN LANGUAGE, 159  
 Associate in Arts Degree, 96  
 Associate in Science Degrees with Embedded Technical Certificates, 97  
 Associate in Science in Accounting Technology (ACCT-AS), 99  
 Associate in Science in Architectural Design and Construction Technology (ARCH-AS), 101  
 Associate in Science in Business Administration (BUS-AS), 102  
 Associate in Science in Computer Information Technology (CIT-AS), 104  
 Associate in Science in Computer Programming and Analysis-Programming Support (CPROG-AS), 105  
 Associate in Science in Criminal Justice Technology (LAW-AS), 106  
 Associate in Science in Culinary Management (CHEF-AS), 107  
 Associate in Science in Cyber Forensics (CYBFO-AS), 109  
 Associate in Science in Cybersecurity (ITSEC-AS), 110  
 Associate in Science in Dental Hygiene (DH-AS), 111  
 Associate in Science in Early Childhood Education (CHILD-AS), 112  
 Associate in Science in Electronics Engineering Technology (ELEC-AS), 115  
 Associate in Science in Emergency Medical Services (EMS-AS), 117  
 Associate in Science in Engineering Technology - Advanced Manufacturing (ENGNR-AS), 118  
 Associate in Science in Engineering Technology - Mechanical Design and Fabrication (MECH-AS), 120  
 Associate in Science in Health Information Technology (HIT-AS), 123  
 Associate in Science in Health Services Management (HSM-AS), 125  
 Associate in Science in Hospitality and Tourism Management (HOTEL-AS), 126  
 Associate in Science in Nursing Registered Nurse (RN-AS), 129  
 Associate in Science in Paralegal Studies (Legal Assisting) (LEGAL-AS), 131  
 Associate in Science in Pharmacy Management (PHM-AS), 131  
 Associate in Science in Photographic Technology (PHOTO-AS), 132  
 Associate in Science in Physical Therapist Assistant (PTA-AS), 133  
 Associate in Science in Radiography (XRAY-AS), 134  
 Associate in Science in Sonography (Diagnostic Medical Sonography) (SON-AS), 135  
 Associate in Science in Sport, Fitness, and Recreation Management (REC-AS), 136  
 Associate in Science in Veterinary Technology (VET-AS), 137  
 Associate Vice President, Academic Affairs, 239  
 ASSOCIATE VICE PRESIDENTS, 233  
 AST - ASTRONOMY, 159  
 ATE - ANIMAL SCIENCE TECHNOLOGY, 159  
 Athletics, 243  
 AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES, 153  
 B, 249  
 Baccalaureate Degrees, 79  
 Baccalaureate Students, 32  
 Baccalaureate Studies and Academic Support, 235  
 Bachelor of Applied Science in Cybersecurity, Cyber Forensics (CYFO-BAS), 87  
 Bachelor of Applied Science in Cybersecurity, Information Security (CYSC-BAS), 86  
 Bachelor of Science in Nursing (NUR-BSN), 88  
 Baking and Pastry Management Advanced Technical Certificate (BAKE-ATC), 91  
 Barbering Career Certificate (BARB-VC), 142  
 Basic Electronics Technician College Credit Certificate (BTECH-CT), 115  
 Basic Steps for Applying to the College, 31  
 BCN - BUILDING CONSTRUCTION, 162  
 BCT - BUILDING CONSTRUCTION TRADES, 162  
 BCV-BUILDING-CONSTRUCTION-VOCATIONAL, 162  
 BOT - BOTANY, 164  
 BSC - BIOLOGICAL SCIENCES, 164  
 BUL - BUSINESS LAW, 165  
 Business, 235  
 Business Affairs, 244

- Business and Management Advanced Technical Certificate Programs, 91
- Business Entrepreneurship College Credit Certificate (ENT-CT), 103
- Business Entrepreneurship Operations College Credit Certificate (ENTOP-CT), 103
- Business Management College Credit Certificate (BUS-CT), 102
- C, 250
- Campuses and Centers, 259, 271
- CAP - COMPUTER APPLICATIONS, 165
- Career and Technical Education Student Resources, 245
- Career Certificates, 141
- Career Mobility Options, 130
- Carpentry Career Certificate (CARP-VC), 142
- Cashier, 244
- Cashier's Office, 38
- Catalog Year Policy, 55
- CCJ - CRIMINOLOGY AND CRIMINAL JUSTICE, 166
- Century Center, 239, 267
- CET - COMPUTER ENGINEERING TECHNOLOGY, 167
- CGS - COMPUTER GENERAL STUDIES, 168
- Challenge of the Content of the Student Record, 48
- Charter School, 239
- Chef's Apprentice College Credit Certificate (CHFAP-CT), 107
- Child Care Center Management Specialization College Credit Certificate (CCMS-CT), 112
- CHM-CHEMISTRY, 169
- CIS - COMPUTER SCIENCE AND INFORMATION SYSTEMS, 170
- CJC - CORRECTIONS, 171
- CJE - LAW ENFORCEMENT, 171
- CJJ - JUVENILE JUSTICE, 172
- CJL-LAW-PROCESS, 172
- Class Attendance, 23
- Classroom Activities, 23
- CLT - CLASSICAL CULTURE IN TRANSLATION OR TRANSLATION SKILLS, 172
- CNC Composite Fabricator/Programmer College Credit Certificate (CNCW-CT), 120
- CNC Machinist Operator/Programmer College Credit Certificate (CNCMO-CT), 121
- CNC Machinist/Fabricator College Credit Certificate (CNC-CT), 120
- CNT - COMPUTER NETWORKS, 172
- Code of Student Conduct, 19
- College Authority, 19
- College Closing, 73
- College Credit and Vocational Credit (Clock Hour) Courses, 154
- College Information, 3
- College Level Examination Program (CLEP), 50
- College Personnel, 233
- College Priorities, 3
- COM - COMMUNICATION, 173
- Commercial Vehicle Driving Career Certificate (CVD-VC), 143
- Comptroller, 244
- Computer Programmer College Credit Certificate (COMP-CT), 105
- Continuing Education, 235
- COP - COMPUTER PROGRAMMING, 173
- Corporate and Professional Development, 235
- COS - COSMETOLOGY, 173
- Cosmetology Career Certificate (COSM-VC), 143
- Course Descriptions, 153
- Course Policies, 65
- COURSES AT NONREGIONALLY ACCREDITED INSTITUTIONS, 154
- CREDITS, 46
- Crime Scene Technician College Credit Certificate (CST-CT), 106
- Criminal Justice Technology Specialist College Credit Certificate (CJT-CT), 106
- CRW - CREATIVE WRITING, 175
- CSP - COSMETOLOGY-SPECIALIZED, 175
- CTS - COMPUTER TECHNOLOGY AND SKILLS, 176
- Culinary and Hospitality Management Advanced Technical Certificate Programs, 91
- Culinary Arts College Credit Certificate (CHEF-CT), 107
- Culinary Arts Management Operations College Credit Certificate (CAMOP-CT), 108
- D, 250
- DAA - DANCE, EMPHASIS ON ACTIVITY, 177
- DAN - DANCE, 177
- DEANS, 233
- Degree Seeking Students, 32
- Degrees and Programs, 30, 77
- DEH - DENTAL HYGIENE, 178
- Delinquent Financial Obligations / Returned Checks, 53
- DEP - DEVELOPMENTAL PSYCHOLOGY, 179
- Dependent / Independent Status, 32
- DES - DENTAL SUPPORT, 179
- Determination of Financial Need, 38
- Development Educational Program, 73
- Developmental Education, 149
- Diagnostic Medical Sonography Specialist College Credit Certificate (SONSP-CT), 135
- Disclaimer, 6
- District Board of Trustees, 233
- Documentation Required for Classification as a Resident for Tuition Purposes, 33
- DR. MARJAN MAZZA BACHELOR OF APPLIED SCIENCE IN BUSINESS AND MANAGEMENT, 79
- Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Entrepreneurship (ENT-BAS), 79
- Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Graphic Design Management (GRPH-BAS), 80
- Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Health Care Management (HCMG-BAS), 81
- Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Human Resource Management (HR-BAS), 82
- Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Organizational Administration (OADM-BAS), 83
- Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Project Management (PMGT-BAS), 84
- Dr. Marjan Mazza Bachelor of Applied Science in Business and Management, Public Safety Management (PS-BAS), 85
- Dress and Appearance, 23
- E, 251
- Early Childhood Development College Credit Certificate (CHD-CT), 113
- Early Childhood Inclusion Specialist College Credit Certificate (ECIS-CT), 113
- Early Childhood Teacher (Preschool) College Credit Certificate (PREK-CT), 113
- ECO - ECONOMICS, 180
- EDF-EDUCATION-FOUNDATIONS-AND-POLICY-STUDIES, 180
- EDG - EDUCATION GENERAL, 180
- Educational Opportunity Center, 245
- Educational Talent Search, 245
- EEC-EDUCATION-EARLY-CHILDHOOD, 180

- EET - ELECTRONIC ENGINEERING TECHNOLOGY, 181
- EEX-EDUCATION-EXCEPTIONAL-CHILD-CORE-COMPETENCIES, 182
- EGN - ENGINEERING GENERAL, 182
- EKG Technician Career Certificate (EKG-VC), 143
- eLearning, 236
- Electricity Career Certificate (ELECT-VC), 143
- Electronics Technician College Credit Certificate (ETECH-CT), 116
- EME-EDUCATION-TECHNOLOGY-AND-MEDIA, 183
- Emergency Medical Technician Applied Technology Diploma (EMT-ATD), 139
- Employer or Third-Party Sponsor, 53
- EMS - EMERGENCY MEDICAL SERVICES, 183
- ENC - ENGLISH COMPOSITION, 185
- Engineering Technology Support Specialist College Credit Certificate (ESPEC-CT), 118
- English and Communications, 239
- ENL - ENGLISH LITERATURE, 185
- Enrollment Certification, 49
- Enrollment Status, 32
- ENT - ENTREPRENEURSHIP, 185
- ESC - EARTH SCIENCE, 186
- ETC-ENGINEERING-TECHNOLOGY-CIVIL, 186
- ETD-ENGINEERING-TECHNOLOGY-DRAFTING, 186
- ETI-ENGINEERING-TECHNOLOGY-INDUSTRIAL, 188
- ETM - ENGINEERING TECHNOLOGY, 190
- ETS-ENGINEERING TECHNOLOGY SPECIALTY, 190
- EUH - EUROPEAN HISTORY, 191
- Event Planning Management College Credit Certificate (EVENT-CT), 126
- EVR - Environmental Studies, 191
- EXAMPLE OF COURSE IDENTIFIER, 153
- Exceptions and Qualifications, 32
- EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY, 154
- Excess Credit Hours, 73
- EXECUTIVE DIRECTORS, 233
- F, 251
- Facials Specialty Career Certificate (FACE-VC), 144
- Facilities, Planning and Construction, 244
- Faculty, 5
- Faculty Emeriti, 247
- Federal Student Loans, 38
- FERPA, 48
- FIN - FINANCE, 191
- Financial Aid, 38, 238
- Financial Aid Appeal Policy and Process, 39
- Financial Aid Awards, 39
- Financial Aid Policy, 39
- Florida's Statewide Course Numbering System, 153
- Food and Beverage Management College Credit Certificate (FBMGT-CT), 127
- Food and Beverage Operations College Credit Certificate (FBOP-CT), 127
- Food and Beverage Specialist College Credit Certificate (FBS-CT), 127
- FRE - FRENCH LANGUAGE, 192
- FSS - FOOD SERVICE SYSTEMS, 192
- Fundraising Activities, 29
- GEA-GEOGRAPHY-REGIONAL-AREAS, 193
- GEB - GENERAL BUSINESS, 194
- General Education, 93
- General Education Development (GED) Test, 50
- General Eligibility Requirements, 39
- General Financial Aid Policies, 40
- General Information, 56
- General Registration Information, 46
- GENERAL RULE FOR COURSE EQUIVALENCIES, 153
- GER - GERMAN, 194
- GIS-GEOGRAPHY-INFORMATION-SCIENCE, 194
- GLY - GEOLOGY, 194
- GRA - GRAPHIC ARTS, 194
- Grade Appeal Process, 70
- Grade Information, 67
- Grading Policies, 69
- Graduation, 56
- Graduation Exceptions and Appeals, 57
- Graduation Honors, 65
- GRANTS, 42
- Grants and Federal Programs, 245
- Graphic Design Production College Credit Certificate (GRAPR-CT), 121
- Graphic Design Support College Credit Certificate (GRASU-CT), 121
- Guest Services Specialist College Credit Certificate (GUEST-CT), 127
- Guest Speakers, 28
- Guests and Children on Campus, 29
- H, 252
- HCP-HEALTH-CARE-PROVIDERS-ASSISTANTS, 196
- Health Care Informatics Specialist College Credit Certificate (HIS-CT), 124
- Health Care Services Specialist College Credit Certificate (HSC-CT), 125
- Health Sciences, 241
- Heating, Ventilation and Air Conditioning Career Certificate (HVAC-VC), 144
- HFT - HOSPITALITY MANAGEMENT, 196
- HIM - HEALTH INFORMATION MANAGEMENT, 198
- History of Pensacola State College, 7
- HLP - HEALTH LEISURE PHYSICAL EDUCATION, 199
- HSA - HEALTH SERVICES ADMINISTRATION, 199
- HSC - HEALTH SCIENCES, 200
- HUM - HUMANITIES, 201
- Human Resource Management Advanced Technical Certificate (HRM-ATC), 91
- Human Resources, 244
- Human Resources Administrator College Credit Certificate (HR-CT), 102
- HUN - HUMAN NUTRITION, 201
- HUS - HUMAN SERVICES, 201
- I, 253
- Industry Certification Testing, 50
- Infant/Toddler Specialization College Credit Certificate (BABY-CT), 114
- Information Technology Services, 243
- INR - INTERNATIONAL RELATIONS, 201
- Institutional Development, 246
- Institutional Research, 238
- Interactive Media Production College Credit Certificate (IMP-CT), 122
- Interactive Media Support College Credit Certificate (IMS-CT), 122
- Interdisciplinary Studies and Honors, 201
- Introduction, 19
- ISM - INFORMATION SYSTEMS MANAGEMENT, 201
- ITA - ITALIAN LANGUAGE, 201
- J, 253
- JOU - JOURNALISM, 202
- K, 253
- L, 253
- Laser and Photonics Technician College Credit Certificate (LASER-CT), 116
- LAT-LATIN-LANGUAGE-STUDY, 202
- Lean Manufacturing College Credit Certificate (LEAN-CT), 118
- LEI - LEISURE, 202
- Libraries, 71
- Library Services, 236



- Limited Access Program Applicants, 32  
 LIS - LIBRARY AND INFORMATION STUDIES, 202  
 LIT - LITERATURE, 202  
 M, 254  
 MAC - MATHEMATICS-CALCULUS AND PRECALCULUS, 203  
 MAN - MANAGEMENT, 204  
 Manufacturing Automation Specialist College Credit Certificate (MAUTO-CT), 119  
 MAP - MATHEMATICS APPLIED, 205  
 MAR - MARKETING, 205  
 Marketing and College Information, 246  
 Massage Therapy Career Certificate (MT-VC), 145  
 MAT - MATHEMATICS, 205  
 Mathematics and Computer Science, 236  
 MCB - MICROBIOLOGY, 206  
 MEA - MEDICAL ASSISTING TECHNOLOGY, 206  
 Mechanical Designer/Programmer College Credit Certificate (MECH-CT), 121  
 Mechatronics College Credit Certificate (MTRON-CT), 119  
 Medical Assisting Career Certificate (MEDAS-VC), 145  
 Medical Information Coder / Biller College Credit Certificate (HIT-CT), 124  
 Message from the President, 1  
 MET - METEOROLOGY, 207  
 MGF - MATHEMATICS-GENERAL AND FINITE, 208  
 Milton Campus, 238, 263  
 Mission Statement, 3  
 MKA - MARKETING APPLICATIONS, 208  
 MMC - MASS MEDIA COMMUNICATIONS, 208  
 MNA-MANAGEMENT-APPLIED, 208  
 MSL-MILITARY SCIENCE AND LEADERSHIP, 208  
 MSS - MASSAGE, 209  
 MUH-MUSIC-HISTORY-MUSICOLOGY, 209  
 MUL - Music Literature, 209  
 MUN-MUSIC-ENSEMBLES, 209  
 MUS - MUSIC, 210  
 MUT-MUSIC-THEORY, 210  
 MV-APPLIED MUSIC, 211  
 MVK-APPLIED-MUSIC-KEYBOARD, 211  
 MVS-APPLIED-MUSIC-STRINGS, 211  
 Nails Specialty Career Certificate (NAILS-VC), 145  
 Natural Sciences, 237  
 Non-Academic Misconduct, 24  
 Non-Degree Seeking Students, 32  
 NSP-NURSING-SPECIAL, 211  
 NUR-NURSING-GENERIC-UNDERGRADUATE, 212  
 Nursing, 242  
 Nursing Advanced Technical Certificate Programs, 92  
 Nursing Assistant Career Certificate (NA-VC), 146  
 O, 255  
 OCB - BIOLOGICAL OCEANOGRAPHY, 214  
 OCE - GENERAL OCEANOGRAPHY, 214  
 Office of Institutional Equity and Student Conduct, 243  
 Office of the President, 233  
 Other Appeals, 27  
 P, 255  
 PAD - PUBLIC ADMINISTRATION, 214  
 Paramedic College Credit Certificate (PARAM-CT), 117  
 Patient Care Technician Career Certificate (PCT-VC), 146  
 Payment Deadlines, 52  
 Payment Refunds, 52  
 Payroll, 244  
 PEL-PHYS-EDU-ACTS-GEN-OBJECT-CENTRD-LAND, 214  
 PEM-PHYS-EDU-ACTS-GEN-PERFOMR-CENTRD-LAND-REVISED, 215  
 PEO-PHYS-EDU-ACTS-PROFNL-OBJECT-CENTRD-LAND, 215  
 Performing Arts, 240  
 Perioperative Nursing Advanced Technical Certificate (PERI-ATC), 92  
 PET - PHYSICAL EDUCATION THEORY, 215  
 PGY - PHOTOGRAPHY, 215  
 Pharmacy Technician Applied Technology Diploma (PHRM-ATD), 140  
 PHI - PHILOSOPHY, 216  
 Phlebotomy Technician Career Certificate (PHLEB-VC), 146  
 Photography College Credit Certificate (PHOTO-CT), 132  
 PHT - PHYSICAL THERAPY, 217  
 PHY - PHYSICS, 219  
 PLA - PARALEGAL LEGAL ASSISTANT LEGAL ADMINISTRATION, 219  
 Placement Testing and Developmental Education, 50  
 Plagiarism and Academic Cheating, 23  
 Plumbing Technology Career Certificate (PLUMB-VC), 146  
 PMT - PRECISION METALS TECHNOLOGY, 221  
 Pneumatics, Hydraulics and Motors for Manufacturing College Credit Certificate (PNEUM-CT), 119  
 POS - POLITICAL SCIENCE, 222  
 Posting, Distributing, Exhibiting Printed or Filmed Material, 28  
 Practical Nursing Career Certificate (LPN-VC), 147  
 Preparation for the Florida Child Care Professional Credential (FCCPC), 114  
 President Emeriti, 247  
 President's Leadership Team, 233  
 Prior Learning Assessment (PLA), 73  
 PRN - PRACTICAL NURSING, 222  
 Professional Services, 235  
 Program Admission, 34  
 Programs of Study, 19, 77  
 Project Management Advanced Technical Certificate (PM-ATC), 91  
 PSY - PSYCHOLOGY, 222  
 PTN - PHARMACY TECHNICIAN, 222  
 Public Directory Information, 49  
 Public Safety, 28, 243  
 Public Safety and Security Hours and Information, 28  
 Purchasing and Auxiliary Services, 244  
 Q, 255  
 R, 255  
 REA - READING, 224  
 Readmission, 38  
 Records, 241  
 Registration, 46  
 Regulatory Changes, 42  
 Reserve Officer Training Corps (ROTC), 59  
 Residency Classification, 32  
 Rights of Students and Recognized Student Organizations, 24  
 Robotics and Simulation Technician College Credit Certificate (ROBOT-CT), 116  
 Rooms Division Management College Credit Certificate (ROOMS-CT), 128  
 Rooms Division Operations College Credit Certificate (RMOP-CT), 128  
 Rooms Division Specialist College Credit Certificate (RMSP-CT), 128  
 RTE - RADIOLOGIC TECHNOLOGY, 224  
 S, 256  
 SATISFACTORY ACADEMIC PROGRESS STANDARDS, 42  
 SBM - SMALL BUSINESS MANAGEMENT, 225  
 Scholarships, 44  
 SLS - STUDENT LIFE SKILLS, 225  
 Social Security Number Collection and Usage Notification, 49  
 SON - SONOGRAPHY, 225

- South Santa Rosa Center, 240, 269  
 SOW - SOCIAL WORK, 227  
 SPC - SPEECH COMMUNICATION, 227  
 Special Admission, 36  
 Speech and Publication Guidelines, 28  
 SPN - SPANISH LANGUAGE, 227  
 STA - STATISTICS, 228  
 Staff Professional Development, 240  
 Standards of Academic Progress, 74  
 STS - SURGICAL TECHNOLOGY STUDIES, 228  
 Student Activities, 59  
 Student Advocate/Student Ombudsman, 26  
 Student Affairs, 240  
 Student Appeals, 26  
 Student Conduct Appeal Process, 26  
 Student Employment, 45  
 Student Honor Pledge, 19  
 Student Motor Vehicle and Parking Violations, 30  
 Student Motor Vehicle Regulations, 30  
 Student Records, 48  
 Student Resource Center for ADA Services, 59, 244  
 Student Responsibilities, 19  
 Student Services - Warrington Campus, 241  
 Student Support Services, 245  
 SUR-SURVEYING-RELATED-AREAS, 229  
 Sustainable Design College Credit Certificate (SUSTD-CT), 101  
 SYG-SOCIOLOGY-GENERAL, 229  
 T, 257  
 TAX - TAXATION, 229  
 Technologies, 72  
 Test of Adult Basic Education (TABE), 50  
 Testing and Assessment, 50  
 Testing Exemption, 50  
 Testing Services, 241  
 Textbook Affordability, 53  
 THE - THEATRE STUDIES AND GENERAL RESOURCES, 230  
 THE COURSE PREFIX, 153  
 Title III - Pirate Path to Success, 241  
 Title IV Federal Student Aid Repayment Policy Effective Fall 2000, 45  
 TPA - THEATRE PRODUCTION AND ADMINISTRATION, 230  
 TPP - THEATRE PERFORMANCE AND PERFORMANCE TRAINING, 230  
 TRA - TRANSPORTATION AND LOGISTICS, 230  
 Transcript Requests, 48  
 Transfer from PSC, 51  
 Transfer of Credit, 51  
 Transfer Students, 32  
 Transfer to PSC, 51  
 Transient Students, 32  
 Trespassing, 29  
 TRIO and Federal Grant Programs, 57  
 Tuition and Fee Charges, 51  
 Tuition and Fees, 51  
 Tutoring Services, 71  
 U, 257  
 University of Florida at Pensacola State College, 89  
 V, 257  
 Valentino Associate in Science in Business Entrepreneurship (ENT-AS), 103  
 Veteran Services, 53  
 Veterans Student Support Services, 245  
 Veterans Upward Bound Project, 245  
 VICE PRESIDENTS, 233  
 Vision Statement, 3  
 Visual Arts, 240  
 Vocational Certificate (Clock Hour) Programs, 141  
 W, 257  
 Warrington Campus, 241, 265  
 Welding Technology Career Certificate (WELD-VC), 147  
 WSRE—TV, 246  
 Y, 258  
 Z, 258  
 ZOO - ZOOLOGY, 231



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