PHSC | PASCO-HERNANDO STATE COLLEGE

Excellence • Integrity • Success • Welcoming • Community

DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
TUESDAY, FEBRUARY 18, 2025 – 11:30 AM

FACILITATED FROM THE SPRING HILL CAMPUS CONFERENCE CENTER
450 BEVERLY COURT, SPRING HILL

JOIN VIA ZOOM:
https://phsc.zoom.us/j/84167499650?pwd=XuIWahN6tY9Auvo805NBfllSEDOwtF.1

A. GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

1.3 Pledge of Allegiance and Invocation

1.3.1 Vision Statement and Mission Statement

1.4 Recognition of President's Guests

1.4.1 Joy Raulerson, In Recognition of Her 33 Years of Service

1.4.2 Bob Bade, In Recognition of His 34 Years of Service

1.5 Hearing of Citizens and Petitions

1.6 Approval, Minutes/January 14, 2025; Consent and Hand-Out Agenda Items

1.7 Public Hearing and Adoption of Board Rules/Policies

1.7.1 6Hx19-2.56 Educational and Workplace Harassment

1.7.2 6Hx19-6.35 Educational Equity

1.7.3 6Hx19-6.40 Accommodations for Students with Disabilities

1.8 Trustee Functions

Approvals

1.8.1 Request for Emeritus Status

1.8.2 Recommendation for Work Week Modification – Summer 2025

1.8.3 Nomination and Naming of New Vice Chair

1.9 President's Report

1.9.1 Enrollment Report – 3 Year History

1.9.2 Video – Student Iman Bhyat

APPROVAL/RATIFICATION & INFORMATION ITEMS

B. ACADEMIC AFFAIRS

Approvals

2.2 Program Revisions

2.3 New Courses

2.4 Course Revisions

2.5 Course Fee Revisions

C. FINANCIAL SERVICES

Approvals

3.4 Budget Amendments, 2024-2025

3.4.1 Fund 2 Current Restricted

3.5 Disposal/Write Off Request

Informational

3.6 Monthly Budget Summary

D. ENROLLMENT MANAGEMENT

Informational

4.1 Enrollment Report

E. TRUSTEE REMARKS

F. ADJOURNMENT

PHSC | PASCO-HERNANDO STATE COLLEGE

Excellence • Integrity • Success • Welcoming • Community

Vision Statement

We will be our region's college of choice, raising the level of educational attainment, transforming lives and meeting workforce needs in the community.

Mission Statement

Pasco-Hernando State College, a comprehensive, learning-centered institution, serves its communities by providing an excellent, affordable and accessible education, enabling students to achieve academic success, personal enrichment, socio-economic advancement and social impact.

PHSC | PASCO-HERNANDO STATE COLLEGE

Excellence • Integrity • Success • Welcoming • Community

DISTRICT BOARD OF TRUSTEES
REGULAR MEETING *DRAFT MINUTES*
TUESDAY, JANUARY 14, 2025 – 11:30 AM

FACILITATED FROM THE PORTER CAMPUS CONFERENCE CENTER
2727 MANSFIELD BOULEVARD, WESLEY CHAPEL

JOIN VIA ZOOM:
https://phsc.zoom.us/j/84167499650?pwd=XuIWahN6tY9Auvo805NBfllSEDOwtF.1

A. GENERAL FUNCTIONS

1.1 Call to Order

1.2 Roll Call

Roll call was taken and indicated the following Board members in attendance: Ms. Marilyn Pearson-Adams, Chair, Dr. Becky Shulkowski, Vice Chair, Mr. Lee Maggard, Mr. John Mitten, Mrs. Nicole Newlon, Mr. Ryan Brady, Dr. Gino Collura, and Student Representative Ms. Krista Knowles. Dr. Jesse Pisors, College President, and Mr. Andrea Brvenik, Vice President of Government Relations and General Counsel, were also present.

Absent: Mr. John Allocco, Jr.

College administrators and staff present: Bobby Yancy, Brian Horn, Chiquita Henderson, Chris Bibbo, Courtney Boettcher, David McCain, Dr. Alysen Heil, Dr. Bob Bade, Dr. Daniel Powell, Dr. Dennis Feltwell, Dr. Gerene Thompson, James Mohring, Dr. Jennifer Neal-Jimenez, Dr. Joy Moore, Dr. Lisa Richardson, Dr. Yongmei Li, Maria Jaskot-Inclan, Mark Tennyson, Mildred Diaz Santiago, Patricia Stewart, Shauna Kincade, Steven Wasilefsky, Teresa Montanez, Thomas Hull, Tyler Claassen, Jessica White, Duane Powell, Emmalise Feliciano, and Autumn Alexis

1.3 Pledge of Allegiance and Invocation

1.3.1 Vision Statement and Mission Statement

1.4 Recognition of President's Guests

1.4.1 Karin Glessner, In Recognition of Her 16 Years of Service

1.5 Hearing of Citizens and Petitions

Dr. Pisors inquired if there were any requests for hearing of citizens and petitions. There being none they moved on to the next agenda item.

1.6 Approval, Minutes/November 19, 2024, Consent and Hand-Out Agenda Items

Mr. Maggard made a motion to approve the minutes from November 19, 2024, as well as the Consent and Hand-Out agenda items. The motion was seconded by Mrs. Newlon and unanimously approved.

Dr. Schulkowski made a motion to add item 3.2 Memorandum of Understanding to the agenda. The motion was seconded by Mr. Maggard and unanimously approved.

1.7 Lodging of Board Rules/Policies

After review and some minor recommendations for edits, the following Board Rules will be placed on the February 18, meeting agenda for public hearing and adoption.

1.7.1 6Hx19-2.56 Educational and Workplace Harassment

1.7.2 6Hx19-6.35 Educational Equity

1.7.3 6Hx19-6.40 Accommodations for Students with Disabilities

1.8 President's Report

- Shared the President's Holiday Card Contest 2024 contest and winner Athena Colvin, an initiative to help engage our students.
- PHSC received the Equipment Upgrade and Modernization Grant for our two proposals: the Fire Academy ($242,610.00) and the Computer-Aided Drafting program ($184,091.00).
- Upcoming Events. Community, External and College Events.
- Briefly discussed the Legislative Ask Requests Summary submitted later in the agenda for the Trustees review and approval.

1.8.1 Fire Tower Ribbon Cutting Media Coverage

APPROVAL/RATIFICATION & INFORMATION ITEMS

B. ACADEMIC AFFAIRS

Approvals

2.2 Summer Camp Offerings

Dr. Daniel Powell presented the Summer Camp Offerings. Mr. Mitten made a motion to approve the Summer Camp Offerings. The motion was seconded by Mr. Brady and unanimously approved.

2.3 Program Revisions

Dr. Daniel Powell presented the Program Revisions. Dr. Schulkowski made a motion to approve the Program Revisions. The motion was seconded by Mrs. Newlon and unanimously approved.

2.4 New Course

Dr. Daniel Powell presented the New Course. Mr. Mitten made a motion to approve the New Course. The motion was seconded by Mr. Maggard and unanimously approved.

2.5 Course Revisions

Dr. Daniel Powell presented the Course Revisions. Dr. Schulkowski made a motion to approve the Course Revisions. The motion was seconded by Mr. Mitten and unanimously approved.

C. ADVANCEMENT, INNOVATION & STRATEGIC PARTNERSHIPS/FOUNDATION

Approval

3.1 President's Investiture Budget

Dr. Lisa Richardson and Brian Horn presented the President's Investiture Budget. Mrs. Newlon made a motion to approve the budget. The motion was seconded by Dr. Schulkowski and unanimously approved.

3.2 Memorandum of Understanding, PHSC Foundation and PHSC

Dr. Lisa Richardson presented the Memorandum of Understanding, PHSC Foundation and PHSC. Mrs. Newlon made a motion to approve the Memorandum of Understanding between the PHSC Foundation and PHSC. The motion was seconded by Dr. Schulkowski and unanimously approved.

D. FINANCIAL SERVICES

Approvals

4.4 Budget Amendments, 2024-2025

4.4.1 Fund 1 Current Unrestricted

4.4.2 Fund 2 Current Restricted

4.4.3 Fund 3 Auxiliary Services

Brian Horn presented the 2024 – 2025 Budget Amendments. Mr. Brady made a motion to approve the Fund 1 Current Unrestricted, Fund 2 Current Restricted and Fund 3 Auxiliary Services budget amendments. The motion was seconded by Mr. Maggard and unanimously approved.

Informational

4.5 Monthly Budget Summary

E. STUDENT AFFAIRS

Informational

5.1 Retention Report

F. ENROLLMENT MANAGEMENT

Informational

6.1 Enrollment Report

G. SAFETY AND SECURITY

Informational

7.1 Active Shooter Protocol Presentation

H. GOVERNMENT RELATIONS AND GENERAL COUNSEL

Approval

8.1 Legislative Asks

Presented by Andrea Brvenik, Mr. Mitten made a motion to approve the Legislative Asks. The motion was seconded by Mr. Maggard and was unanimously approved.

I. TRUSTEE REMARKS

- Ms. Krista Knowles thanked everyone for answering all her questions and looks forward to this semester.
- Mr. Ryan Brady asked if we used our student drone footage in the media coverage videos. The footage was provided by news and media outlets. He also thanked everyone for their hard work and for being at the meeting.
- Mr. John Mitten looks forward to an exciting first quarter.
- Dr. Becky Schulkowski looks forward to a great semester and reviewing the upcoming enrollment report.
- Dr. Gino Collura thanked everyone for their hard work and reminded the team to keep their heads up and take time to care for themselves during this busy time.

II. ADJOURNMENT

There being no further business, Chair Pearson-Adams adjourned the meeting at 1:06 pm.

MARILYN PEARSON-ADAMS, CHAIR

ATTEST:

DR. JESSE PISORS, SECRETARY

PHSC
PASCO-HERNANDO STATE COLLEGE

Dual Enrollment Agreements
Home Schools/Non-Public Schools

TO: Dr. Jesse Pisors, President

FROM: Dr. Daniel Powell, Vice President, Academic Affairs/Chief Academic Officer

SUBJECT: Dual Enrollment Agreements: Private/Non-Public Schools and Home Schools

DATE: Tuesday, February 18, 2025

Please see the attached list of the Private/Non-Public Schools and Home School institutions that have applied to participate in our dual enrollment program during the 2024-2025 academic year. I am requesting that you recommend that the District Board of Trustees approve the dual enrollment articulation agreements between Pasco-Hernando State College and the Private/Non-Public and Home Schools as identified in this correspondence. With consent from the District Board of Trustees, I will forward a copy of the approved list to the Florida Department of Education and a copy of the signed articulation agreement to the appropriate institution.

2024-2025 Academic Year

Home Schools	**Home Schools**
Avant Home School Cochran Home School Daniel House Home School Dumas Home School Eschenfelder Home School	Harris House Stake Home School Starfish Academy (Robinson) Wills Home School (Long)
Non-public/Private Schools	**Non-public/Private Schools**

PASCO-HERNANDO STATE COLLEGE
STATE BOARD OF ADMINISTRATION INVESTMENT REPORT
DEC 2024

ACTUAL INVESTMENT FOR THE MONTHE OF DEC 24

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	$ 5,911,681.83	$ 5,935,284.68	4.70%	23,602.85
CURRENT FUNDS - RESTRICTED	68,676.55	68,950.75	4.70%	274.20
AUXILIARY FUNDS	4,218,265.15	4,235,106.91	4.70%	16,841.76
SCHOLARSHIP FUNDS	78,412.46	78,725.53	4.70%	313.07
AGENCY FUNDS			4.70%	
UNEXPENDED PLANT FUND	2,618,920.32	2,629,376.56	4.70%	10,456.24
TOTALS	12,895,956.31	$ 12,947,444.43		51,488.12

* Funds are invested with the State Board of Administration, Local Government Surplus Trust Funds Investment Pool.

PASCO-HERNANDO STATE COLLEGE
SPECIAL PURPOSE INVESTMENT ACCOUNT REPORT
NOV 2024

ACTUAL INVESTMENT FOR THE MONTH OF NOV 2024

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH		INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST	**	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	$ 7,444,288.77		$ 7,465,458.80	3.3461%		$ 21,170.03
CURRENT FUNDS - RESTRICTED	660.53		662.41	3.3461%		1.88
AUXILLARY FUNDS	2,286,821.80		2,293,325.05	3.3461%		6,503.25
SCHOLARSHIP FUNDS	15,516.35		15,560.48	3.3461%		44.13
AGENCY FUNDS	0.00		0.00	3.3461%		
UNEXPENDED PLANT FUND	2,798,983.85		2,806,943.59	3.3461%		7,959.74
TOTALS	$ 12,546,271.30	*	$ 12,581,950.33		**	$ 35,679.03

* Funds are invested with the Florida State Division of Treasury Special Purpose Investment Account.
** Prior Month's Interest and Interest Rate

PASCO-HERNANDO STATE COLLEGE
Warrant Register Summary
December 2024

	December 2024		November 2024
Accounts Payable			
Warrant Number: 625140-625239	3,700,916.73	(1)	3,905,272.12
Payroll			
Warant Number: 461893-462477	2,020,179.42	(2)	2,145,158.00

Explanations:

(1) Decrease in Accounts Payable from November to December is due to the college being closed for Winter Break.

(2) Decrease in Payroll from November to December is attributed to there being no adjunct, OPS, or workstudent payments the second payroll in December

6Hx19-2.56 EDUCATIONAL AND WORKPLACE HARASSMENT

The purpose of this Board Rule is to establish Board policy concerning harassment in the College's education programs and activities and the College as a workplace. In addition to this policy relating to the prohibition of educational and workplace harassment, the College also maintains a comprehensive policy relating to the prevention and prohibition of sexual assault (See Board Rule 6Hx19-1.33, *Sexual Assault Prevention and Response Measures*). All students, college employees, student workers, volunteers, and visitors shall fully comply with both Board Rules.

~~In accordance with Federal and State Laws and Rules, h~~Harassment within the College's education programs, activities and work environment in any form, whether directed toward supervisors, employees, or students, will not be condoned or tolerated by the College.

~~In accordance with State Statute, h~~"Harass" means to engage in a course of conduct directed at a specific person based on race, religion, sex, national origin, older age (beginning at age 40), disability, or genetic information (including family medical history) which causes substantial emotional distress to that person and serves no legitimate purpose. ~~The College defines harassing conduct as any unwelcome verbal, written, or physical conduct that is based on race (including dress and grooming), color, ancestry, national origin (including ethnicity, accent, and use of a language other than English), religion or religious creed (including reasonable accommodation of religious beliefs or practices), physical or mental disability (including reasonable accommodation of physical or mental disability), genetic information, sex (including pregnancy, childbirth, lactation).~~ Harassment includes behavior that can reasonably be considered to adversely affect the work environment (that is, potentially giving rise to a "hostile work environment"). Harassment also includes "quid pro quo harassment," conduct that generally results in a tangible employment or academic decision based upon acceptance or rejection of advances or requests for sexual or other favors.

The College shall adopt a procedure for handling complaints of harassment.

Rule Adopted: 6/13/83; 12/16/85; 11/16/87; 10/21/97; 1/16/07; 1/20/09; 5/15/18; 11/17/20; 9/19/23

Effective Date: 6/13/83; 12/16/85; 11/16/87; 10/21/97; 1/16/07; 1/20/09; 5/15/18; 11/17/20; 9/19/23

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-19.008(1)

Law Implemented: Florida Statutes: 110.112(5); 1000.05; 1001.64(1)(2)(4)(8)(18)(43)(44); 1001.65(1)(3)(16)(22)(24)

6Hx19-2.56
Educational and Workplace Harassment

Proposer: ~~Timothy L. Beard, Ph.D., President~~ Jesse Pisors, Ed.D., President

Administratively reviewed, no changes recommended: 01/03/13

PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)

January 14, 2025

District Board of Trustees Rule 6Hx19-2.56

EDUCATIONAL AND WORKPLACE HARASSMENT

PURPOSE:

The proposed amendment revises the definition of “harass” and removes references to state and federal regulations.

PROPOSED REGULATORY COSTS:

a) An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:

The amended Rule applies to College employees, student workers, volunteers, visitors, and students.

b) An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6Hx19-6.35 EDUCATIONAL EQUITY

The purpose of this Board Rule is to establish Board policy regarding equal access to and equal opportunity in admission to Pasco-Hernando State College programs.

The District Board of Trustees of Pasco-Hernando State College shall provide equal access to and equal opportunity in admission to programs for qualified applicants without regard to race, color, age, national origin, religion, marital status, gender, ~~gender identity, sexual orientation,~~ disabling condition, ethnicity, pregnancy, or any other factor or condition protected by law. In addition, the College shall not solicit, collect, maintain, or utilize genetic information, as defined in Federal regulations for any purpose.

The College subscribes to the fullest extent to the principle of the dignity of all persons and will take affirmative action to ensure that qualified applicants and enrolled students are treated equally. Students who feel they have been subject to discrimination or denial of equal access under this Rule must follow the procedures set forth in Internal Management Memorandum (IMM) #6-17 *Student Grievance Procedures*.

~~Any student may contact the Director of Global and Multicultural Awareness and Special Assistant to the President~~ the A contact for equity related matters ~~Equity Officer~~ is published on the College's web site. Any student may contact the staff person prior to proceeding under IMM #6-17 *Student Grievance Procedures* for guidance and consultation.

Rule Adopted: 3/30/72; 8/25/75; 1/16/78; 11/19/79; 9/20/82; 11/16/87; 7/11/88; 11/18/97; 1/16/07; ■12/15/08; 01/15/13; 05/17/16

Effective Date: 3/30/72; 10/7/75; 1/16/78; 11/19/79; 9/20/82; 11/16/87; 7/11/88; 11/18/97; 1/16/07; ■12/15/08; 01/15/13; 05/17/16

Reviewed:
President's Administrative Leadership Team – Non-Substantive/Editorial: 9/11/18

Legal Authority:

General Authority: FS 1001.64; 1001.65

Other References: Florida Administrative code 6A-19

Law Implemented: Florida Statutes 1000.05; 1001.64((1)(4)(7)(8)(43)(44); 1001.65(1)(16)(24)

Proposer: ~~Timothy L. Beard, President~~ Jesse Pisors, Ed.D., President

■President's Cabinet Approval

PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)

January 14, 2025

District Board of Trustees Rule 6Hx19-6.35

EDUCATIONAL EQUITY

PURPOSE:

The proposed amendment revises the protected classes related to equal access to and equal opportunity in admission to programs for qualified applicants. It further amends the direction to students who they may contact at the College when they have equity related matters or questions.

PROPOSED REGULATORY COSTS:

a) An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:

The amended Rule applies to student relations College employees and students.

b) An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

6HX19-6.40 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The purpose of this Board Rule is to establish Board Policy on accommodations for students with disabilities.

Pasco-Hernando State College provides reasonable accommodations for students with disabilities in accordance with the Americans with Disabilities Act of 1990, the 2008 amendments to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students shall be required to submit appropriate medical documentation of a disability before the College can be required to provide reasonable accommodations for a student with a disability. The College will have procedures for students with a documented disability to request a reasonable course substitution or waiver in accordance with Florida Department of Education Board Rule 6A-10.041.

In conjunction with the College providing reasonable accommodations, students may be encouraged to seek assistance from other sources or agencies to help facilitate their leaning and academic success.

Rule Adopted: 5/21/96; ■12/15/08; 01/15/13

Effective Date: 5/21/96; ■12/15/08; 01/15/13

Reviewed: President's Administrative Leadership Team – Non-Substantive/Editorial: 5/29/18

Legal Authority:

General Authority: 1001.64; 1001.65; 1007

Other References: Florida Administrative Code: 6A-14.060(4); 6A-10.041

Law Implemented: 42 U.S.C. Sect. 12101 et. seq. (P.L. No. 101-336);
Florida Statutes: 1001.64(1)(2)(4)(8)(43)(44); 1001.65(1)(16)(24)

Proposer: ~~Timothy L. Beard, President~~ Jesse Pisors, Ed.D., President

■President's Cabinet Approval – Non-Substantive/Editorial

PASCO-HERNANDO STATE COLLEGE
STATEMENT OF ESTIMATED REGULATORY COSTS
FS 120.54 (2)(a)

January 14, 2025

District Board of Trustees Rule 6Hx19-6.40

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

PURPOSE:

The proposed amendment clarifies that a student requesting accommodations for a disability must submit medical documentation of that disability.

PROPOSED REGULATORY COSTS:

a) An estimate of the number of individuals and entities likely to be required to comply with the rule, together with a general description of the types of individuals likely to be affected by the rule:

The amended Rule applies to College employees who work with accommodation requests and students.

b) An estimate of the cost to the agency, and to any other state and local government entities, of implementing and enforcing the proposed rule, and any anticipated effect on state or local revenues:

Other than the cost of advertising the proposed amendments, there are no costs associated with the amendments.

c) An estimate of the transactional costs likely to be incurred by individuals and entities, including local government entities, required to comply with the requirements of the rule (transactional costs are direct costs that are readily ascertainable based upon standard business practices, and include filing fees, the cost of obtaining a license, the cost of equipment required to be installed or used or procedures required to be employed in complying with the rule, additional operating costs incurred, and the cost of monitoring and reporting):

The revised policy is not expected to have any financial impact on any entity outside of the College.

d) An analysis of the impact on small business as defined by F.S. 288.703, and an analysis of the impact on small counties and small cities as defined by F.S. 120.52:

The revised rule is not expected to have an impact on small business as defined by FS 288.703, nor on small counties or small cities as defined by FS 120.52.

e) Any additional information that the agency determines to be useful:

There is no additional information necessary.

f) A description of any good faith written proposal submitted under F.S. 120.54(1)(a) and either a statement adopting the alternative or a statement of the reasons for rejecting the alternative in favor of the proposed rule:

There have been no good faith written proposals submitted under FS 120.54(1)(a).

THE OFFICE OF THE PRESIDENT

To: District Board Of Trustees

From: Jesse Pisors, Ed.D., President

Date: February 18, 2025

Subject: **Request For Emeritus Status**

In accordance with Board Rule 6Hx19-2.67, and Internal Memorandum 2-2.18, I am requesting your approval for the title of Emeritus to be granted to the following individuals:

Maria Witherell

Dr. Lydia Massias

Dr. Rafael Sanchez

The guidelines require an administrator, or the President be employed with the College for a minimal of 15 years. Each individual surpasses this minimum with at least 20 years of service minimum. This request is consistent with past practices of the College granting the Emeritus status to former presidents and administrators of PHSC.

cc: Brian Horn, Executive Vice President of Administration and Chief Financial Officer
Teresa Montanez, Associate Vice President, Human Resources and Chief Human Resources Officer

6Hx19-2.67 FACULTY AND ADMINISTRATORS EMERITI

The purpose of this Board Rule is to establish Board policy regarding the awarding of faculty and administrator emeriti status to qualified employees.

The Board authorizes the President to establish procedures to award faculty and administrator emeriti status to qualified employees.

The President and employees classified as Instructional Personnel, Executive and Administrative Personnel, and Managerial and Other Academic Personnel in groups VI and VII of the College's Classification Plan and Salary Schedules, with at least 15 years of employment at the College, are eligible to be recognized by the Emeritus/Emerita title upon voluntary termination of employment with the College, either by retirement or resignation. Recognizing that Faculty and Administrator Emeritus/Emerita status is an honor, the President shall consider the entire employment record of the Faculty or Administrator in considering recommendation for Emeritus/Emerita status.

The President shall have discretion to recommend other Administrative personnel who do not meet the minimum qualifications of this Rule for Emeriti status based on extraordinary contributions to the College.

The President of the College shall recommend to the District Board of Trustees as often as is necessary the names of persons recommended for Emeritus/Emerita status and such recommendation shall require approval by a majority vote at a regular meeting of the District Board of Trustees.

Faculty and Administrators Emeriti remain representatives of the College and are expected to continue to conduct themselves in a manner not likely to embarrass or cause ill will to the College or its employees or students. The District Board of Trustees may revoke the status of Faculty or Administrator Emeritus/Emerita, upon recommendation of the President, or on its own motion, for violation of this standard or such other reasons as the Board may determine are appropriate.

This Board Rule shall apply only to faculty members or administrators leaving the College after May 2007. Emeriti status awarded prior to that date shall remain valid unless revoked by the Board in accordance with this Rule.

Procedures and additional information relating to this Board Rule may be found in Internal Management Memorandum # 2-18, *Faculty Emeritus/Emerita Procedures,* and Internal Management Memorandum #2-29, *Administrator Emeritus/Emerita Procedures.*

Rule Adopted: 5/15/07; 11/18/08; 4/19/11

Effective Date: 5/15/07; 11/18/08; 4/19/11

Reviewed:
President's Administrative Leadership Team – Non-Substantive/Editorial: 11/05/18

6Hx19-2.67
Faculty and Administrators Emeriti

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(19); 1001.65(1)(3)(12)

Proposer: Timothy L. Beard, President

PASCO-HERNANDO STATE COLLEGE

INTERNAL MANAGEMENT MEMORANDUM #2-18

TO: **All Faculty and Staff**

FROM: **Timothy L. Beard, President**

DATE: **September 19, 2022**

SUBJECT: **Faculty Emeritus/Emerita Procedures**

The purpose of this Internal Management Memorandum (IMM) is to implement District Board of Trustees Rule 6Hx19-2.67, *Faculty and Administrators Emeriti*, and to prescribe the qualifications, benefits and expectations, revocation of the status of Faculty Emeriti.

QUALIFICATIONS

Upon voluntary termination of employment with the College, whether by retirement or resignation, a faculty member with at least 15 years of full-time teaching service to the College may be eligible to be recognized by having the title of Emeritus or Emerita added to his or her faculty ranking, such as Professor Emeritus/Emerita, or Associate Professor Emeritus/Emerita. The President shall have the discretion to recommend other instructional personnel who do not meet the minimum qualifications for Faculty Emeriti status based on extraordinary contributions to the College.

The President, after reviewing the eligible faculty member's entire employment history with the College, may submit a recommendation to the District Board of Trustees as soon as practicable.

BENEFITS AND EXPECTATIONS OF EMERITUS/EMERITA STATUS

1. Faculty Emeriti are eligible to teach a maximum of nine college credit hours in any academic term as defined in District Board of Trustees Rule 6Hx19-2.36, Supplemental Contracts and Waiver Requests for Supplemental Contracts. Any exception must be approved by the President or a designee.

2. Faculty Emeriti may also be contracted for non-instructional services within their area of expertise or training at a rate of compensation negotiated with the College.

3. Compensation for Faculty Emeriti rendering instructional services for up to four courses in an academic year, not to exceed two courses per term, is identified in the College's Supplemental Salary Schedule under the Faculty or Administrator Emeriti section. Compensation for Faculty Emeriti rendering instructional services beyond four courses

in an academic year is identified in the College's Supplemental Salary Schedule under the section Part-Time Faculty, Classroom Instruction.

4. Faculty Emeriti have input into their choice of available courses, but the final decision rests with the Provost, Dean, or Associate Dean, as applicable. Full-time faculty and staff with instructional responsibilities within their job descriptions have the first choice of courses. Faculty Emeriti are given priority in hiring and course assignments over other adjunct instructors.

5. The names of Faculty Emeriti are listed in the *Pasco-Hernando State College Catalog/Student Handbook* and other College publications as approved by the President.

6. Faculty Emeriti shall be entitled to a College identification card.

7. Faculty Emeriti shall be provided privileges at the College's libraries.

8. Faculty Emeriti will be invited to attend appropriate College functions at the request of the President.

9. Faculty Emeriti are expected, but not required, to remain active within the College through participation in and attendance at events, volunteer services, or assisting the College in activities such as fundraising and recruiting when asked.

REVOCATION OF EMERITUS/EMERITA STATUS

Faculty Emeriti remain representatives of the College and are expected to continue to conduct themselves in a manner not likely to embarrass or cause ill will to the College, its employees, or students. The District Board of Trustees, upon recommendation by the President, may revoke the status of Faculty Emeritus or Faculty Emerita for violation of this standard or such other reasons as the Board may determine are appropriate.

TLB/pan

History: 06/07/99
05/02/01
09/15/08
06/20/11
02/04/13
Administratively reviewed: No changes 09/11/18
07/18/22

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Inter-Office Memorandum

To: Jesse Pisors, Ed.D., President

From: Brian S. Horn, Executive Vice President of Administration and Chief Financial Officer

Date: February 1, 2025

Subject: Recommendation for Work Week Modification – Summer 2025

I am writing to recommend a modification to our current work week structure for the summer of 2025. Historically, Pasco-Hernando State College has implemented a four-day work week during this period, which has yielded several benefits for our organization.

As we approach the summer months, it is evident that employees often seek a better work-life balance and increased personal time. Furthermore, research suggests that a condensed work week can result in higher productivity, improved morale, and reduced absenteeism.

I recommend the implementation of a four-day work week, with employees working extended hours from Monday through Thursday and having Fridays off, from Friday, May 16, 2025, to Friday, August 8, 2025. Employee hours would be from 7:00 am to 5:00 pm, 7:30 am to 5:30 pm, or 8:00 am to 6:00 pm. Supervisors would be responsible for ensuring their areas of responsibility are adequately covered during business hours.

The normal five-day work week would resume on Monday, August 11, 2025. This modification would not only align with the seasonal preferences of our workforce but also allow for potential cost savings in terms of energy consumption and operational expenses.

I believe that transitioning to a four-day work week during the summer of 2025 presents a valuable opportunity to enhance both employee satisfaction and organizational efficiency.

Please do not hesitate to contact me if you require further information or clarification regarding this recommendation.

BSH/ab.

cc: Teresa Montaez, Associate Vice President, Human Resources
and Chief Human Resources Officer

THE OFFICE OF THE PRESIDENT

PRESIDENT'S REPORT **February 2025**

Esteemed PHSC Trustees,

February brings abundant opportunity to travel and connect with our Legislators, all of whom have received our petitions for State support positively. During the Council of Presidents and Trustees Legislative Fly-In, a group of us had the opportunity to tour the Senate and meet with Senator Burgess' staff, Representative Steele, Representative Holcomb, Representative Maggard and Representative Temple, as well as staff of Senators Ingoglia and Gayle Harrell (Chair of the Appropriations Committee on Higher Education).

We recently had our **Accreditation Commission for Education in Nursing** (**ACEN**) five-year site visit, which went very well. While ACEN was here, our Educator Preparation Institute also underwent an in-depth accreditation site visit, which was successful. I am most grateful to Associate Dean Patricia Stewart, Dean Billie Gabbard, Prof. Jessica Hinds, Associate Vice President Gerene Thompson, Vice President of Academic Affairs Daniel Powell and numerous faculty from these programs for their expertise and dedication that keep our programs strong and position us for successful site visits like those we had earlier this month. Formal announcements regarding both programs will made by the respective bodies in the coming months.

Congratulations to the PHSC Association of Florida Colleges (AFC) Chapter on receiving the Outstanding Chapter of the Year award. Cary Cox, AFC Region IV Director, also received the Honorary Life Award and Ashley Truitt, AFC Representative and Fundraising Committee Chair, received the Distinguished Service Member Award.

Please join me for the following upcoming events:

- Presidential Investiture and All College Day: February 25, 2025
- Association of Community Colleges Trustees Governance Leadership Institute: March 16-18, 2025
- Nursing Pinning Ceremony: May 7, 2025 at 11:00 a.m.
- Commencement Ceremonies: May 8, 2025 at 10:30 a.m. and 4:30 p.m.
- Commissioner's Summit in Miami: June 4-5, 2025

Community and External Engagements:

- Pasco Economic Development Council Economic Forecast Luncheon – Wednesday, January 15
- Hernando Progress Board Meeting – Thursday, January 16, and Thursday, January 23
- Pasco Economic Development Council Board of Directors Meeting – Wednesday, January 22
- United Way of Pasco County Board of Directors Meeting - Wednesday, January 22
- 11th Annual Manufacturing Dinner & Celebration of AmSkills 10th Anniversary – Thursday, January 23
- United Way "Light Up the Night" Event – Tuesday, January 28
- Bayonet Point Board of Trustees Meeting – Wednesday, January 29
- Leadership Hernando Education Day – Thursday, January 30
- Meeting with Joe Delatorre, Florida Medical Clinic Orlando Health CEO and President of Orlando Health Wiregrass Ranch Hospital – Friday, January 31
- Meeting with Dr. Teresa Dahlberg, President of the University of Tampa – Friday, February 8
- Meeting with alumnus Tim Moore – Friday, February 8
- Association of Community College Trustees National Legislative Summit – Sunday, February 9 - Wednesday, February 12
- Presented at Case District III Annual Conference – Sunday, February 16 – Tuesday, February 18

College Engagements:

- Porter Campus Student Center Grand Opening – Thursday, January 16
- Unlock Your Resilience - Modern Day Applications of the Legacy of Dr. Martin Luther King Event at Porter Campus – Thursday, January 16
- Human Trafficking Symposium – Thursday, January 16
- Annual Foundation Executive and Full Board Meeting - Wednesday, January 22
- President's Leadership Institute – Friday, January 31
- Council of Presidents Legislative Fly-In with Trustees – Monday and Tuesday, February 3-4
- 2nd Annual East Campus Souper Bowl - Soup & Chili Cookoff – Wednesday, February 5
- West Campus Souper Bowl – Thursday, February 6
- East Campus Welding Ribbon Cutting – Friday, February 14
- Monthly Birthday Celebrations

Thank you for trusting me to lead our institution into the future.

Jesse Pisors, Ed.D
President
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2025-2026 DISTRICT BOARD OF TRUSTEES
UPCOMING EVENTS INFORMATION

Welding Shop Grand Opening
Friday, February 14, 2025 – 9:00 am
East Campus, Dade City

President's Investiture and All College Day
Tuesday, February 25, 2025
West Campus, New Port Richey

Association of Community College Trustees (ACCT) 2025 Governance Leadership Institute
Sunday, March 16 – Tuesday, March 18, 2025
Windward Community College
Oahu, Hawaii

Nursing Pinning Ceremony
Wednesday, May 7, 2025 – 11:00 am
West Campus Performing Arts Center, New Port Richey

Commencement Ceremonies
Thursday, May 8, 2025 – 10:30 am and 4:30 pm
West Campus, New Port Richey

Association of Community College Trustees (ACCT) 2025 Leadership Congress
Wednesday, October 22 – Saturday, October 25, 2025
New Orleans Marriott and Sheraton New Orleans
New Orleans, Louisiana

Nursing Pinning Ceremony
Tuesday, December 9, 2025 – 11:00 am
West Campus Performing Arts Center, New Port Richey

Commencement Ceremonies
Wednesday, December 10, 2025 – 10:30 am and 4:30 pm
West Campus, New Port Richey

Association of Community College Trustees (ACCT) 2026 National Legislative Summit
Sunday, February 8 – Wednesday, February 11, 2026
Marriott Marquis
Washington, DC

Association of Community College Trustees (ACCT) 2026 Leadership Congress
Wednesday, October 21 – Saturday, October 24, 2026
Hyatt Regency Chicago
Chicago, Illinois

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2024-2025 DISTRICT BOARD OF TRUSTEES
MEETING DATES AND LOCATIONS
11:30 a.m.

Month/Date	Location
August 2024	*No Meeting*
September 9, 2024 | 12:00 – 1:30 p.m. Special Strategic Planning Meeting	West Campus, New Port Richey Conference Center
September 17, 2024	Instructional Performing Arts Center Wesley Chapel
October 2024	*No Meeting*
November 19, 2024	East Campus, Dade City Conference Center, A-240/241
December 2024	*No Meeting*
January 14, 2025	Porter Campus, Wesley Chapel Conference Center
February 18, 2025	Spring Hill Campus Rao Musunuru, M.D. Conference Center
March 2025	*No Meeting*
April 15, 2025	North Campus, Brooksville Conference Room, B-104/105
May 20, 2025	West Campus, New Port Richey Conference Center
June 17, 2025	Instructional Performing Arts Center Wesley Chapel
July 15, 2025	East Campus, Dade City Conference Center, A-240/241

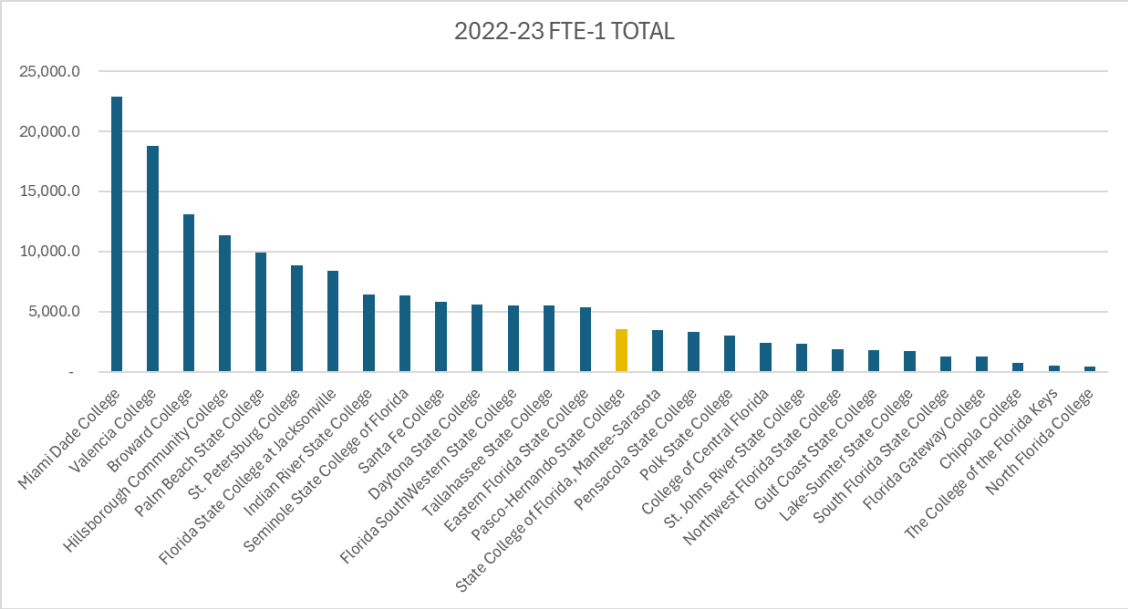
Pasco-Hernando State College

Enrollment Report -3 Year History

Summer End of Term & Fall Beginning of Term
2022 through 2024

FTE-1: All Florida College System

College Name	2022-23 TOTAL	2022-23 Rank
Miami Dade College	22,860.0	1
Valencia College	18,781.7	2
Broward College	13,065.0	3
Hillsborough Community College	11,372.4	4
Palm Beach State College	9,904.9	5
St. Petersburg College	8,835.7	6
Florida State College at Jacksonville	8,422.5	7
Indian River State College	6,432.8	8
Seminole State College of Florida	6,339.1	9
Santa Fe College	5,844.6	10
Daytona State College	5,602.7	11
Florida SouthWestern State College	5,506.6	12
Tallahassee State College	5,487.6	13
Eastern Florida State College	5,351.7	14
Pasco-Hernando State College	3,521.8	15
State College of Florida, Mantee-Sarasota	3,479.9	16
Pensacola State College	3,295.5	17
Polk State College	3,001.4	18
College of Central Florida	2,398.9	19
St. Johns River State College	2,350.2	20
Northwest Florida State College	1,906.2	21
Gulf Coast State College	1,805.9	22
Lake-Sumter State College	1,754.9	23
South Florida State College	1,272.5	24
Florida Gateway College	1,230.9	25
Chipola College	750.2	26
The College of the Florida Keys	495.9	27
North Florida College	443.8	28

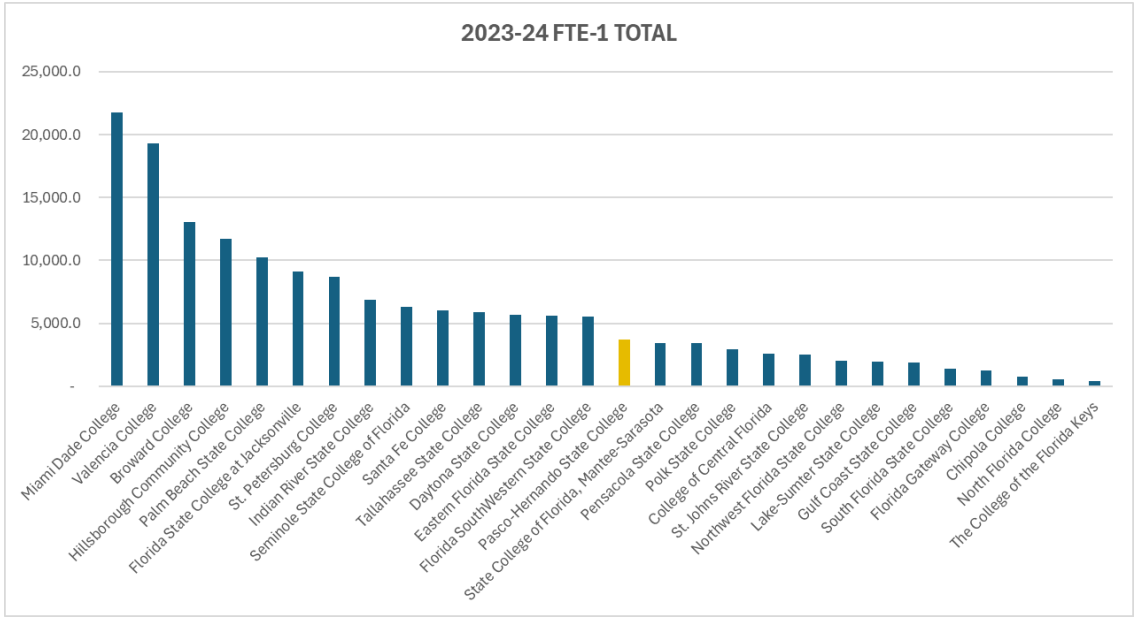


Source: Florida College System-FTE Enrollment: Funded, Lower & Upper Division - Actual Summer End-of-Term, Fall Beginning-of-Term, FTE-1

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

FTE – Florida College System

College Name	2023-24 TOTAL	2023-24 Rank
Miami Dade College	21,745.2	1
Valencia College	19,299.2	2
Broward College	13,053.4	3
Hillsborough Community College	11,746.1	4
Palm Beach State College	10,255.3	5
Florida State College at Jacksonville	9,089.8	6
St. Petersburg College	8,709.1	7
Indian River State College	6,882.0	8
Seminole State College of Florida	6,290.9	9
Santa Fe College	6,028.3	10
Tallahassee State College	5,909.2	11
Daytona State College	5,693.0	12
Eastern Florida State College	5,593.8	13
Florida SouthWestern State College	5,535.1	14
Pasco-Hernando State College	3,726.6	15
State College of Florida, Mantee-Sarasota	3,447.0	16
Pensacola State College	3,438.6	17
Polk State College	2,926.9	18
College of Central Florida	2,584.3	19
St. Johns River State College	2,524.0	20
Northwest Florida State College	2,032.8	21
Lake-Sumter State College	1,989.7	22
Gulf Coast State College	1,891.6	23
South Florida State College	1,365.5	24
Florida Gateway College	1,284.7	25
Chipola College	750.3	26
North Florida College	521.3	27
The College of the Florida Keys	433.5	28

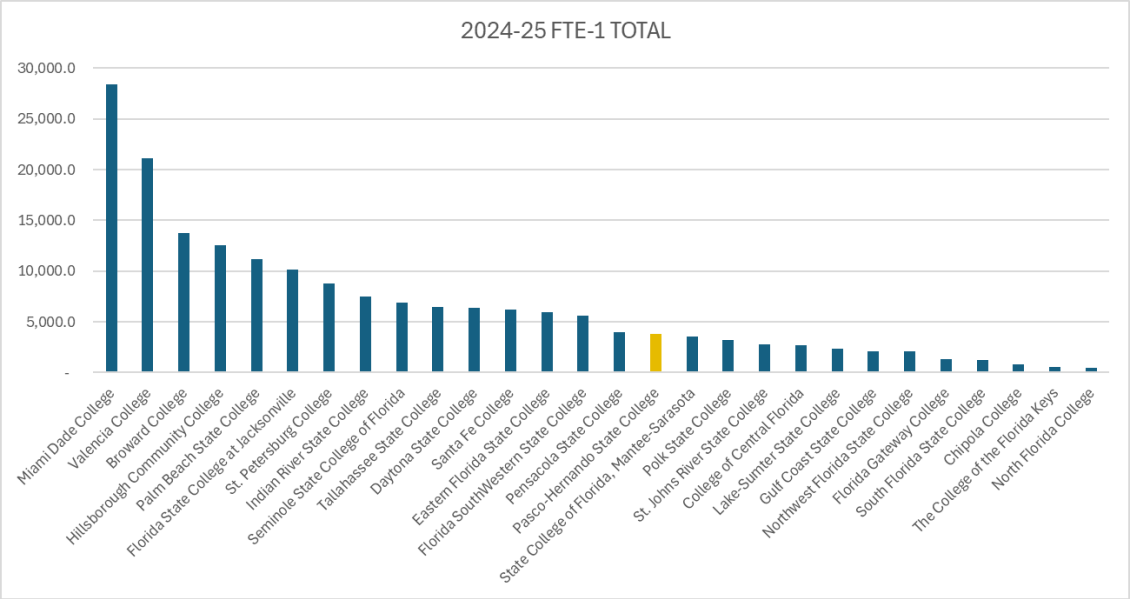


Source: Florida College System-FTE Enrollment: Funded, Lower & Upper Division - Actual Summer End-of-Term, Fall Beginning-of-Term, FTE-1

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

FTE – Florida College System

College Name	2024-25 TOTAL	2024-25 Rank
Miami Dade College	28,434.6	1
Valencia College	21,126.3	2
Broward College	13,774.3	3
Hillsborough Community College	12,578.7	4
Palm Beach State College	11,160.7	5
Florida State College at Jacksonville	10,128.2	6
St. Petersburg College	8,815.6	7
Indian River State College	7,468.4	8
Seminole State College of Florida	6,878.2	9
Tallahassee State College	6,506.3	10
Daytona State College	6,356.1	11
Santa Fe College	6,242.4	12
Eastern Florida State College	5,967.9	13
Florida SouthWestern State College	5,622.0	14
Pensacola State College	3,985.1	15
Pasco-Hernando State College	3,836.7	16
State College of Florida, Mantee-Sarasota	3,529.3	17
Polk State College	3,241.8	18
St. Johns River State College	2,819.8	19
College of Central Florida	2,730.9	20
Lake-Sumter State College	2,334.8	21
Gulf Coast State College	2,091.9	22
Northwest Florida State College	2,086.6	23
Florida Gateway College	1,358.3	24
South Florida State College	1,212.6	25
Chipola College	843.0	26
The College of the Florida Keys	589.6	27
North Florida College	500.6	28

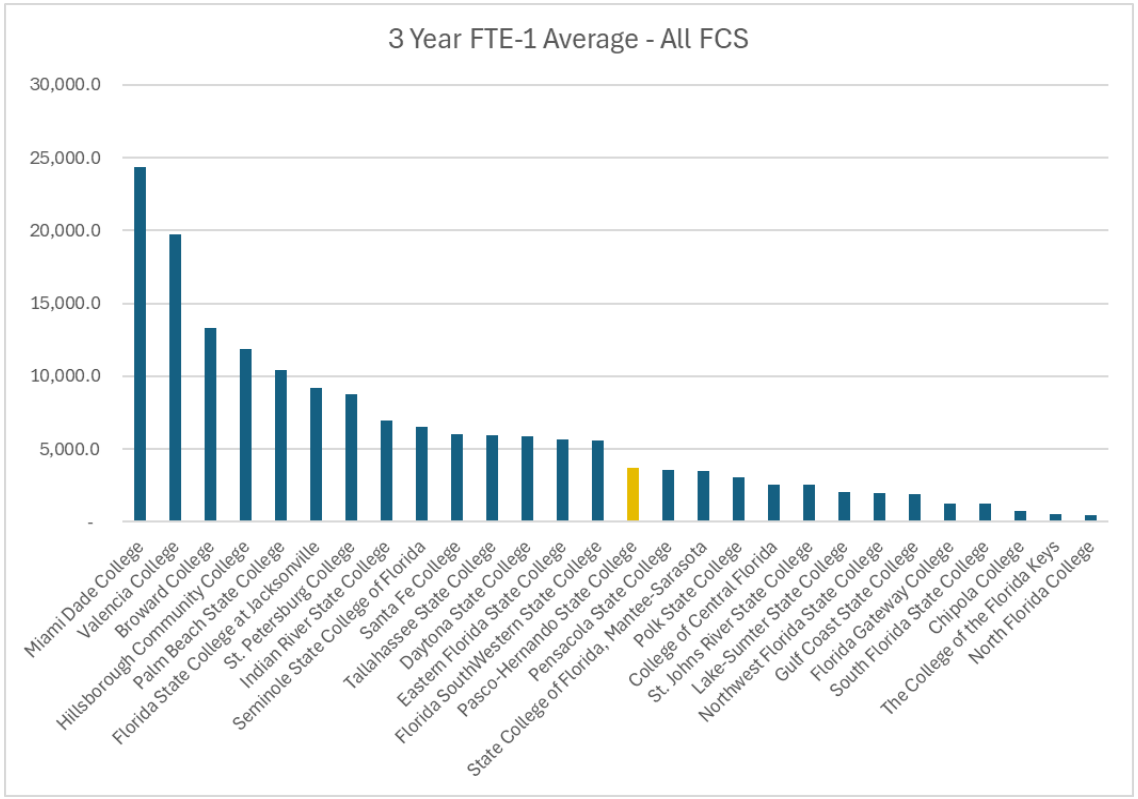


Source: Florida College System-FTE Enrollment: Funded, Lower & Upper Division - Actual Summer End-of-Term, Fall Beginning-of-Term, FTE-1

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

FTE – Florida College System

College Name	3 Year Average	3 Year Average Rank
Miami Dade College	24,346.6	1
Valencia College	19,735.7	2
Broward College	13,297.6	3
Hillsborough Community College	11,899.1	4
Palm Beach State College	10,440.3	5
Florida State College at Jacksonville	9,213.5	6
St. Petersburg College	8,786.8	7
Indian River State College	6,927.7	8
Seminole State College of Florida	6,502.7	9
Santa Fe College	6,038.4	10
Tallahassee State College	5,967.7	11
Daytona State College	5,883.9	12
Eastern Florida State College	5,637.8	13
Florida SouthWestern State College	5,554.6	14
Pasco-Hernando State College	3,695.0	15
Pensacola State College	3,573.1	16
State College of Florida, Mantee-Sarasota	3,485.4	17
Polk State College	3,056.7	18
College of Central Florida	2,571.4	19
St. Johns River State College	2,564.7	20
Lake-Sumter State College	2,026.5	21
Northwest Florida State College	2,008.5	22
Gulf Coast State College	1,929.8	23
Florida Gateway College	1,291.3	24
South Florida State College	1,283.5	25
Chipola College	781.2	26
The College of the Florida Keys	506.3	27
North Florida College	488.6	28

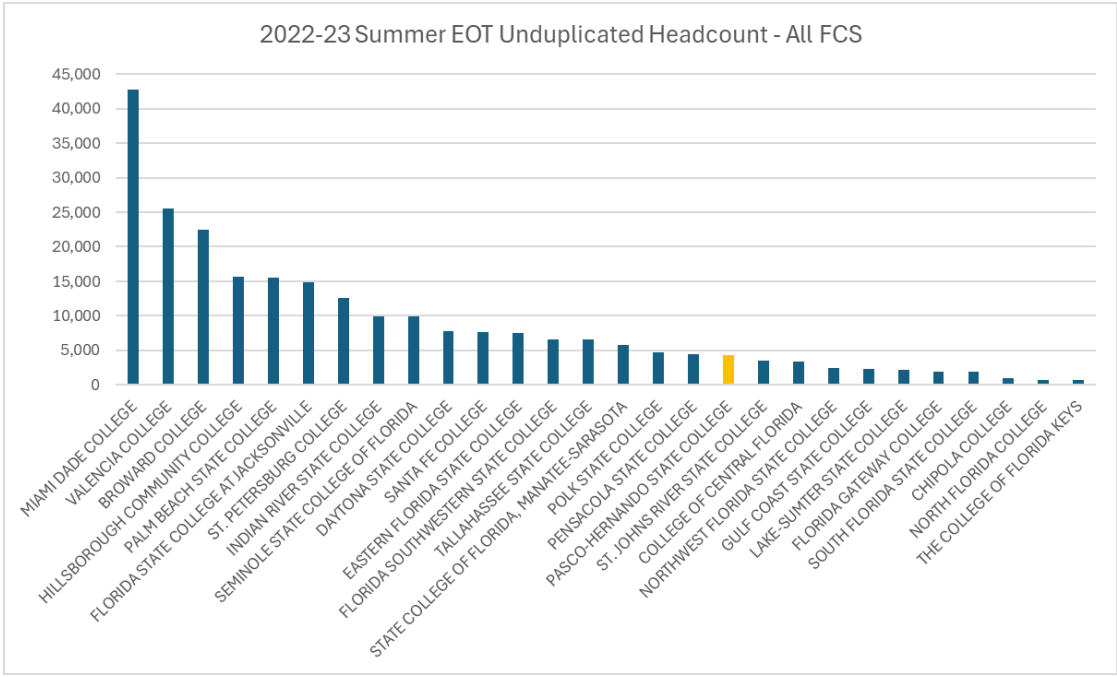


Source: Florida College System-FTE Enrollment: Funded, Lower & Upper Division - Actual Summer End-of-Term, Fall Beginning-of-Term, FTE-1

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

All FCS Summer End-of-Term (EOT) Unduplicated Headcount

COLLEGE	2022-23 Summer HDNCT	2022-23 Summer HDCNT Rank
MIAMI DADE COLLEGE	42,796	1
VALENCIA COLLEGE	25,565	2
BROWARD COLLEGE	22,442	3
HILLSBOROUGH COMMUNITY COLLEGE	15,611	4
PALM BEACH STATE COLLEGE	15,529	5
FLORIDA STATE COLLEGE AT JACKSONVILLE	14,862	6
ST. PETERSBURG COLLEGE	12,613	7
INDIAN RIVER STATE COLLEGE	9,930	8
SEMINOLE STATE COLLEGE OF FLORIDA	9,860	9
DAYTONA STATE COLLEGE	7,831	10
SANTA FE COLLEGE	7,654	11
EASTERN FLORIDA STATE COLLEGE	7,562	12
FLORIDA SOUTHWESTERN STATE COLLEGE	6,629	13
TALLAHASSEE STATE COLLEGE	6,568	14
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	5,745	15
POLK STATE COLLEGE	4,702	16
PENSACOLA STATE COLLEGE	4,431	17
PASCO-HERNANDO STATE COLLEGE	4,326	18
ST. JOHNS RIVER STATE COLLEGE	3,501	19
COLLEGE OF CENTRAL FLORIDA	3,345	20
NORTHWEST FLORIDA STATE COLLEGE	2,475	21
GULF COAST STATE COLLEGE	2,267	22
LAKE-SUMTER STATE COLLEGE	2,216	23
FLORIDA GATEWAY COLLEGE	1,874	24
SOUTH FLORIDA STATE COLLEGE	1,852	25
CHIPOLA COLLEGE	967	26
NORTH FLORIDA COLLEGE	650	27
THE COLLEGE OF FLORIDA KEYS	650	27

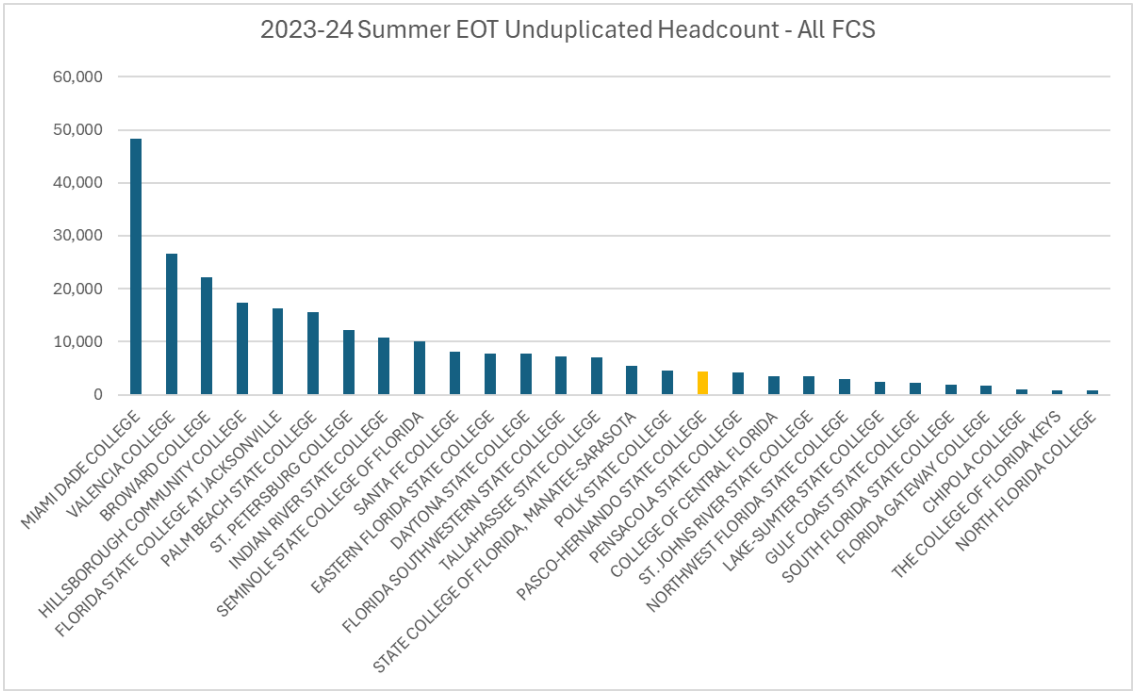


Source: SDB1E2023

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

All FCS Summer End-of-Term (EOT) Unduplicated Headcount

COLLEGE	2023-24 Summer HDNCT	2023-24 Summer HDCNT Rank
MIAMI DADE COLLEGE	48,379	1
VALENCIA COLLEGE	26,610	2
BROWARD COLLEGE	22,173	3
HILLSBOROUGH COMMUNITY COLLEGE	17,281	4
FLORIDA STATE COLLEGE AT JACKSONVILLE	16,352	5
PALM BEACH STATE COLLEGE	15,654	6
ST. PETERSBURG COLLEGE	12,140	7
INDIAN RIVER STATE COLLEGE	10,785	8
SEMINOLE STATE COLLEGE OF FLORIDA	10,010	9
SANTA FE COLLEGE	8,039	10
EASTERN FLORIDA STATE COLLEGE	7,705	11
DAYTONA STATE COLLEGE	7,696	12
FLORIDA SOUTHWESTERN STATE COLLEGE	7,146	13
TALLAHASSEE STATE COLLEGE	7,006	14
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	5,360	15
POLK STATE COLLEGE	4,492	16
PASCO-HERNANDO STATE COLLEGE	4,445	17
PENSACOLA STATE COLLEGE	4,236	18
COLLEGE OF CENTRAL FLORIDA	3,426	19
ST. JOHNS RIVER STATE COLLEGE	3,426	19
NORTHWEST FLORIDA STATE COLLEGE	2,855	21
LAKE-SUMTER STATE COLLEGE	2,365	22
GULF COAST STATE COLLEGE	2,319	23
SOUTH FLORIDA STATE COLLEGE	1,956	24
FLORIDA GATEWAY COLLEGE	1,710	25
CHIPOLA COLLEGE	946	26
THE COLLEGE OF FLORIDA KEYS	822	27
NORTH FLORIDA COLLEGE	751	28



Source: SDB1E2024

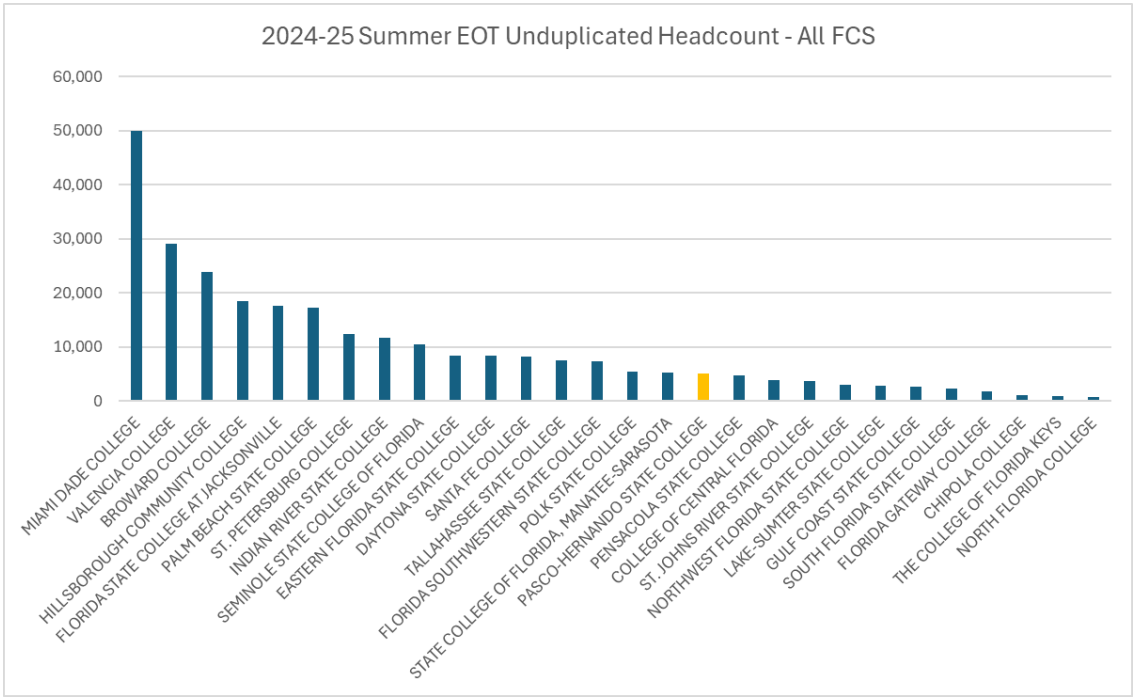
Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

All FCS Summer End-of-Term (EOT) Unduplicated Headcount

COLLEGE	2024-25 Summer HDNCT	2024-25 Summer HDCNT Rank
MIAMI DADE COLLEGE	49,968	1
VALENCIA COLLEGE	28,994	2
BROWARD COLLEGE	23,798	3
HILLSBOROUGH COMMUNITY COLLEGE	18,480	4
FLORIDA STATE COLLEGE AT JACKSONVILLE	17,569	5
PALM BEACH STATE COLLEGE	17,175	6
ST. PETERSBURG COLLEGE	12,386	7
INDIAN RIVER STATE COLLEGE	11,669	8
SEMINOLE STATE COLLEGE OF FLORIDA	10,473	9
EASTERN FLORIDA STATE COLLEGE	8,390	10
DAYTONA STATE COLLEGE	8,297	11
SANTA FE COLLEGE	8,239	12
TALLAHASSEE STATE COLLEGE	7,466	13
FLORIDA SOUTHWESTERN STATE COLLEGE	7,257	14
POLK STATE COLLEGE	5,393	15
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	5,260	16
PASCO-HERNANDO STATE COLLEGE	4,991	17
PENSACOLA STATE COLLEGE	4,708	18
COLLEGE OF CENTRAL FLORIDA	3,776	19
ST. JOHNS RIVER STATE COLLEGE	3,679	20
NORTHWEST FLORIDA STATE COLLEGE	2,901	21
LAKE-SUMTER STATE COLLEGE	2,829	22
GULF COAST STATE COLLEGE	2,619	23
SOUTH FLORIDA STATE COLLEGE	2,206	24
FLORIDA GATEWAY COLLEGE	1,842	25
CHIPOLA COLLEGE	1,015	26
THE COLLEGE OF FLORIDA KEYS	864	27
NORTH FLORIDA COLLEGE	722	28

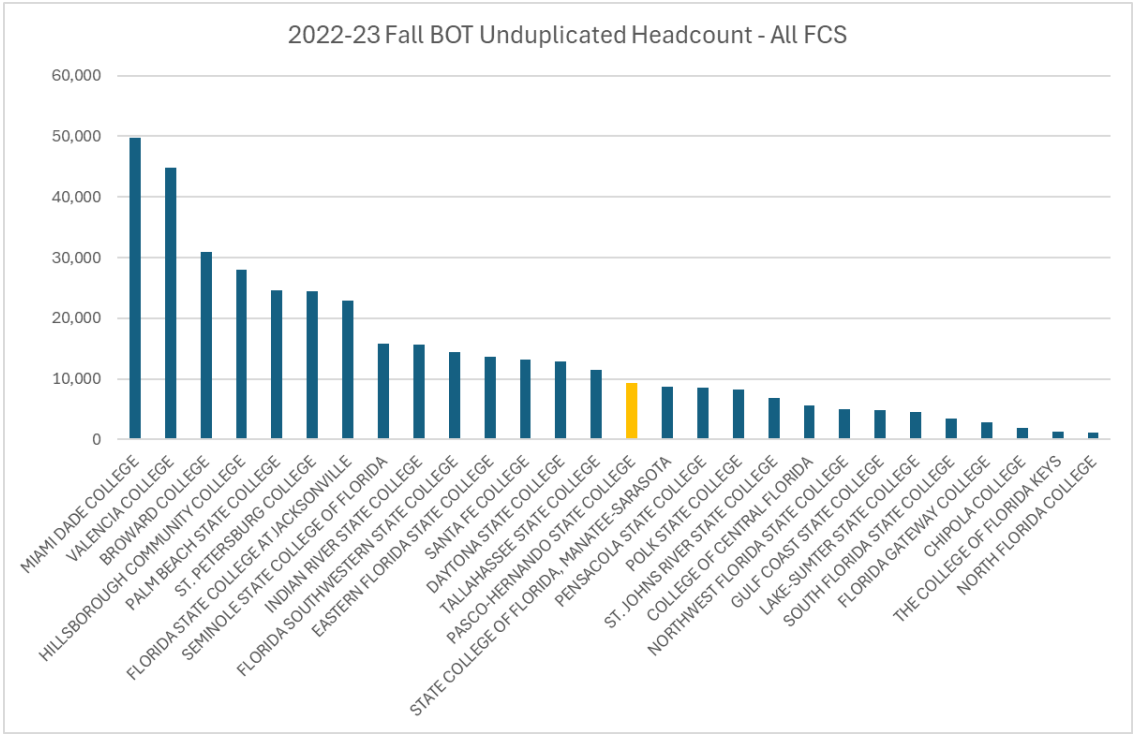
Source: SDB1E2025

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size



All FCS Fall Beginning-of-Term (BOT) Unduplicated Headcount

COLLEGE	2022-23 Fall BOT HDNCT	2022-23 Fall BOT HDCNT Rank
MIAMI DADE COLLEGE	49,779	1
VALENCIA COLLEGE	44,843	2
BROWARD COLLEGE	30,947	3
HILLSBOROUGH COMMUNITY COLLEGE	27,943	4
PALM BEACH STATE COLLEGE	24,617	5
ST. PETERSBURG COLLEGE	24,374	6
FLORIDA STATE COLLEGE AT JACKSONVILLE	22,935	7
SEMINOLE STATE COLLEGE OF FLORIDA	15,820	8
INDIAN RIVER STATE COLLEGE	15,581	9
FLORIDA SOUTHWESTERN STATE COLLEGE	14,423	10
EASTERN FLORIDA STATE COLLEGE	13,629	11
SANTA FE COLLEGE	13,221	12
DAYTONA STATE COLLEGE	12,812	13
TALLAHASSEE STATE COLLEGE	11,545	14
PASCO-HERNANDO STATE COLLEGE	9,278	15
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	8,638	16
PENSACOLA STATE COLLEGE	8,519	17
POLK STATE COLLEGE	8,278	18
ST. JOHNS RIVER STATE COLLEGE	6,812	19
COLLEGE OF CENTRAL FLORIDA	5,652	20
NORTHWEST FLORIDA STATE COLLEGE	5,020	21
GULF COAST STATE COLLEGE	4,912	22
LAKE-SUMTER STATE COLLEGE	4,525	23
SOUTH FLORIDA STATE COLLEGE	3,452	24
FLORIDA GATEWAY COLLEGE	2,778	25
CHIPOLA COLLEGE	1,900	26
THE COLLEGE OF FLORIDA KEYS	1,246	27
NORTH FLORIDA COLLEGE	1,162	28

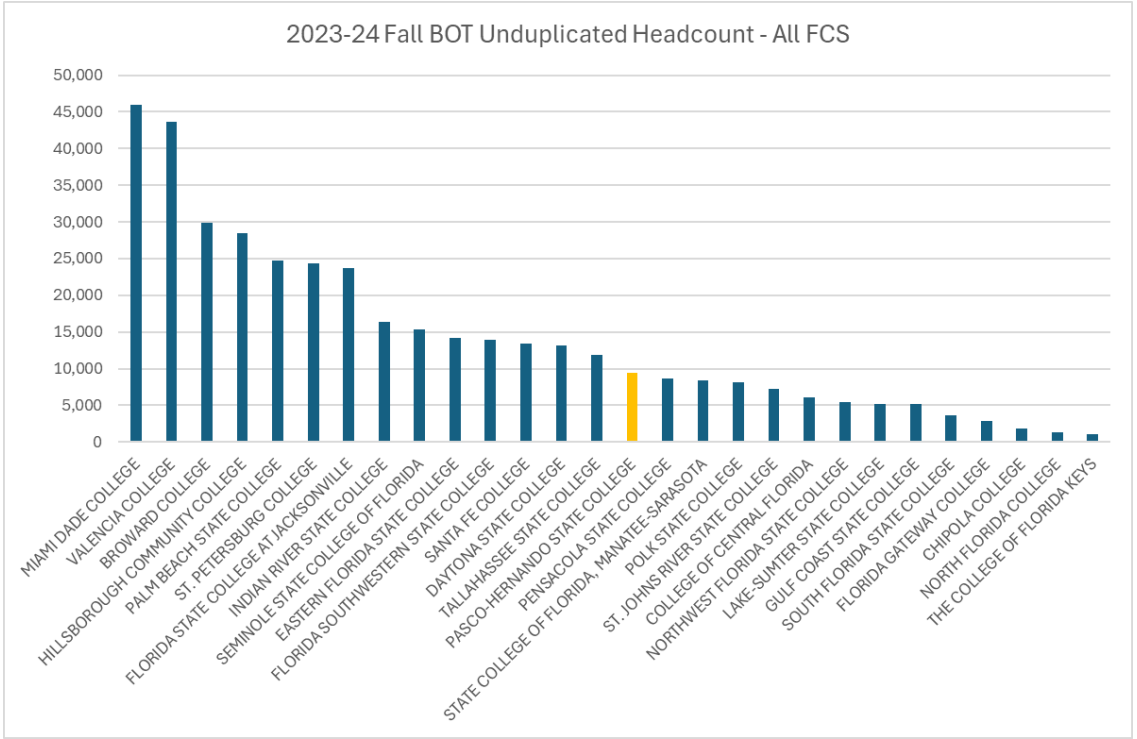


Source: SDB1E2023

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

All FCS Fall Beginning-of-Term (BOT) Unduplicated Headcount

COLLEGE	2023-24 Fall BOT HDNCT	2023-24 Fall BOT HDCNT Rank
MIAMI DADE COLLEGE	45,911	1
VALENCIA COLLEGE	43,682	2
BROWARD COLLEGE	29,843	3
HILLSBOROUGH COMMUNITY COLLEGE	28,504	4
PALM BEACH STATE COLLEGE	24,685	5
ST. PETERSBURG COLLEGE	24,397	6
FLORIDA STATE COLLEGE AT JACKSONVILLE	23,646	7
INDIAN RIVER STATE COLLEGE	16,393	8
SEMINOLE STATE COLLEGE OF FLORIDA	15,298	9
EASTERN FLORIDA STATE COLLEGE	14,165	10
FLORIDA SOUTHWESTERN STATE COLLEGE	13,923	11
SANTA FE COLLEGE	13,386	12
DAYTONA STATE COLLEGE	13,204	13
TALLAHASSEE STATE COLLEGE	11,917	14
PASCO-HERNANDO STATE COLLEGE	9,480	15
PENSACOLA STATE COLLEGE	8,595	16
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	8,436	17
POLK STATE COLLEGE	8,083	18
ST. JOHNS RIVER STATE COLLEGE	7,281	19
COLLEGE OF CENTRAL FLORIDA	6,040	20
NORTHWEST FLORIDA STATE COLLEGE	5,400	21
LAKE-SUMTER STATE COLLEGE	5,164	22
GULF COAST STATE COLLEGE	5,160	23
SOUTH FLORIDA STATE COLLEGE	3,654	24
FLORIDA GATEWAY COLLEGE	2,906	25
CHIPOLA COLLEGE	1,871	26
NORTH FLORIDA COLLEGE	1,302	27
THE COLLEGE OF FLORIDA KEYS	1,081	28

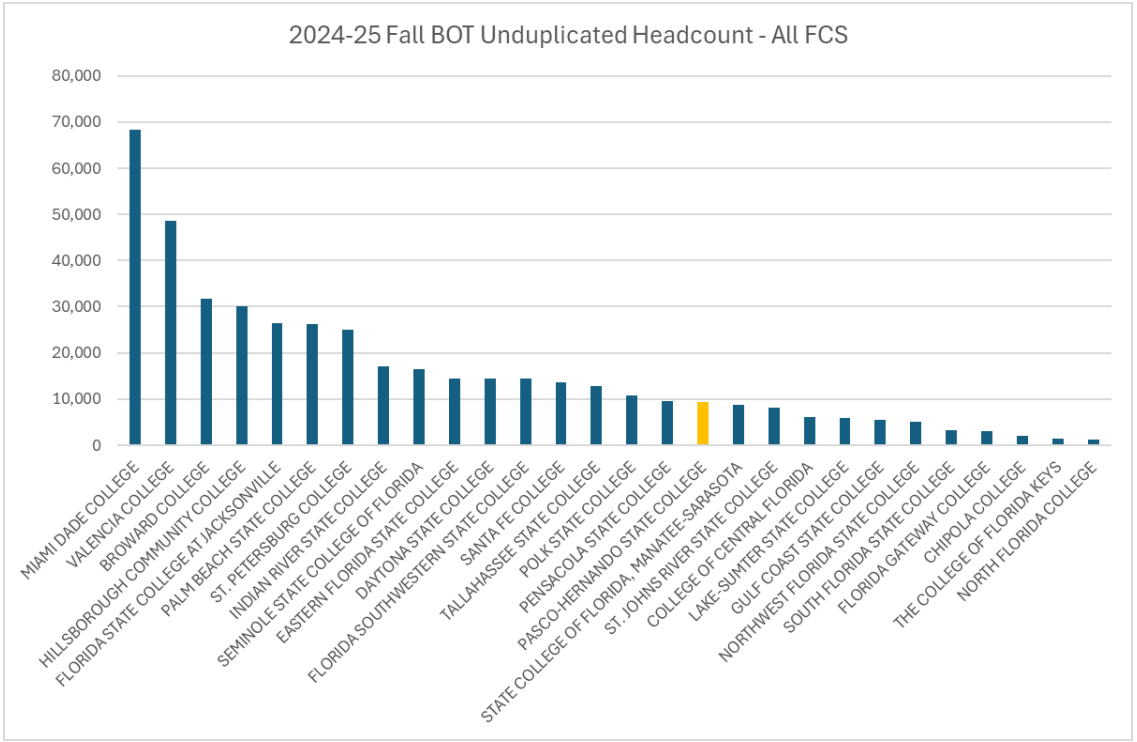


Source: SDB1E2024

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

All FCS Fall Beginning-of-Term (BOT) Unduplicated Headcount

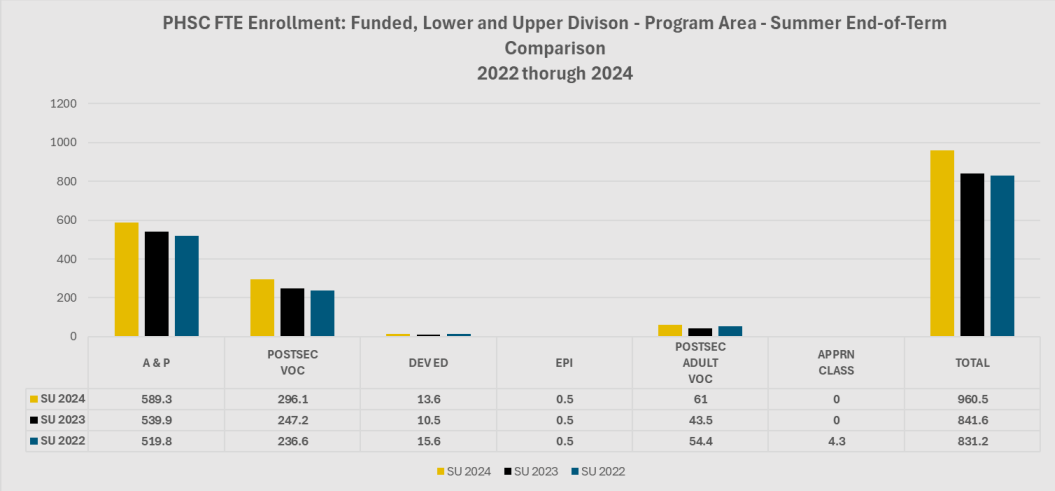
COLLEGE	2024-25 Fall BOT HDNCT	2024-25 Fall BOT HDCNT Rank
MIAMI DADE COLLEGE	68,345	1
VALENCIA COLLEGE	48,505	2
BROWARD COLLEGE	31,652	3
HILLSBOROUGH COMMUNITY COLLEGE	30,166	4
FLORIDA STATE COLLEGE AT JACKSONVILLE	26,424	5
PALM BEACH STATE COLLEGE	26,210	6
ST. PETERSBURG COLLEGE	25,064	7
INDIAN RIVER STATE COLLEGE	17,080	8
SEMINOLE STATE COLLEGE OF FLORIDA	16,568	9
EASTERN FLORIDA STATE COLLEGE	14,450	10
DAYTONA STATE COLLEGE	14,433	11
FLORIDA SOUTHWESTERN STATE COLLEGE	14,369	12
SANTA FE COLLEGE	13,626	13
TALLAHASSEE STATE COLLEGE	12,741	14
POLK STATE COLLEGE	10,883	15
PENSACOLA STATE COLLEGE	9,561	16
PASCO-HERNANDO STATE COLLEGE	9,441	17
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA	8,760	18
ST. JOHNS RIVER STATE COLLEGE	8,063	19
COLLEGE OF CENTRAL FLORIDA	6,176	20
LAKE-SUMTER STATE COLLEGE	5,913	21
GULF COAST STATE COLLEGE	5,536	22
NORTHWEST FLORIDA STATE COLLEGE	5,104	23
SOUTH FLORIDA STATE COLLEGE	3,246	24
FLORIDA GATEWAY COLLEGE	3,006	25
CHIPOLA COLLEGE	1,985	26
THE COLLEGE OF FLORIDA KEYS	1,384	27
NORTH FLORIDA COLLEGE	1,308	28



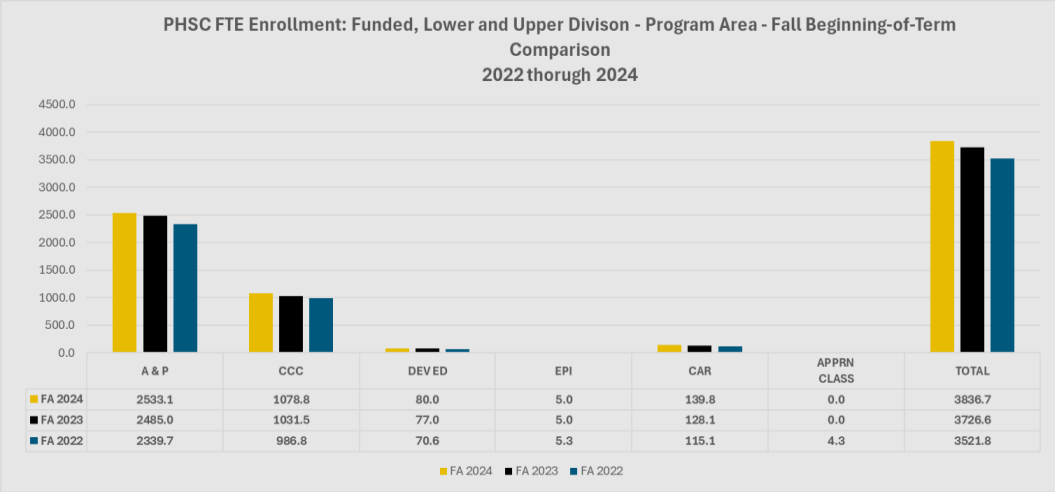
Source: SDB1E2025

Note: Schools highlighted in blue are 'Peer Institutes', schools that most resemble us in size, demographic region similarities, programs offered and service area population size

PHSC FTE Enrollment

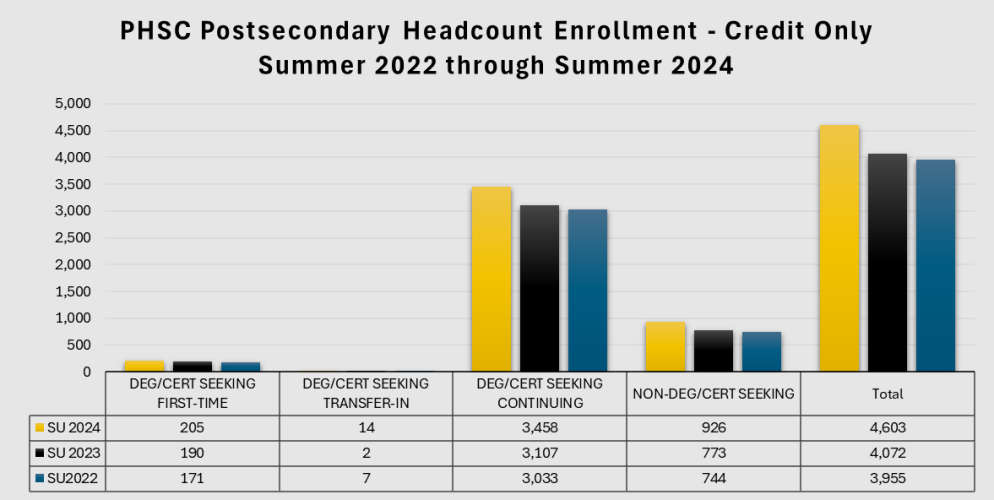


Source: Student Database FTE-1 Report, T1E2023, T1E2024, T1E2025



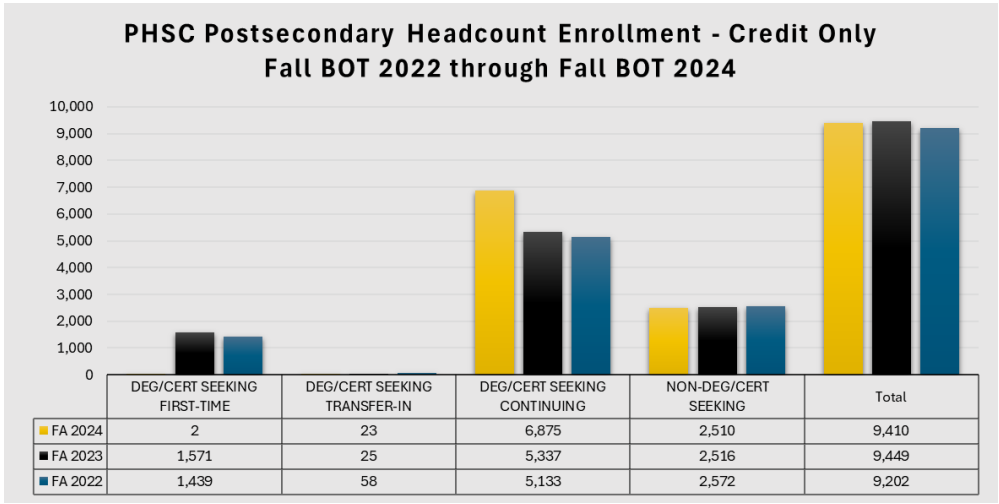
Source: Student Database FTE-1 Report, T2B2023, T2B2024, T2B2025

PHSC Headcount



	DEG/CERT SEEKING FIRST-TIME	DEG/CERT SEEKING TRANSFER-IN	DEG/CERT SEEKING CONTINUING	NON-DEG/CERT SEEKING	Total
SU 2024	205	14	3,458	926	4,603
SU 2023	190	2	3,107	773	4,072
SU2022	171	7	3,033	744	3,955

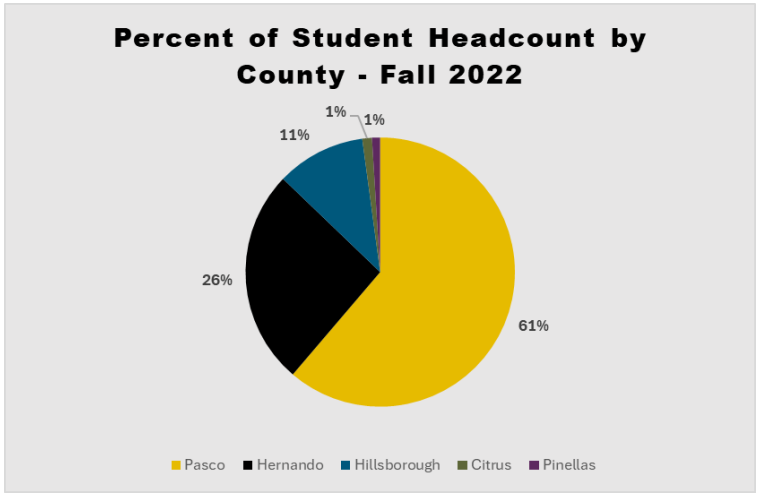
Source: SDB1E2023-1E2025; CCTCMIS State Report: Postsecondary_Headcount (ETENSRPT)

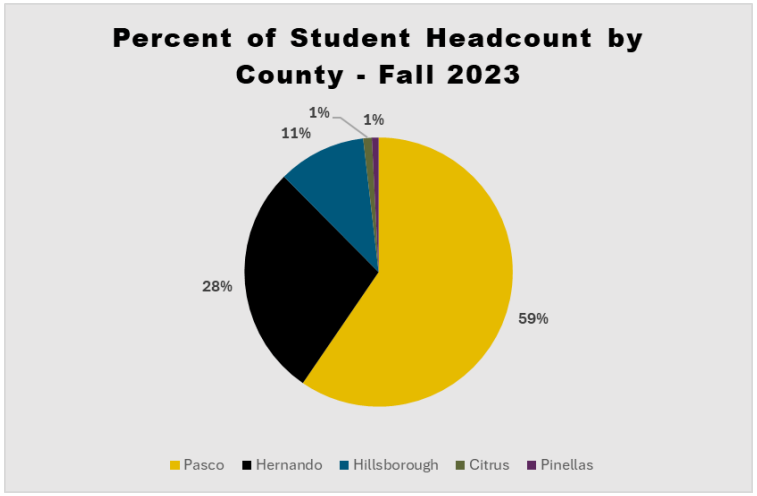


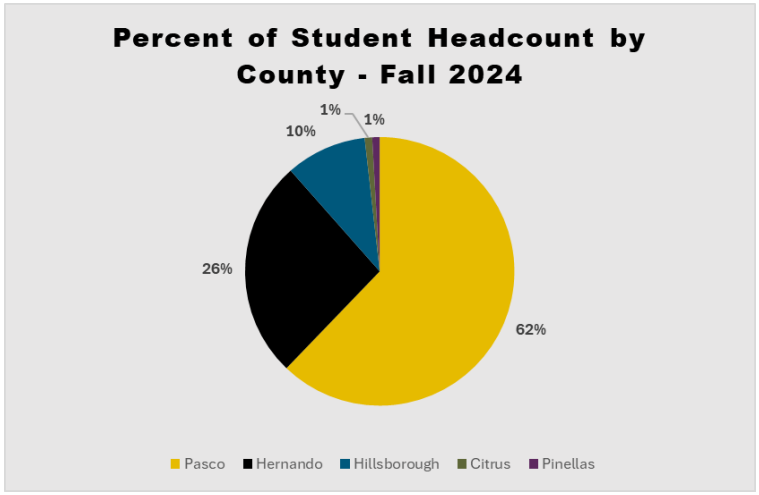
	DEG/CERT SEEKING FIRST-TIME	DEG/CERT SEEKING TRANSFER-IN	DEG/CERT SEEKING CONTINUING	NON-DEG/CERT SEEKING	Total
FA 2024	2	23	6,875	2,510	9,410
FA 2023	1,571	25	5,337	2,516	9,449
FA 2022	1,439	58	5,133	2,572	9,202

Source: SDB2B2023-2B2025; CCTCMIS State Report: Postsecondary_Headcount (ETENSRPT)

PHSC Headcount by Top 5 Counties Summer 2022 through Summer 2024

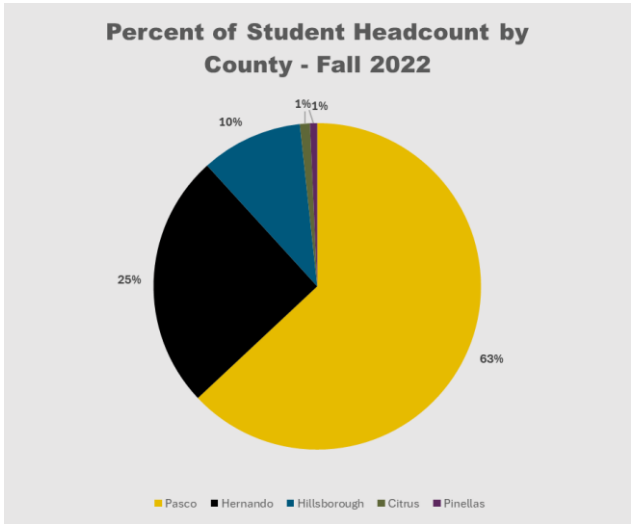


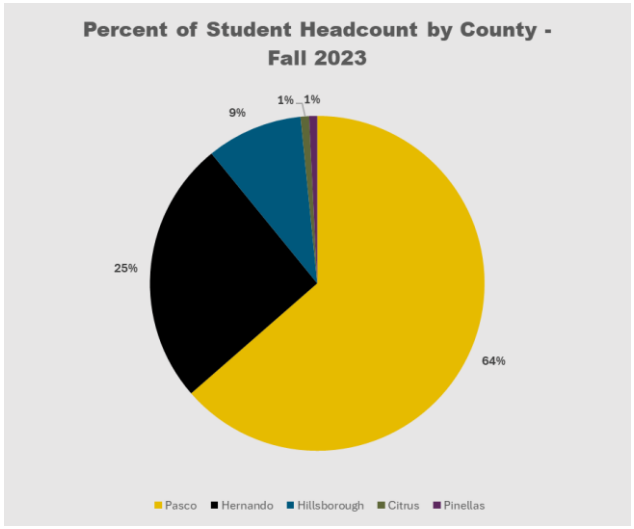


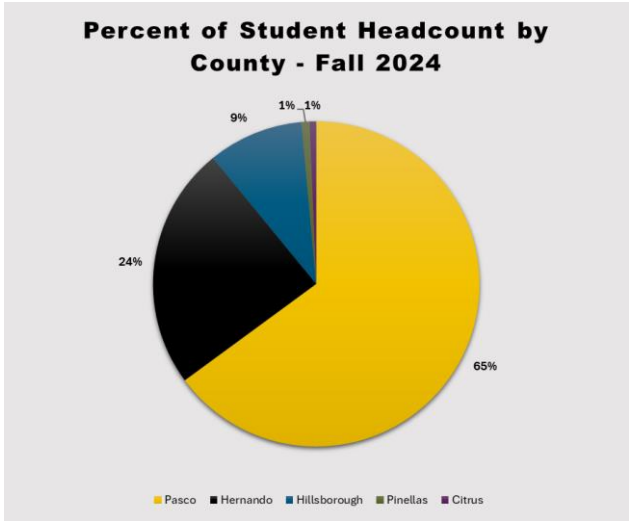


Source: PHSC Demographics Power BI Dashboard and Banner Insights Data Warehouse

PHSC Headcount by Top 5 Counties Fall 2022 through Fall 2024

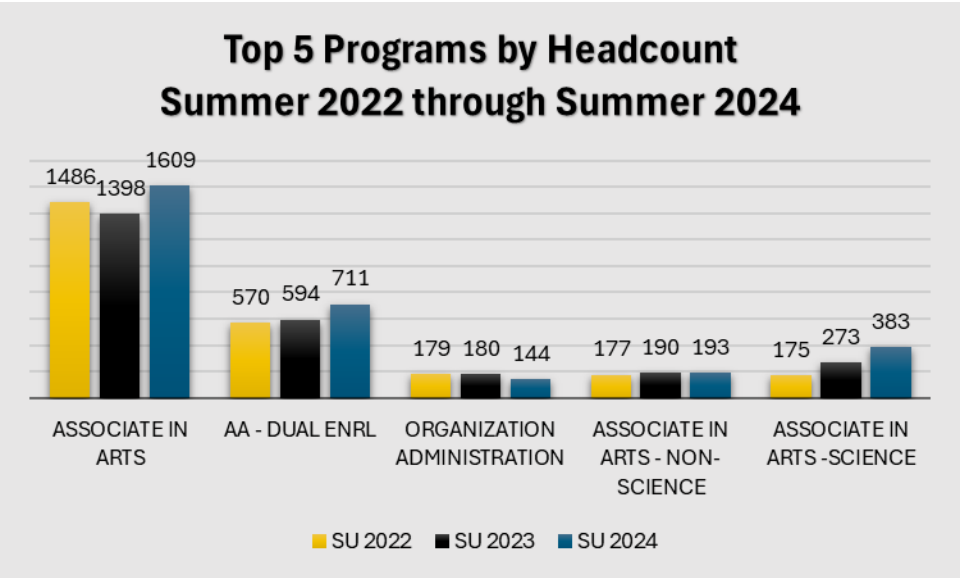




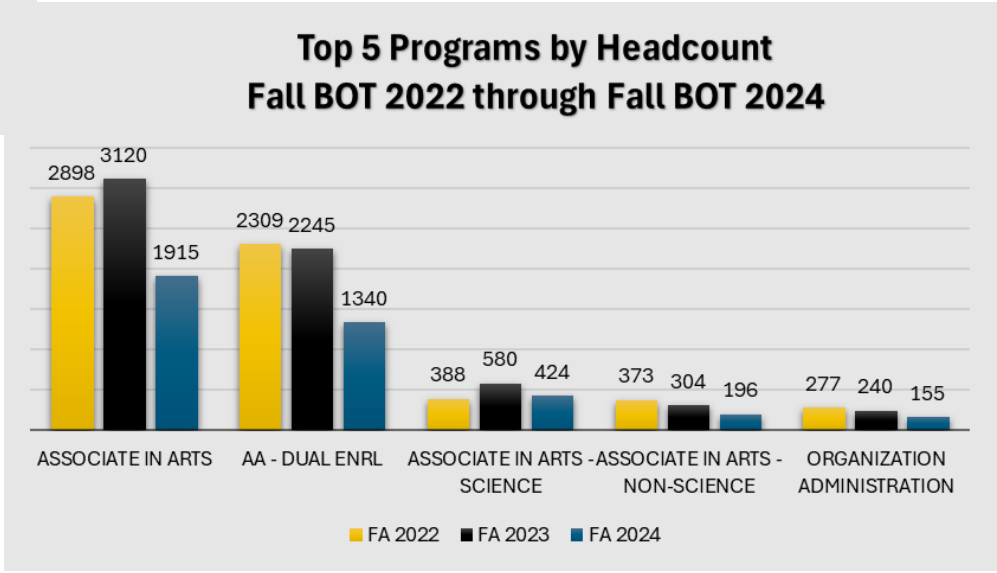


Source: PHSC Demographics Power BI Dashboard and Banner Insights Data Warehouse

PHSC Headcount – Top 5 Programs Fall 2022 through Fall 2024

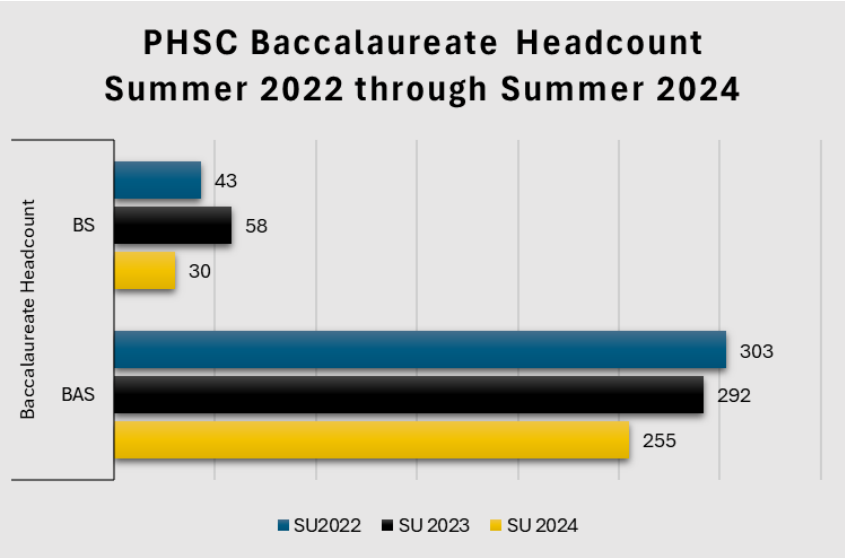


Source: SDB 1E2022 - 1E2025

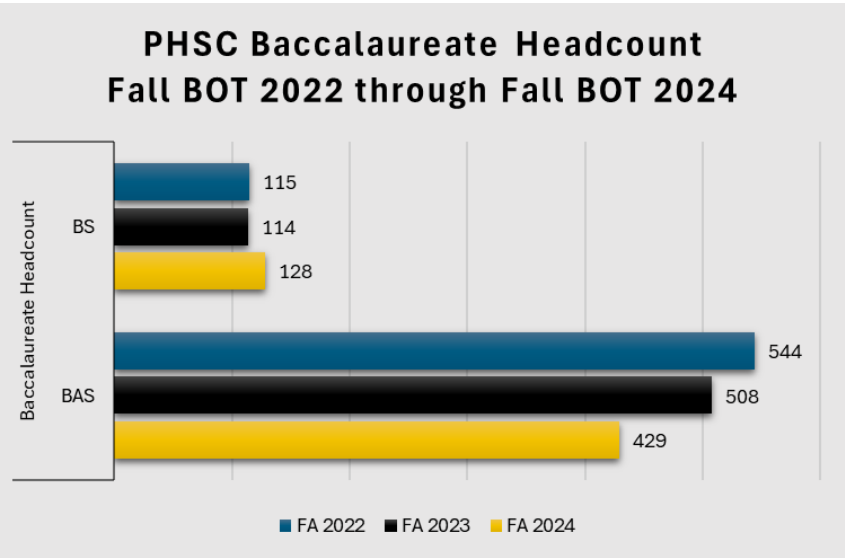


Source: SDB 2B2022 – 2B2025

PHSC Headcount
Baccalaureate Programs

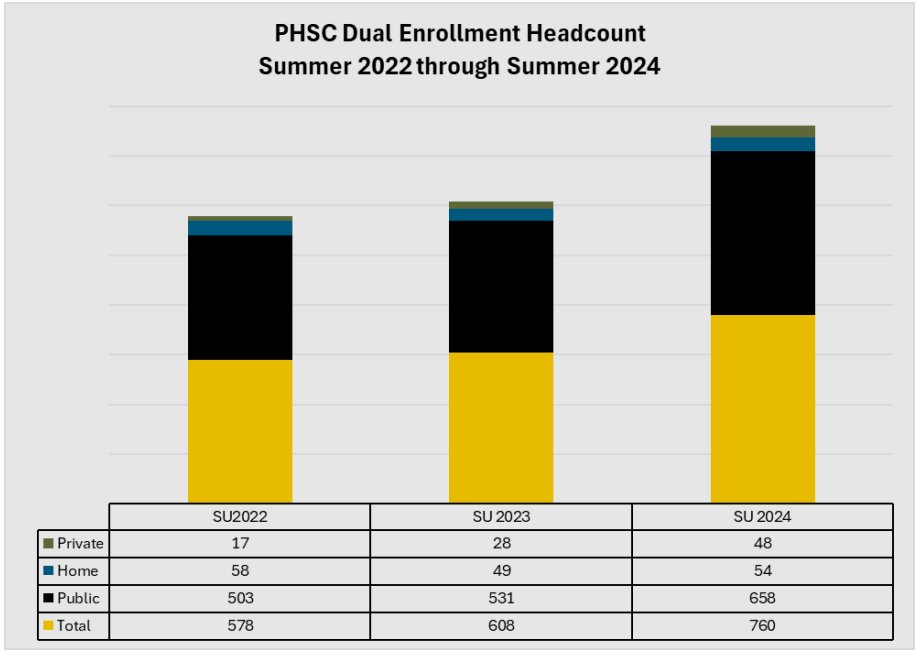


Source: SDB1E2023-1E2025; CCTCMIS State Report: Postsecondary_Headcount (ETENSRPT)



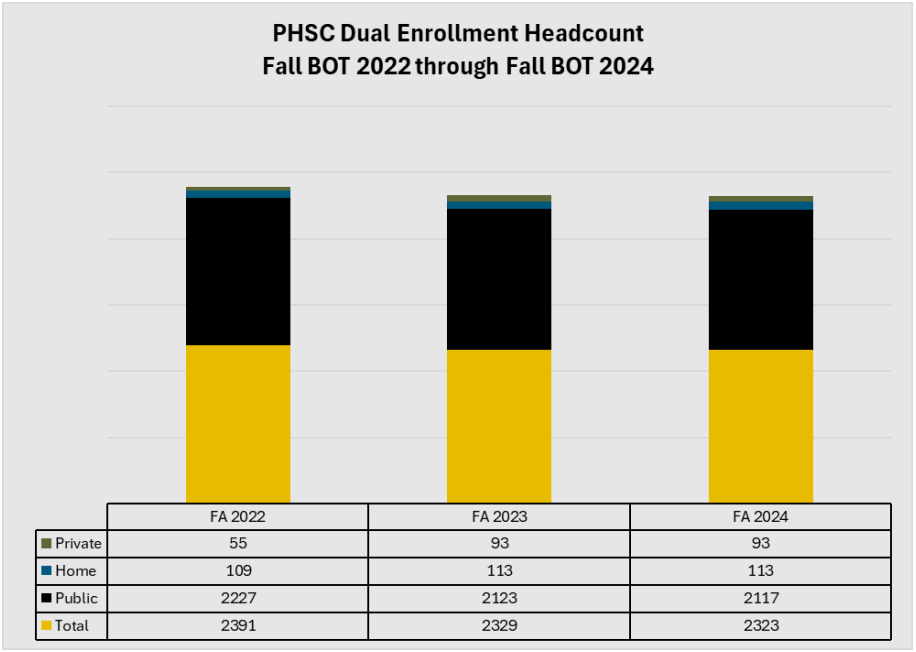
Source: SDB2B2023-2B2025; CCTCMIS State Report: Postsecondary_Headcount (ETENSRPT)

PHSC Dual Enrollment Headcount



	SU2022	SU 2023	SU 2024
Private	17	28	48
Home	58	49	54
Public	503	531	658
Total	578	608	760

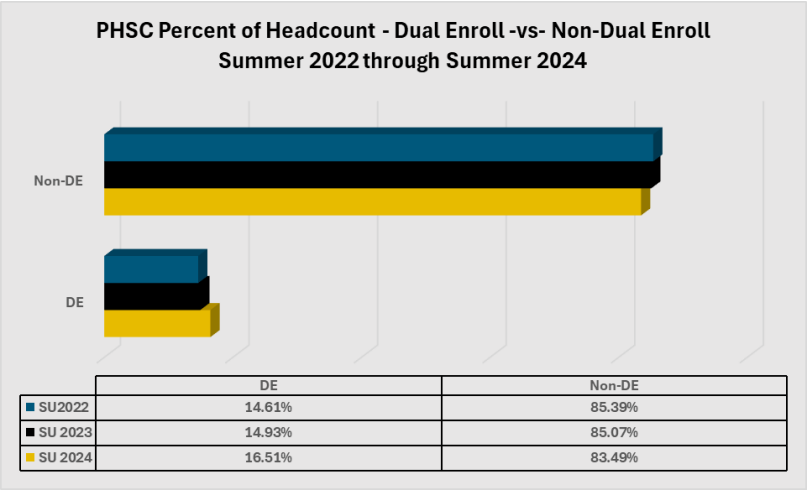
Source: CCTCMIS - SDB Funded_FTE_Headcount_by_Dual_Enrollment T1E2023-T1E2025



	FA 2022	FA 2023	FA 2024
Private	55	93	93
Home	109	113	113
Public	2227	2123	2117
Total	2391	2329	2323

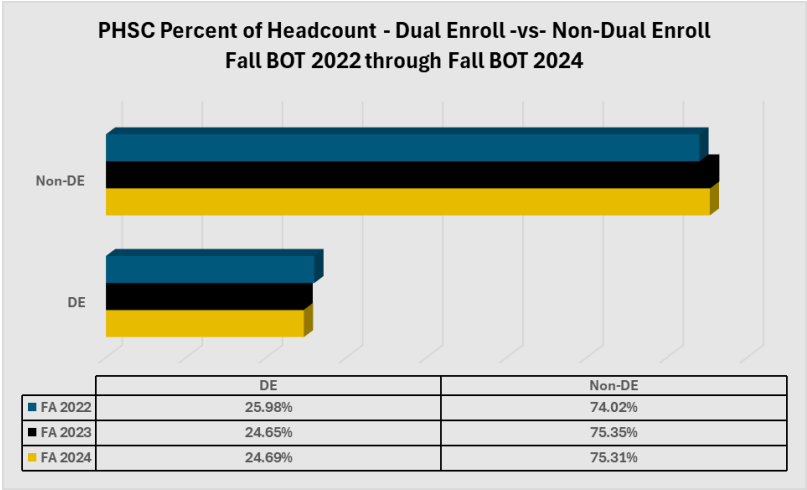
Source: CCTCMIS - SDB Funded_FTE_Headcount_by_Dual_Enrollment T2B2023-T2B2025

PHSC Dual Enroll -vs- Non-Dual Enroll
Percent of Headcount



	DE	Non-DE
SU2022	14.61%	85.39%
SU 2023	14.93%	85.07%
SU 2024	16.51%	83.49%

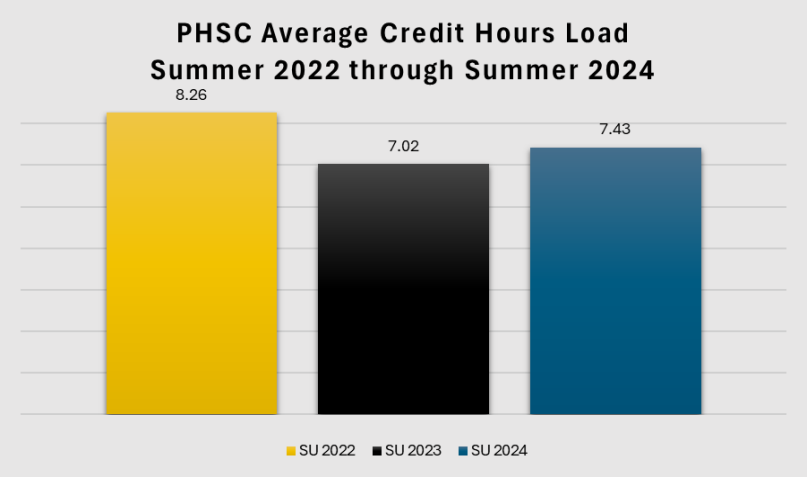
Source: SDB 1E2023, 1E2024, 1E2025



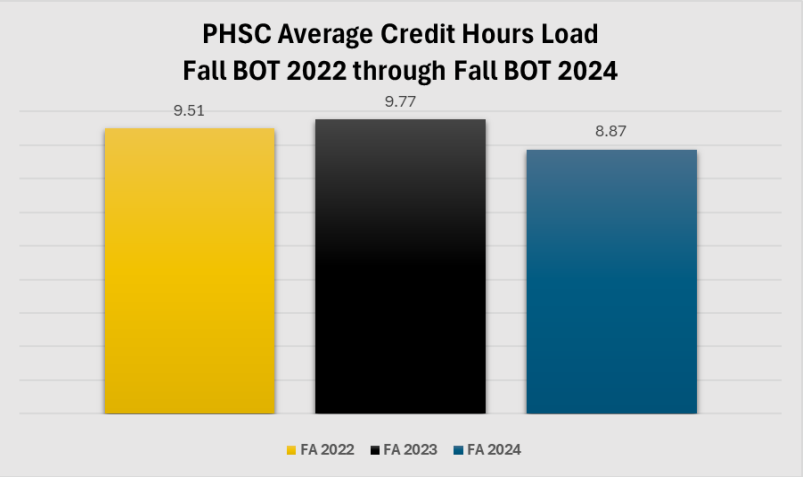
	DE	Non-DE
FA 2022	25.98%	74.02%
FA 2023	24.65%	75.35%
FA 2024	24.69%	75.31%

Source: SDB 2B2023, 2B2024, 2B2025

PHSC Average Credit Hours Load



Source: SDB 1E2023, 1E2024, 1E2025
SAS Program: G:\SAS Programs\PHSC Factbook Programs\PHSC_FB_AVG_CREDIT_LOAD_TOTAL.sas



Source: SDB 2B2023, 2B2024, 2B2025
SAS Program: G:\SAS Programs\PHSC Factbook Programs\PHSC_FB_AVG_CREDIT_LOAD_TOTAL.sas

Sources and Definitions

The Enrollment report is made up of data produced by the Florida Department of Education, Community College & Technical Center Management Information Systems. The data is derived from the schools submitted Student Database which is submitted each term of the reporting year.

Reporting year consists of Summer, Fall, and Spring Terms. For example, the reporting year 2023-24 consisted of Summer 2023, Fall 2023 and Spring 2024. Please note, this varies from our academic year.

Reporting Term Names:

- Summer End-of-Term (SU EOT or 1EYYYY)
- Fall Beginning-of-Term (FA BOT or 2BYYYY)
- Fall End-of-Term (FA EOT or 2EYYYY)
- Spring Beginning-of-Term (SP BOT or 3BYYYY)
- Spring End-of-Term (SP EOT or 3EYYYY)

Funded Headcount and FTE is made up of the following:

- All College Credit Programs
- Apprenticeship Programs

Developmental Education Programs (Dev Ed)

- Funded Headcount and FTE excludes the following student groups:
- Recreation and Leisure courses
- Courses fully funded by external agencies
- Dev Ed Repeats (beyond the second attempt)
- College Credit Repeats (beyond the second attempt)
- Non-Fee Paying Inmates
- Unauthorized Fee Waivers
- Adults with Disabilities
- Upper-Division Non-Resident Students
- Continuing Workforce Education (CWE)
- Lifelong Learning (LLL)

Please note that all current reporting year data is considered preliminary until the end of the reporting period in June of each year.

Sources and Definitions cont.

Peer Institutions:

Our peer institutions are:

- State College of Florida, Manatee-Sarasota
- Pensacola State College
- Polk State College

These institutions are highlighted in blue in the attached data. Peer institutions are selected based on size, demographic region, program offerings, and service area population that most closely resemble ours.

Definitions:

- FCS = Florida College System
- FTE-1 = FCS report that is cumulative in nature and consists of the SU EOT and FA BOT or Fall EOT data reported on the Student Database submission.
- A&P = Associate of Arts (AA), Associate of Science (AS), and Baccalaureate Programs
- CCC = College Credit Certifications (AS Certificates)
- Dev Ed = Developmental Education
- EPI = Educator Preparation Institute
- APPRN Class – Apprenticeship Classroom
- CWE = Continuing Workforce Education
- CAR = Career Certifications
- LLL = Lifelong Learning

Sources and Definitions cont.

Sources:

- SDB 1E2023 through SDB 1E2025
- SDB 2B2023 through SDB 2B2025
- PHSC Intranet Power BI Demographics Dashboard
- CCTCMIS SDB Verification Reports

PHSC
PASCO-HERNANDO STATE COLLEGE

Council on Academic Affairs
District Board of Trustees Memo

TO: Dr. Jesse Pisors, President

FROM: Dr. Daniel Powell, Vice President of Academic Affairs & Chief Academic Officer
Dr. Gerene Thompson, Associate Vice President of Academic Affairs

SUBJECT: Program Changes

DATE: Tuesday, February 18, 2025

This proposal is for program revisions reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Friday, January 31, 2025.

CAA presents these program revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Tuesday, February 18, 2025.

Program Revisions

- Associate in Arts Program – Effective Fall 2025 (202601)
- Correctional Officer Career Certificate – Effective Summer 2025 (202503)
- Corrections Basic Recruit Training for Special Operations Recruits Career Certificate – Effective Summer 2025 (202503)
- Crossover from Law Enforcement Officer to Correctional Officer Career Certificate – Effective Summer 2025 (202503)
- Crossover from Correctional Probation Officer to CMS Correctional Basic Recruit Training Career Certificate – Effective Summer 2025 (202503)
- Crossover Correctional Probation Officer to Law Enforcement Officer Career Certificate – Effective Summer 2025 (202503)
- Associate in Science Internet Services Technology Program – Effective Summer 2025 (202503)
- RN to BSN Program – Effective Fall 2025 (202601)

PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: Fall 2025 (202601)

☑ Change in Program
☐ Deletion of Program
☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE	TOTAL NUMBER OF ☐ COLLEGE CREDIT TECHNICAL ☑ CREDIT HOURS
Associate in Arts	60

Check Box for Program Type

☐ Advanced Technical Certificate (Post Associate in Science Degree)
☐ Associate in Science Degree
☐ Associate in Applied Science Degree
☐ Baccalaureate Degree
☐ College Credit Certificate
☐ Applied Technology Diploma
☐ Technical Credit Program

AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE.	AA Common Course Prerequisite ☐ Yes ☐ No

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

General Education Requirements:

Arts and Sciences
From: Deleting MTG2206 College Geometry from Area II Mathematics.

To: Deleting MTG2206 College Geometry from Area II Mathematics.

Health Occupations
From:

To:

Workforce Development, Career, and Technical Education
From:

To:

Program Specified Elective(s) AS or AAS Degree only:
From:

To:

Program Requirement Changes:
From:

To:

Total Current College Credit or Technical Credit Hours

From:	To:

JUSTIFICATION FOR CHANGE

Check Box for Change Justification

☐ Programmatic Accreditation Requirement
☐ Florida Department of Education Curriculum Framework Changes
☐ Program Review Recommendation
☐ Student Learning Outcome Assessment
☑ Other

Other Explanation: Currently, PHSC and FAMU are the only institutions in Florida who offer the course which means there is a limited transferability of the course to any other FCS or SUS institution. Furthermore, this course is not part of the FLDOE pathway programs. Currently we usually run two sections per fall and spring terms. In 2024, only 27 students took the course; in 2023, only 18 students took the course.

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

	12/12/2024
Proposer's Signature	Date
	12/12/2024
Department Chair/Program Director's Signature	Date
	12/11/2024
Academic Dean's Signature	Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

_____

_____

_____Recommended _____Not Recommended

Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					

PHSC

General Education Requirements for the Associate in Arts (AA) Degree Program

Name: _____ PHSC ID: _____ Date: _____

Area I. Communication and Information Literacy, 9 cr.

	ENC 1101 English Composition I, 3 cr.	◆
	ENC 1102 English Composition II, 3 cr.	PR
	SPC 2608 Introduction to Public Speaking, 3 cr.	◆

Area II. Mathematics, 6 cr.

Select two courses from Category A or one course each from Category A and Category B.

Category A (Gen Ed Core/State Required)		
	MAC 1105 College Algebra, 3 cr.	PR
	MAC 1114 Trigonometry, 3 cr.	PR
	MAC 1140 Precalculus Algebra, 3 cr.	PR
	MAC 2233 Applied Calculus, 4 cr.	PR
	MAC 2311 Calculus and Analytic Geometry I, 5 cr.	PR
	MAC 2312 Calculus and Analytic Geometry II, 5 cr.	PR
	MAC 2313 Calculus and Analytic Geometry III, 4 cr.	PR
	MAP 2302 Differential Equations, 3 cr.	PR
	MGF 1130 Mathematical Thinking, 3 cr.	PR
	STA 2023 Introduction to Statistics, 3 cr.	PR
Category B (Gen Ed Non-Core)		
	MGF 1131 Mathematics in Context, 3 cr.	PR
	~~MTG 2206 College Geometry, 3 cr.~~	~~PR~~

Area III. Natural Sciences, 6 cr.

Select two courses from Category A or one course each from Category A and Category B.

Category A (Gen Ed Core/State Required)		
	AST 1002 Introduction to Astronomy, 3 cr.	◆
	BSC 1005 Introduction to Biology, 3 cr.	◆
	BSC 1085 Human Anatomy and Physiology I, 3 cr. and BSC 1085L Human Anatomy and Physiology I Lab, 1 cr.	PR
	BSC 1086 Human Anatomy and Physiology II, 3 cr. and BSC 1086L Human Anatomy and Physiology II Lab, 1 cr.	PR
	BSC 2010 Biology I, 3 cr. and BSC 2010L Biology I Lab, 1 cr.	PR
	BSC 2011 Biology II, 3 cr. and BSC 2011L Biology II Lab, 1 cr.	PR
	CHM 1020 Chemistry in Your Life, 3 cr.	◆
	CHM 2045 Gen. Chem. & Qualitative Analysis I, 3 cr. and CHM 2045L Gen. Chem. & Qualitative Analysis I Lab, 1 cr.	PR
	CHM 2046 Gen. Chem. & Qualitative Analysis II, 3 cr. and CHM 2046L Gen. Chem. & Qualitative Analysis II Lab, 1 cr.	PR
	CHM 2210C Organic Chemistry I, 5 cr.	PR
	CHM 2211C Organic Chemistry II, 5 cr.	PR
	ESC 1000 Introduction to Earth Science, 3 cr.	◆
	EVR 1001 Introduction to Environmental Science, 3 cr.	◆
	GLY 2010 Introduction to Geology, 3 cr.	◆

Area III. Natural Sciences, 6 cr.

Category A (Gen Ed Core/State Required) continued		
	MCB 2010 Microbiology, 3 cr. and MCB 2010L Microbiology Lab, 1 cr.	PR
	OCE 2001 Introduction to Oceanography, 3 cr.	◆
	PHY 1020C Fundamentals of Physics, 3 cr.	PR
	PHY 1053 General Physics I, 3 cr. and PHY 1053L General Physics Lab, 1 cr.	PR
	PHY 1054 General Physics II, 3 cr. and PHY 1054L General Physics II Lab, 1 cr.	PR
	PHY 2048C General Physics I with Calculus, 4 cr.	PR
	PHY 2049C General Physics II with Calculus, 4 cr.	PR
Category B (Gen Ed Non-Core)		
	BSC 1020 Human Biology, 3 cr.	◆
	BSC 1311 Marine Biology, 3 cr.	◆
	CHM 1025 Introductory Chemistry, 3 cr. and CHM 1025L Introductory Chemistry Lab, 1 cr.	◆
	MET 2010 Introduction to Meteorology, 3 cr.	◆

Area IV. Social and Behavioral Sciences, 6 cr.

Select two courses from Category A or one course each from Category A and Category B.

Category A (Gen Ed Core/State Required)			
	AMH 2010 History of the United States I, 3 cr.	CL	◆
	AMH 2020 History of the United States II, 3 cr.	CL	◆
	ANT 2000 Introduction to Anthropology, 3 cr.		◆
	ECO 2013 Principles of Macroeconomics, 3 cr.		◆
	POS 2041 American Federal Government, 3 cr.	CL	◆
	PSY 1012 Introduction to Psychology, 3 cr.		◆
Category B (Gen Ed Non-Core)			
	DEP 2002 Child Psychology, 3 cr.		PR
	DEP 2004 Lifespan Development, 3 cr.		PR
	DEP 2302 Adolescent Psychology, 3 cr.		PR
	REL 2300 World Religions, 3 cr.		◆
	SYG 2000 Introduction to Sociology, 3 cr.		◆

Area V. Humanities, 6 cr.

Select two courses from Category A or one course each from Category A and Category B.

Category A (Gen Ed Core/State Required)		
	ARH 1000 Art Appreciation, 3 cr.	◆
	HUM 1020 Introduction to Humanities, 3 cr.	◆
	LIT 2000 Introduction to Literature, 3 cr.	PR
	MUL 1010 Music Appreciation, 3 cr.	◆
	PHI 1010 Introduction to Philosophy, 3 cr.	◆
	THE 1000 Theatre Appreciation, 3 cr.	◆
Category B (Gen Ed Non-Core)		
	HUM 2210 Ancient World to the Middle Ages, 3 cr.	◆

Area V. Humanities, 6 cr.

Category B (Gen Ed Non-Core) continued		
	HUM 2230 Renaissance to the Modern Day, 3 cr.	◆

Area VI. Technological Fluency, 3 cr.

	CGS 1100 Microcomputer Applications, 3 cr.

Electives, 24 cr.

Many 1000 or 2000 level courses listed in the College Catalog may satisfy elective requirements. Please consult with an advisor to confirm elective options available for the AA program.

Foreign Language Requirement

All students pursuing an Associate in Arts (AA) degree are required to meet the Foreign Language Competency Requirement to graduate with their AA degree. Refer to the College Catalog for more information.

Civic Literacy Requirement

Students initially entering an FCS institution in 2021-22 and thereafter are required to meet the Civic Literacy Requirement to graduate with their AA degree. Refer to the College Catalog for more information.

Form Legend

CL	Civic Literacy Requirement Course option (1 course required).
PR	Course has at least one prerequisite that may satisfy general education or elective requirements. Prerequisites must be satisfied prior to enrollment. Refer to the College Catalog for more information.
◆	Course has a developmental education prerequisite that may be required depending on the student's exemption status and placement test scores. Refer to the College Catalog for more information.

Important Notes

The Associate in Arts (AA) degree requires the completion of 60 credit hours, including 36 credit hours of general education courses and 24 credit hours of elective courses. Students are encouraged to select courses that support their intended transfer major. All general education and foreign language courses must be completed with a grade of "C" or higher. Consult with an academic advisor and the College Catalog for specific requirements and acceptable course substitutes. Course descriptions are available in the College Catalog. Some classes are not offered every semester.

PHSC

General Education Requirements for the Associate in Arts (AA) Degree Program

Name: _____ PHSC ID: _____ Date: _____

Area I. Communication and Information Literacy, 9 cr.

	ENC 1101 English Composition I, 3 cr.	◆
	ENC 1102 English Composition II, 3 cr.	PR
	SPC 2608 Introduction to Public Speaking, 3 cr.	◆

Area II. Mathematics, 6 cr.

Select two courses from Category A or one course each from Category A and Category B.

Category A (Gen Ed Core/State Required)		
	MAC 1105 College Algebra, 3 cr.	PR
	MAC 1114 Trigonometry, 3 cr.	PR
	MAC 1140 Precalculus Algebra, 3 cr.	PR
	MAC 2233 Applied Calculus, 4 cr.	PR
	MAC 2311 Calculus and Analytic Geometry I, 5 cr.	PR
	MAC 2312 Calculus and Analytic Geometry II, 5 cr.	PR
	MAC 2313 Calculus and Analytic Geometry III, 4 cr.	PR
	MAP 2302 Differential Equations, 3 cr.	PR
	MGF 1130 Mathematical Thinking, 3 cr.	PR
	STA 2023 Introduction to Statistics, 3 cr.	PR
Category B (Gen Ed Non-Core)		
	MGF 1131 Mathematics in Context, 3 cr.	PR

Area III. Natural Sciences, 6 cr.

Select two courses from Category A or one course each from Category A and Category B.

Category A (Gen Ed Core/State Required)		
	AST 1002 Introduction to Astronomy, 3 cr.	◆
	BSC 1005 Introduction to Biology, 3 cr.	◆
	BSC 1085 Human Anatomy and Physiology I, 3 cr. and BSC 1085L Human Anatomy and Physiology I Lab, 1 cr.	PR
	BSC 1086 Human Anatomy and Physiology II, 3 cr. and BSC 1086L Human Anatomy and Physiology II Lab, 1 cr.	PR
	BSC 2010 Biology I, 3 cr. and BSC 2010L Biology I Lab, 1 cr.	PR
	BSC 2011 Biology II, 3 cr. and BSC 2011L Biology II Lab, 1 cr.	PR
	CHM 1020 Chemistry in Your Life, 3 cr.	◆
	CHM 2045 Gen. Chem. & Qualitative Analysis I, 3 cr. and CHM 2045L Gen. Chem. & Qualitative Analysis I Lab, 1 cr.	PR
	CHM 2046 Gen. Chem. & Qualitative Analysis II, 3 cr. and CHM 2046L Gen. Chem. & Qualitative Analysis II Lab, 1 cr.	PR
	CHM 2210C Organic Chemistry I, 5 cr.	PR
	CHM 2211C Organic Chemistry II, 5 cr.	PR
	ESC 1000 Introduction to Earth Science, 3 cr.	◆
	EVR 1001 Introduction to Environmental Science, 3 cr.	◆
	GLY 2010 Introduction to Geology, 3 cr.	◆

Area III. Natural Sciences, 6 cr.

Category A (Gen Ed Core/State Required) continued		
	MCB 2010 Microbiology, 3 cr. and MCB 2010L Microbiology Lab, 1 cr.	PR
	OCE 2001 Introduction to Oceanography, 3 cr.	◆
	PHY 1020C Fundamentals of Physics, 3 cr.	PR
	PHY 1053 General Physics I, 3 cr. and PHY 1053L General Physics Lab, 1 cr.	PR
	PHY 1054 General Physics II, 3 cr. and PHY 1054L General Physics II Lab, 1 cr.	PR
	PHY 2048C General Physics I with Calculus, 4 cr.	PR
	PHY 2049C General Physics II with Calculus, 4 cr.	PR
Category B (Gen Ed Non-Core)		
	BSC 1020 Human Biology, 3 cr.	◆
	BSC 1311 Marine Biology, 3 cr.	◆
	CHM 1025 Introductory Chemistry, 3 cr. and CHM 1025L Introductory Chemistry Lab, 1 cr.	◆
	MET 2010 Introduction to Meteorology, 3 cr.	◆

Area IV. Social and Behavioral Sciences, 6 cr.

Select two courses from Category A or one course each from Category A and Category B.

Category A (Gen Ed Core/State Required)			
	AMH 2010 History of the United States I, 3 cr.	CL	◆
	AMH 2020 History of the United States II, 3 cr.	CL	◆
	ANT 2000 Introduction to Anthropology, 3 cr.		◆
	ECO 2013 Principles of Macroeconomics, 3 cr.		◆
	POS 2041 American Federal Government, 3 cr.	CL	◆
	PSY 1012 Introduction to Psychology, 3 cr.		◆
Category B (Gen Ed Non-Core)			
	DEP 2002 Child Psychology, 3 cr.		PR
	DEP 2004 Lifespan Development, 3 cr.		PR
	DEP 2302 Adolescent Psychology, 3 cr.		PR
	REL 2300 World Religions, 3 cr.		◆
	SYG 2000 Introduction to Sociology, 3 cr.		◆

Area V. Humanities, 6 cr.

Select two courses from Category A or one course each from Category A and Category B.

Category A (Gen Ed Core/State Required)		
	ARH 1000 Art Appreciation, 3 cr.	◆
	HUM 1020 Introduction to Humanities, 3 cr.	◆
	LIT 2000 Introduction to Literature, 3 cr.	PR
	MUL 1010 Music Appreciation, 3 cr.	◆
	PHI 1010 Introduction to Philosophy, 3 cr.	◆
	THE 1000 Theatre Appreciation, 3 cr.	◆

Area V. Humanities, 6 cr.

Category B (Gen Ed Non-Core)		
	HUM 2210 Ancient World to the Middle Ages, 3 cr.	◆
	HUM 2230 Renaissance to the Modern Day, 3 cr.	◆

Area VI. Technological Fluency, 3 cr.

	CGS 1100 Microcomputer Applications, 3 cr.

Electives, 24 cr.

Many 1000 or 2000 level courses listed in the College Catalog may satisfy elective requirements. Please consult with an advisor to confirm elective options available for the AA program.

Foreign Language Requirement

All students pursuing an Associate in Arts (AA) degree are required to meet the Foreign Language Competency Requirement to graduate with their AA degree. Refer to the College Catalog for more information.

Civic Literacy Requirement

Students initially entering an FCS institution in 2021-22 and thereafter are required to meet the Civic Literacy Requirement to graduate with their AA degree. Refer to the College Catalog for more information.

Form Legend

CL	Civic Literacy Requirement Course option (1 course required).
PR	Course has at least one prerequisite that may satisfy general education or elective requirements. Prerequisites must be satisfied prior to enrollment. Refer to the College Catalog for more information.
◆	Course has a developmental education prerequisite that may be required depending on the student's exemption status and placement test scores. Refer to the College Catalog for more information.

Important Notes

The Associate in Arts (AA) degree requires the completion of 60 credit hours, including 36 credit hours of general education courses and 24 credit hours of elective courses. Students are encouraged to select courses that support their intended transfer major. All general education and foreign language courses must be completed with a grade of "C" or higher. Consult with an academic advisor and the College Catalog for specific requirements and acceptable course substitutes. Course descriptions are available in the College Catalog. Some classes are not offered every semester.

Track Changes

Associate in Arts Degree

General Education Requirements for the AA Program

Additional courses may be required for nonexempt students based on placement test scores.

Note: Developmental education courses are not considered to be college-credit courses, and do not count toward a degree.

A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

General Education Requirements for the AA Program

English/Reading Developmental Education Courses (0-8 Hours)

ENC 0021	Modularized Developmental Writing	**4 cr.**
ENC 0022	Compressed Developmental Writing	**4 cr.**
REA 0011	Modularized Developmental Reading	**4 cr.**
REA 0019	Compressed Developmental Reading	**4 cr.**

Math Developmental Education Courses (0-6 Hours)

MAT 0028	Introductory Algebra	**4 cr.**
MAT 0055	Accelerate in Mathematics	**1 cr.**
MAT 0056	Foundations of Mathematics	**2 cr.**

AREA I.

Communications and Information Literacy: 9 Semester Credit Hours

The following (3) courses are required for all students:

ENC 1101	English Composition I (3 cr.)	SPC 2608	Introduction to Public Speaking (3 cr.)
ENC 1102	English Composition II (3 cr.)		

Note: Students are encouraged to enroll in ENC1101, during the first term of their enrollment at the College.

AREA II.

Mathematics: 6 Semester Credit Hours

SB 366 modified section 1007.23, Florida Statutes, to establish three mathematics pathways for students by aligning mathematics courses to programs, meta-majors and careers. The three pathways are: Algebra through Calculus, Statistical Reasoning and Mathematical Thinking in Context. A brief description of each pathways follows:

Algebra through Calculus: This pathway is intended for students whose academic program requires a foundation of algebra, followed by a sequence of courses that may lead to calculus.

Statistical Reasoning: This pathway will allow students to gain a statistical knowledge foundation in areas such as descriptive statistics, probability and inferential statistics that will allow them to use and interpret data.

Mathematical Thinking in Context: This pathway is intended for students in the broadest range of programs of study. In this pathway students will explore a variety of mathematical concepts utilizing multiple ways of thinking to formulate and solve problems in context.

Intermediate Algebra (MAT 1033) and Pathways to Mathematical Literacy (MAT 1100) may be required as a prerequisite for college-level math courses based on placement test scores and will count as elective credit.

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the math sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
MAC 1105	College Algebra (3 cr.)	MGF 1131	Mathematics in Context (3 cr.)
MAC 1114	Trigonometry (3 cr.)	~~MTG 2206~~	~~College Geometry (3 cr.)~~
MAC 1140	Precalculus Algebra (3cr.)		
MAC 2233	Applied Calculus (4 cr.)		
MAC 2311	Calculus and Analytic Geometry I (5 cr.)		
MAC 2312	Calculus and Analytic Geometry II (5 cr.)		
MAC 2313	Calculus and Analytic Geometry III (4 cr.)		
MAP 2302	Differential Equations (3 cr.)		
MGF1130	Mathematical Thinking (3 cr.)		
STA 2023	Introduction to Statistics (3cr.)		

AREA III.

Natural Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the science sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AST 1002	Introduction to Astronomy	BSC 1020	Human Biology (3 cr.)
BSC 1005	Introduction to Biology (3 cr.)	BSC 1311	Marine Biology (3 cr.)
BSC 1085	Human Anatomy and Physiology I (3 cr.) and	CHM 1025	Introductory Chemistry (3 cr.) and
BSC 1085L	Human Anatomy and Physiology I Lab (1 cr.)	CHM 1025L	Introductory Chemistry Lab (1 cr.)
BSC 1086	Human Anatomy and Physiology II (3 cr.) and	MET 2010	Introduction to Meteorology (3 cr.)
BSC 1086	Human Anatomy and Physiology II Lab (1 cr.)		
BSC 2010	Biology I (3 cr.) and		
BSC 2010L	Biology I Lab (1 cr.)		
BSC 2011	Biology II (3 cr.) and		
BSC 2011L	Biology II Lab (1 cr.)		
CHM 1020	Chemistry in your Life (3 cr.)		
CHM 2045	General Chemistry and Qualitative Analysis I (3 cr.) and		

CHM 2045L	General Chemistry and Qualitative Analysis I Lab (1 cr.)	
CHM 2046	General Chemistry and Qualitative Analysis II (3 cr.) and	
CHM 2046L	General Chemistry and Qualitative Analysis II Lab (1 cr.)	
CHM 2210C	Organic Chemistry I (5 cr.)	
CHM 2211C	Organic Chemistry II (5 cr.)	
ESC 1000	Introduction to Earth Science (3 cr.)	
EVR-1001	Introduction to Environmental Science (3 cr.)	
GLY 2010	Introduction to Geology (3 cr.)	
MCB 2010	Microbiology (3 cr.) and	
MCB 2010L	Microbiology Lab (1 cr.)	
OCE 2001	Introduction to Oceanography (3 cr.)	
PHY 1020C	Fundamentals of Physics (3 cr.)	
PHY 1053	General Physics I (3cr.) and	
PHY 1053L	General Physics I Lab (1 cr.)	
PHY1054	General Physics II (3cr.) and	
PHY 1054L	General Physics II Lab (1 cr.)	
PHY 2048C	General Physics I with Calculus (4 cr.)	
PHY 2049C	General Physics II with Calculus (4 cr.)	

AREA IV.

Social and Behavioral Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AMH 2010	History of the United States I	DEP 2002	Child Psychology (3 cr.)
AMH 2020	History of the United States II	DEP 2004	Lifespan Development (3 cr.)
ANT 2000	Introduction to Anthropology (3 cr.)	DEP 2302	Adolescent Psychology (3 cr.)
ECO 2013	Principles of Macroeconomics (3 cr.)	REL 2300	World Religions (3 cr.)
POS 2041	American Federal Government (3 cr.)	SYG 2000	Introduction to Sociology (3 cr.)
PSY 1012	Introduction to Psychology (3 cr.)		

AREA V.

Humanities: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
ARH 1000	Art Appreciation (3 cr.)	HUM 2210	Ancient World to the Middle Ages (3 cr.)
HUM 1020	Introduction to Humanities (3 cr.)	HUM 2230	Renaissance to the Modern Day (3 cr.)
LIT 2000	Introduction to Literature (3 cr.)		
MUL 1010	Music Appreciation (3 cr.)		
PHI 1010	Introduction to Philosophy (3 cr.)		
THE 1000	Theatre Appreciation (3 cr.)		

AREA VI.

Technological Fluency: 3 Semester Credit Hours

The following course is required for all students with the exception of select health program students:

CGS 1100 Microcomputer Applications (3 cr.)

Note: Students are encouraged to enroll in this course during the first term of their enrollment at the college. College level reading and writing is strongly encouraged.

Electives: 24 Semester Credit Hours

Sixty (60) credit hours of college-level work are required in the AA program.

Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the online catalog/handbook.

Clean Copy

Associate in Arts Degree

General Education Requirements for the AA Program

Additional courses may be required for nonexempt students based on placement test scores.

Note: Developmental education courses are not considered to be college-credit courses, and do not count toward a degree.

A grade of "C" or higher is required for all General Education courses, whether they are being used to fulfill program or elective requirements.

General Education Requirements for the AA Program

English/Reading Developmental Education Courses (0-8 Hours)

ENC 0021	Modularized Developmental Writing	**4 cr.**
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REA 0011	Modularized Developmental Reading	**4 cr.**
REA 0019	Compressed Developmental Reading	**4 cr.**

Math Developmental Education Courses (0-6 Hours)

MAT 0028	Introductory Algebra	**4 cr.**
MAT 0055	Accelerate in Mathematics	**1 cr.**
MAT 0056	Foundations of Mathematics	**2 cr.**

AREA I.

Communications and Information Literacy: 9 Semester Credit Hours

The following (3) courses are required for all students:

ENC 1101	English Composition I (3 cr.)	SPC 2608	Introduction to Public Speaking (3 cr.)
ENC 1102	English Composition II (3 cr.)		

Note: Students are encouraged to enroll in ENC1101, during the first term of their enrollment at the College.

AREA II.

Mathematics: 6 Semester Credit Hours

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Statistical Reasoning: This pathway will allow students to gain a statistical knowledge foundation in areas such as descriptive statistics, probability and inferential statistics that will allow them to use and interpret data.

Mathematical Thinking in Context:_This pathway is intended for students in the broadest range of programs of study. In this pathway students will explore a variety of mathematical concepts utilizing multiple ways of thinking to formulate and solve problems in context.

Intermediate Algebra (MAT 1033) and Pathways to Mathematical Literacy (MAT 1100) may be required as a prerequisite for college-level math courses based on placement test scores and will count as elective credit.

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the math sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
MAC 1105	College Algebra (3 cr.)	MGF 1131	Mathematics in Context (3 cr.)
MAC 1114	Trigonometry (3 cr.)		
MAC 1140	Precalculus Algebra (3cr.)		
MAC 2233	Applied Calculus (4 cr.)		
MAC 2311	Calculus and Analytic Geometry I (5 cr.)		
MAC 2312	Calculus and Analytic Geometry II (5 cr.)		
MAC 2313	Calculus and Analytic Geometry III (4 cr.)		
MAP 2302	Differential Equations (3 cr.)		
MGF1130	Mathematical Thinking (3 cr.)		
STA 2023	Introduction to Statistics (3cr.)		

AREA III.

Natural Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Students are encouraged to select the science sequence that supports their intended transfer major.

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AST 1002	Introduction to Astronomy	BSC 1020	Human Biology (3 cr.)
BSC 1005	Introduction to Biology (3 cr.)	BSC 1311	Marine Biology (3 cr.)
BSC 1085	Human Anatomy and Physiology I (3 cr.) and	CHM 1025	Introductory Chemistry (3 cr.) and
BSC 1085L	Human Anatomy and Physiology I Lab (1 cr.)	CHM 1025L	Introductory Chemistry Lab (1 cr.)
BSC 1086	Human Anatomy and Physiology II (3 cr.) and	MET 2010	Introduction to Meteorology (3 cr.)
BSC 1086	Human Anatomy and Physiology II Lab (1 cr.)		
BSC 2010	Biology I (3 cr.) and		
BSC 2010L	Biology I Lab (1 cr.)		
BSC 2011	Biology II (3 cr.) and		
BSC 2011L	Biology II Lab (1 cr.)		
CHM 1020	Chemistry in your Life (3 cr.)		
CHM 2045	General Chemistry and Qualitative Analysis I (3 cr.) and		

CHM 2045L	General Chemistry and Qualitative Analysis I Lab (1 cr.)	
CHM 2046	General Chemistry and Qualitative Analysis II (3 cr.) and	
CHM 2046L	General Chemistry and Qualitative Analysis II Lab (1 cr.)	
CHM 2210C	Organic Chemistry I (5 cr.)	
CHM 2211C	Organic Chemistry II (5 cr.)	
ESC 1000	Introduction to Earth Science (3 cr.)	
EVR-1001	Introduction to Environmental Science (3 cr.)	
GLY 2010	Introduction to Geology (3 cr.)	
MCB 2010	Microbiology (3 cr.) and	
MCB 2010L	Microbiology Lab (1 cr.)	
OCE 2001	Introduction to Oceanography (3 cr.)	
PHY 1020C	Fundamentals of Physics (3 cr.)	
PHY 1053	General Physics I (3cr.) and	
PHY 1053L	General Physics I Lab (1 cr.)	
PHY1054	General Physics II (3cr.) and	
PHY 1054L	General Physics II Lab (1 cr.)	
PHY 2048C	General Physics I with Calculus (4 cr.)	
PHY 2049C	General Physics II with Calculus (4 cr.)	

AREA IV.

Social and Behavioral Sciences: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
AMH 2010	History of the United States I	DEP 2002	Child Psychology (3 cr.)
AMH 2020	History of the United States II	DEP 2004	Lifespan Development (3 cr.)
ANT 2000	Introduction to Anthropology (3 cr.)	DEP 2302	Adolescent Psychology (3 cr.)
ECO 2013	Principles of Macroeconomics (3 cr.)	REL 2300	World Religions (3 cr.)
POS 2041	American Federal Government (3 cr.)	SYG 2000	Introduction to Sociology (3 cr.)
PSY 1012	Introduction to Psychology (3 cr.)		

AREA V.

Humanities: 6 Semester Credit Hours

Select two courses from Category A or one course each from Category A and Category B:

Category A (Gen Ed Core/State Required)		Category B (Gen Ed Non-Core)	
ARH 1000	Art Appreciation (3 cr.)	HUM 2210	Ancient World to the Middle Ages (3 cr.)
HUM 1020	Introduction to Humanities (3 cr.)	HUM 2230	Renaissance to the Modern Day (3 cr.)
LIT 2000	Introduction to Literature (3 cr.)		
MUL 1010	Music Appreciation (3 cr.)		
PHI 1010	Introduction to Philosophy (3 cr.)		
THE 1000	Theatre Appreciation (3 cr.)		

AREA VI.

Technological Fluency: 3 Semester Credit Hours

The following course is required for all students with the exception of select health program students:

CGS 1100 Microcomputer Applications (3 cr.)

Note: Students are encouraged to enroll in this course during the first term of their enrollment at the college. College level reading and writing is strongly encouraged.

Electives: 24 Semester Credit Hours

Sixty (60) credit hours of college-level work are required in the AA program.

Beyond the 36 hours of general education requirements, the remaining 24 hours may be completed from courses at the 1000 or 2000 level listed in the online catalog/handbook.

PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: Summer 2025

☑ Change in Program
☐ Deletion of Program
☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE	TOTAL NUMBER OF ☑ COLLEGE CREDIT TECHNICAL ☐ CREDIT HOURS
Basic Recruit Training Program for Florida Correctional Officers	420 Clock Hours

Check Box for Program Type

☐ Advanced Technical Certificate (Post Associate in Science Degree)
☐ Associate in Science Degree
☐ Associate in Applied Science Degree
☐ Baccalaureate Degree
☑ College Credit Certificate
☐ Applied Technology Diploma
☐ Technical Credit Program

AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE	AA Common Course Prerequisite ☐ Yes ☑ No

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

General Education Requirements:

Arts and Sciences
From:

To:

Health Occupations
From:

To:

Workforce Development, Career, and Technical Education
From: See Attached Documents

To:

Program Specified Elective(s) AS or AAS Degree only:
From:

To:

Program Requirement Changes:
From: CJK 0300, CJK 0305, CJK0310, CJK0320, CJK0325, CJK 0330, CJK0335, CJK 0315

To: CJK0301, CJK0306, CJK0327, CJK0321, CJK0324, CJK0326, CJK0336, CJK 0355, CJK0111

Total Current College Credit or Technical Credit Hours

From: 420 clock hrs (14 Technical Credit Hours) | To: 445 clock hours (14.83 Technical Credit Hours)

JUSTIFICATION FOR CHANGE

Check Box for Change Justification

☐ Programmatic Accreditation Requirement
☐ Florida Department of Education Curriculum Framework Changes
☐ Program Review Recommendation
☐ Student Learning Outcome Assessment
☑ Other

Other Explanation: The Criminal Justice Standards and Training Commission has changed this course effective July 1, 2025. Refer to attached documents

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Proposer's Signature	Date 1/13/2025
Department Chair/Program Director's Signature	Date 1-13-25
Academic Dean's Signature	Date 1/17/25

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

_____Recommended _____Not Recommended

Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					

Outlook

CJSTC programs and objectives

From Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>
Date Thu 11/7/2024 12:10 PM
To Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>

2 attachments (675 KB)
BRT Courses and Objectives.pdf; New Programs 2025.pdf;

WARNING: This email originated from a sender outside of Pasco-Hernando State College. Please use caution when opening links and attachments.

Everyone,

The attached document, BRT Courses and Objectives, is a master list of all of the courses in the Criminal Justice Standards and Training Commission's basic recruit training programs. The document lists each discipline (e.g., Correctional Officer, Law Enforcement Officer) and has a brief description of each course, its CJK number, and the objectives. This document can be used for planning academies that are set to begin on July 1, 2025.

The other document, New Programs 2025, shows the new programs for 2025 that are related to the revisions to the correctional officer basic recruit training program.

You can share these documents with your coordinators, instructors, and any of your academic review committees.

The preview copies of the curriculum will be uploaded to the Course Materials site in the next few days and I will email the group when they go live.

Please reach out to me if you have questions.

Thank you,

Garrett

Garrett Riggs, Ph.D.
Training and Research Manager
Basic Curriculum Section/Bureau of Training
Florida Department of Law Enforcement
P.O. Box 1489, Tallahassee, FL 32302-1489
850-410-8648 (desk)
850-251-8767 (cell)

PHSC | PASCO-HERNANDO STATE COLLEGE

Workforce Development

Correctional Officer (BRTP) CC-CO — 420 Clock Hours
FDLE: Florida Correctional Basic Recruit Training Program (ATMS #1190) — (14 Credit Hours)

Course Title	Course Number	Clock Hours	Credit Hours	In-State Tuition*	Out-of-State Tuition**
First Aid for Criminal Justice Officers	CJK 0031	40	1.33	$117.14	$468.56
Criminal Justice Firearms	CJK 0040	80	2.67	$235.18	$940.66
Criminal Justice Defensive Tactics	CJK 0051	80	2.67	$235.18	$940.66
Introduction to Corrections	CJK 0300	32	1.07	$94.25	$376.97
Communications Communication for Correctional Officers	CJK 0305	40	1.33	$117.14	$468.56
Officer Safety Shift and Management Safety	CJK 0310	16	0.53	$46.69	$186.72
Facility and Equipment	CJK 0315	8	0.27	$23.78	$95.12
Intake and Release	CJK 0320	18	0.60	$52.84	$211.38
Supervising in a Correctional Facility Supervision in a Correctional Facility	CJK 0325	40	1.33	$117.14	$468.56
Supervising Special Populations Supervising Correctional Populations	CJK 0330	20	0.67	$59.02	$236.06
Responding to Incidents and Emergencies Responding to Incidents	CJK 0335	16	0.53	$46.69	$186.72
Officer Wellness and Physical Abilities Criminal Justice Officer Physical Fitness Training	CJK 0340	30	1.00	$88.08	$352.31
	Total	420	14	$1,233.13	$4,932.28
	Total Including Lab Fees			$2,123.21	$5,822.36

*Based on $88.08/Credit Hour

**Based on $352.31/Credit Hour

Lab Fees (Included in Above Costs)		
First Aid for Criminal Justice Officers	CJK 0031	$79.18
Criminal Justice Firearms	CJK 0040	$692.90
Criminal Justice Defensive Tactics	CJK 0051	$118.00
	Total	$890.08

The Program pathways are for informational purposes only. See the PHSC Catalog for all graduation requirements.

5/6/2024

~~Correctional Officer (BRTP) – Career Certificate~~Basic Recruit Training Program for Florida Correctional Officers

The purpose of this program is to prepare students for entry-level employment as correctional officers. The program is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (CJSTC), in accordance with Florida Statutes.

Prerequisite Program Requirements

- Two months before an academy start date, candidates should have completed all requirements for the academy
- Candidates may be sponsored by a local corrections or law enforcement agency
- All candidates must meet entry requirements, which include physical fitness and psychological testing
- Additional entry requirements are outlined in the application packet
- Application packets are available at the academy at the time of orientation

PROGRAM CODE: CC-CO

~~CJK 0300~~CJK 0301	Introduction to Corrections	1.07 tech. cr. (32 clock hours)
~~CJK 0305~~CJK 0306	~~Communications~~Communication for Correctional Officers	~~1.33 tech. cr. (40 clock hours)~~1.07 tech. cr. (32 clock hours)
~~CJK 0310~~CJK 0327	~~Officer Safety~~Shift Management and Safety	~~.53 tech. cr. (16 clock hours)~~.66 tech. cr. (20 clock hours)
~~CJK 0315~~	~~Facility and Equipment~~	~~.27 tech. cr. (8 clock hours)~~

~~CJK 0320~~CJK 0321	Intake and Release	.~~60~~ 53 tech. cr. (~~18~~ 16 clock hours)
~~CJK 0325~~CJK 0324	~~Supervising~~ Supervision in a Correctional Facility	~~1.33~~1.07 tech. cr. (~~40~~ 32 clock hours)
~~CJK 0330~~CJK 0326	Supervising ~~Special~~ Correctional Populations	.~~67~~ 83 tech. cr. (~~20~~ 25 clock hours)
~~CJK 0335~~CJK 0336	~~Responding to~~ Incidents and Emergencies in Correctional Facilities	.~~53~~ 67 tech. cr. (~~16~~ 20 clock hours)
CJK 0031	First Aid for Criminal Justice Officers	1.33 tech. cr. (40 clock hours)
CJK 0040	Criminal Justice Firearms	2.67 tech. cr. (80 clock hours)
CJK 0051	Criminal Justice Defensive Tactics	2.67 tech. cr. (80 clock hours)
CJK 0340	Officer Wellness and Physical Abilities	1.00 tech. cr. (30 clock hours)
CJK 0355	Legal for Correctional Officers	.73 tech. cr. (22 clock hours)
CJK 0111	Interviewing and Report Writing in Corrections	.53 tech. cr. (16 clock hours)
	Total Credit Hours: ~~14~~14.83-~~420~~(445 clock hours)	

Special Program Requirements

- CJSTC regulations must be met
- Students must attend all training sessions, except for absences approved by the training center director or his designee
- This program is physically and mentally demanding
- Academy-designated uniforms must be purchased and worn by academy cadets
- College policies and the Academy Rules and Regulations Manual will be followed strictly
- An applicant must take the FDLE Basic Abilities Test (BAT) and a score of 70 or higher is needed to pass the test unless exempt. This test is offered through PHSC Testing Services and a fee is charged. Refer to the Basic Skills

Requirements for Career Certificate Programs section under Academic Policies for a full list of exemptions and additional details.

- A list of required supplies will be given at orientation
- An academic average of 80 percent or higher is required for all academic tests administered during each course
- The grade of "pass" is required in all courses requiring the demonstration of proficiency
- Upon completion of the program, cadets will be eligible to take the state exam to receive provisional certification as a correctional officer

Course lists with CJK numbers for new programs effective July 1, 2025

Basic Recruit Training Program

The correctional officer basic recruit training (BRT) program has been updated with an additional 25 hours to account for changes identified on the most recent job task analysis (JTA) and to add content on communication and decision-making and officer mental health and wellness.

Proposed Basic Recruit Training Program for Florida Correctional Officers (Effective July 1, 2025)		
Course Number	**Corrections Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers	40
CJK_0040	Chapter 3: Criminal Justice Firearms	80
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics	80
CJK_0340	Chapter 6: Criminal Justice Officer Physical Fitness Training	30
	Total program hours 445	

Crossover Programs

The crossover programs have been updated to align with the new correctional officer BRT program and to ensure that students get the full set of discipline-specific courses prior to taking the state officer certification exam and applying for certification.

Proposed Crossover Training Program for Florida Correctional Officer to Correctional Probation Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0260	Chapter 1: Introduction to Correctional Probation	14
CJK_0264	Chapter 2: Legal Foundations for Correctional Probation Officers	44
CJK_0265	Chapter 3: Communications	46
CJK_0266	Chapter 4: Intake and Orientation	24
CJK_0267	Chapter 5: Caseload Management	32
CJK_0268	Chapter 6: Supervision of Offenders	88
CJK_0269	Chapter 7: Field Supervision	80
CJK_0393	Crossover Program Updates	8
	Total program hours 336	

Proposed Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 303.*		

Proposed Crossover Training Program for Florida Correctional Probation Officer to Law Enforcement Officer (Effective July 1, 2025)		
Course number	**Course Title**	**Hours**
CJK_0002	Chapter 1: Introduction to Law Enforcement	12
CJK_0016	Chapter 2: Communication	24
CJK_0018	Chapter 3: Legal	64
CJK_0019	Chapter 4: Interviewing and Report Writing	56
CJK_0063	Chapter 5: Fundamentals of Patrol	40
CJK_0021	Chapter 6: Serving Your Community	34
CJK_0072	Chapter 7: Crimes Against Persons	48
CJK_0073	Chapter 8: Crimes Involving Property and Society	12
CJK_0079	Chapter 9: Crime Scene Follow-up Investigations	34
CJK_0400	Chapter 10: Traffic Incidents	12
CJK_0401	Chapter 11: Traffic Stops	24
CJK_0402	Chapter 12 Traffic Crash Investigations	30
CJK_0403	Chapter 13: DUI Traffic Stops	24
CJK_0093	Chapter 14: Critical Incidents	44
CJK_0394	Crossover Program Updates	10
CJK_0020	Chapter 1: Law Enforcement Vehicle Operations	48
CJK_0421	Chapter 5: Conducted Electrical Weapon/Dart-Firing Stun Gun	4
	Total program hours 520*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 600.*		

Proposed Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223	

BRT for Special Operations Forces program

The correctional officer BRT program for Special Operations Forces has been updated to reflect the revisions to the correctional officer BRT program.

Proposed Correctional Officer Basic Training Program for Special Operations Forces (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers (show proficiency only)	8
CJK_0040	Chapter 3: Criminal Justice Firearms (show proficiency only)	8
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics (show proficiency only)	8
	Total program hours 239	

Correctional Officer
Discipline-specific Courses (2025.07)

CJK0301: Introduction to Corrections (32 hours)

Course Description: This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

Course Objectives:

CO111.1. Describe the responsibilities of a correctional officer
CO111.2. Identify the personal characteristics that are important for correctional officers
CO111.3. Explain the main roles of a correctional officer
CO111.4. Explain the importance of emotional intelligence for correctional officers
CO112.1. Explain the regulations that define a correctional officer's authority and job
CO112.2. Describe the role of the Criminal Justice Standards and Training Commission
CO112.3. List the requirements for completing the basic recruit training program
CO112.4. List the requirements for becoming a certified correctional officer in Florida
CO112.5. Identify the statutory conditions and penalties of the officer disciplinary process
CO113.1. Describe the basic structure of the U.S. criminal justice system
CO113.2. Identify the different levels of U.S. law enforcement agencies
CO113.3. Explain the structure and duties of the U.S. court system
CO113.4. Describe the role of the correctional officer as it relates to the court system
CO113.5. Describe the primary components of the U.S. correctional system
CO113.6. List the divisions that oversee inmates and offenders at the state level
CO114.1. Define the chain of command
CO114.2. Explain the importance of following the proper chain of command
CO114.3. Differentiate between vertical and lateral communication
CO114.4. Identify the consequences of not following the proper chain of command
CO114.5. Describe effective delegation of authority
CO121.1. Give examples of ethical decision-making and an officer's duty to intervene
CO121.2. Determine factors that have an influence on ethical decision-making
CO121.3. Give examples of unethical behavior for a correctional officer
CO121.4. Explain inappropriate disclosure of confidential information
CO121.5. Explain what conflict of interest means for a correctional officer
CO121.6. Describe sexual misconduct while on duty
CO121.7. Identify behaviors that constitute sexual harassment an officer should avoid
CO121.8. Identify appropriate responses to sexual harassment
CO121.9. Describe the consequences of engaging in sexual harassment
CO121.10. Describe how PREA relates to a correctional officer's duties
CO122.1. Describe the impact of biased behavior
CO122.2. Explain explicit and implicit bias and how each impacts a correctional officer
CO122.3. Discuss the relationship between stereotyping, prejudice, and discrimination

CO122.4. Describe the concept of procedural justice and its four pillars
CO131.1. Describe the challenges of shiftwork
CO131.2. Explain methods of adjusting to shiftwork
CO131.3. Describe helpful techniques for falling asleep
CO131.4. Discuss actions to avoid when adjusting to an irregular sleep schedule due to shiftwork
CO132.1. List the three primary responses to stress
CO132.2. Describe the three categories of stress
CO132.3. Describe the symptoms and effects of post-traumatic stress disorder that a correctional officer may experience
CO132.4. Explain how trauma impacts the brain
CO132.5. Describe indicators of stress
CO133.1. Explain strategies for coping with stress and building resilience
CO133.2. List available resources for managing mental and physical health
CO133.3. Identify signs that a fellow officer is coping poorly with stress
CO133.4. Discuss how to provide support to officers who are experiencing stress
CO133.5. Explain how to help officers who may experience suicidal ideation
CO133.6. Describe how to develop personal resilience against trauma, fatigue, and stigma for career longevity

CJK0355: Legal for Correctional Officers (22 hours)

Course Description: This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

Course Objectives:

CO211.1. Explain the role of constitutional law
CO211.2. Discuss criminal law and its relation to statutory law and ordinances
CO211.3. Describe the role of civil law
CO211.4. Identify the importance of staying current with case law
CO211.5. Explain how to find and read the Florida Statutes
CO211.6. Identify the importance of staying current with agency policies and procedures
CO212.1. Determine how the Constitution impacts the role of a correctional officer
CO212.2. Discuss the role of the amendments to the Constitution and the Bill of Rights in relation to corrections
CO213.1. Identify the different categories and classes of offenses
CO213.2. List the common crimes committed by inmates in a correctional facility
CO213.3. Discuss the common crimes committed by staff and visitors in a correctional facility
CO213.4. Explain the elements of crimes
CO213.5. Identify the major types of evidence found in a correctional facility
CO213.6. List the components of the chain of custody in a correctional facility
CO221.1. Identify the rights inmates retain while inside a correctional facility
CO221.2. Explain what a search is and how it relates to corrections
CO221.3. Explain what probable cause is and how it relates to corrections
CO221.4. Explain what a seizure is and how it relates to corrections
CO221.5. Identify what types of searches can be used for visitors entering and exiting a correctional facility
CO221.6. Determine how and when a *Miranda* warning is issued in a correctional setting
CO221.7. Describe how the requirements of the Health Insurance Portability and Accountability Act operate in a correctional setting
CO221.8. Discuss inmates' rights to privileged communication
CO222.1. Describe the purpose of the Prison Rape Elimination Act
CO222.2. Explain what sexual abuse is in the context of a correctional setting
CO222.3. Explain what voyeurism is in the context of a correctional setting
CO222.4. Describe how sexual abuse and harassment impact the safety and security of a correctional facility
CO222.5. Explain a correctional officer's role in enforcing PREA
CO223.1. Explain why contraband is a problem
CO223.2. Identify what items are regarded as contraband
CO223.3. Explain how the Florida Model Jail Standards and the Florida Administrative Code address managing contraband
CO223.4. Discuss how contraband is brought into a facility
CO224.1. Explain reasonable force and how it is applied in a correctional facility
CO224.2. Identify the questions to consider in any use of force situation
CO224.3. Discuss the Florida Statutes on a correctional officer's use of force

CO224.4. Identify the liabilities and penalties for excessive use of force
CO224.5. Identify the liabilities and penalties for failure to report use of force
CO231.1. Differentiate between the types of liabilities in a correctional setting
CO231.2. List the elements and examples of officer negligence
CO231.3. Differentiate between the two main categories of damages that may be awarded in a civil lawsuit
CO231.4. Describe officer actions that can lead to civil liability
CO231.5. Discuss civil liability under federal laws
CO231.6. Discuss what the consequences may be if an officer is found civilly or criminally liable
CO231.7. Describe how an agency may be liable for an officer's actions
CO232.1. Identify how to limit officer and agency liability
CO232.2. Discuss the concept of qualified immunity
CO232.3. Explain acting within the scope of employment
CO232.4. Describe the legal defenses that protect officers from civil and criminal liability

CJK0306: Communication for Correctional Officers (32 hours)

Course Description: This course provides students with the foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

Course Objectives:

CO311.1. Describe the elements of effective communication
CO311.2. Describe how to demonstrate professionalism
CO311.3. Explain how courtesy impacts an officer's behavior and interaction with inmates and others
CO311.4. Discuss how active listening is used in effective communication
CO311.5. List how the elements of active listening are used in communication
CO311.6. Describe the role of empathy in effective communication
CO311.7. Explain how trauma can affect communication
CO311.8. Discuss how to interact with inmates in a diverse environment while applying officer safety
CO311.9. Identify cultural influences that can affect interpersonal communications
CO312.1. Describe the differences between verbal and non-verbal communication
CO312.2. Discuss how to communicate using command presence and verbal command
CO313.1. Identify potential barriers to effective communication
CO313.2. Describe how to defuse a situation through conflict management
CO313.3. Describe how emotional intelligence is a valuable tool in conflict management
CO321.1. Explain the difference between manipulation and deception
CO321.2. Describe the methods inmates use to manipulate and deceive
CO321.3. Identify the behaviors that officers should display to minimize inmate manipulation and deception
CO321.4. Discuss the methods visitors and volunteers use to manipulate and deceive
CO321.5. Describe how officers can respond to potential boundary violations from inmates
CO321.6. Describe how officers can respond to potential boundary violations by their peers
CO322.1. Identify how self-talk, self-awareness, and self-de-escalation can help with communication
CO322.2. Describe the core communication competencies and how to use them when communicating

CJK0111: Interviewing and Report Writing in Corrections (16 hours)

Course Description: This course introduces students to the importance of documentation and report writing in a correctional environment.

Course Objectives:

CO411.1. Explain the importance of asking questions to gather information
CO411.2. Discuss the importance of building rapport with inmates
CO411.3. Explain the purpose of an interview
CO411.4. Explain when formal interviewing may be required
CO411.5. Identify when and how to obtain a written statement
CO412.1. Explain the purpose of note-taking
CO412.2. Identify the details of an incident and the basic questions that notes should address
CO412.3. List the types of critical information to record during note-taking
CO412.4. Describe strategies for taking effective notes
CO421.1. Explain the importance of preparing and submitting a well-written report
CO421.2. Identify potential readers of correctional reports
CO421.3. List the common types of reports that officers prepare
CO421.4. List common incidents and activities that may require a report
CO421.5. Identify what to include in a report
CO422.1. Explain the importance of reviewing notes before writing a report
CO422.2. Describe how to organize report information
CO422.3. Describe how to compose the three main parts of a report narrative
CO422.4. Explain the importance of reviewing facts in your report
CO422.5. Describe how to use clear and plain language to write complete and accurate reports
CO422.6. Explain the importance of using legible handwriting
CO422.7. Describe the importance of writing and submitting a report in a timely manner
CO422.8. Discuss the importance of avoiding unprofessional writing
CO422.9. Distinguish between professional and casual language
CO422.10. Identify strategies for improving vocabulary
CO423.1. Explain the importance of proper grammar when writing a report
CO423.2. Discuss the importance of using proper punctuation when writing a report
CO423.3. Describe how to use proper sentence structure when writing a report
CO423.4. Describe how to use verb tense correctly when writing a report
CO423.5. Explain how to use proper spelling and capitalization rules when writing a report
CO424.1. Explain how to edit and proofread a report for completeness and grammatical errors
CO424.2. Describe how to finalize and submit a report for a supervisor's approval

CJK0327: Shift Management and Safety (20 hours)

Course Description: This course teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

Course Objectives:

CO511.1. Define situational awareness
CO511.2. Describe situational awareness in the corrections setting
CO511.3. Identify the skills that can enhance officer safety
CO511.4. Explain when situational awareness is appropriate and how to disengage
CO512.1. Identify common equipment assigned to specific areas and activities in a facility
CO512.2. Describe the process of inspecting common equipment
CO512.3. Describe the process of issuing and receiving equipment
CO512.4. Discuss common equipment inventory processes
CO512.5. Explain how to store common equipment used in a facility
CO512.6. Identify the types of hazardous equipment used in a facility
CO512.7. Describe how firearms and ammunition are issued in a facility
CO513.1. Describe the role of radios for correctional officers
CO513.2. Explain how to properly transmit a message on a radio
CO513.3. Identify the types of radios used in correctional facilities
CO513.4. Discuss the purpose and types of radio codes
CO513.5. Explain the purpose of a radio base station
CO521.1. List the common equipment used in searches
CO521.2. Describe how to document details of an area search
CO522.1. Explain techniques for examining the property of any person entering a facility
CO522.2. Explain when to conduct a pat search of inmates
CO523.1. Identify types of areas to be searched in a facility
CO523.2. Describe how to conduct a systematic search of an area
CO523.3. Explain how to conduct a vehicle search
CO524.1. Explain the correctional officer's duty to control contraband
CO524.2. List the categories of contraband
CO524.3. Give examples of common inmate weapons
CO524.4. Describe common methods of introducing contraband into correctional facilities
CO524.5. Identify methods of detecting contraband
CO524.6. Describe the process of collecting, processing, and disposing of contraband
CO524.7. Describe the process of documenting contraband
CO524.8. Discuss the final disposition of contraband
CO524.9. Identify appropriate receptacles for contraband disposal
CO524.10. Identify contraband disposal methods
CO524.11. List contraband items that need special disposal
CO525.1. List the types of mail an inmate may receive in a correctional facility
CO525.2. Explain how inmates receive digital mail
CO525.3. Discuss ways to monitor digital mail
CO525.4. Explain how inmate mail is processed

CO525.5. Describe how to process legal and privileged mail
CO525.6. Explain how to process outgoing mail
CO525.7. Describe how to confiscate incoming and outgoing mail in a correctional facility
CO531.1. Discuss how correctional officers keep the facility safe using security equipment
CO531.2. Identify the different types of facility security equipment
CO531.3. Describe the procedures for operating entry and exit equipment in a facility
CO532.1. Explain the importance of security standards for the safety of inmates, officers, and visitors in a facility
CO532.2. Describe the guidelines for completing a basic inspection and inspecting for property damage
CO532.3. Describe how to conduct facility security inspections
CO532.4. Explain how to look for structural deficiencies
CO532.5. Describe how to conduct facility security checks
CO533.1. Explain how to maintain a secure facility perimeter
CO541.1. Identify the organizations that may govern a facility's safety standards
CO541.2. Explain the facility safety standards for emergency preparedness and response
CO541.3. Identify the possible hazards that can cause facility safety deficiencies
CO541.4. Describe the responsibilities for correcting facility safety deficiencies
CO542.1. List the elements of a facility sanitation plan
CO542.2. List the elements of a facility's environmental health program
CO542.3. Identify the common health hazards found in a facility

CJK0321: Intake and Release (16 hours)

Course Description: This course provides an overview of the intake and reception process in a correctional facility, classification and housing assignments, and explains the basic release process at county and state facilities.

Course Objectives:

CO601.1. Describe the medical tasks that are completed during admission at county and state correctional facilities
CO601.2. List ways to verify a person's identity during intake and reception
CO601.3. Identify the common features included in arrest papers
CO601.4. Identify the common features included in commitment papers
CO601.5. List the terminology used in court paperwork
CO601.6. Identify when arrest or commitment papers are complete
CO601.7. List which documents inmates are allowed to access while in custody
CO602.1. Describe how an inmate and their property should be searched during intake and reception
CO602.2. Describe the methods for handling inmate property
CO602.3. Give examples of the types of property inmates are allowed to keep while in custody
CO602.4. Explain how to inventory and accurately describe property that will be stored until an inmate's release
CO602.5. Identify what hygiene items are issued to an inmate when they enter a facility
CO603.1. Identify what information is available in the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC)
CO603.2. List the legal requirements for using FCIC and NCIC information
CO603.3. Describe how to obtain quality finger and palm prints
CO603.4. Explain the importance of the Biometric Identification Solution, LiveScan, and Rapid ID technologies
CO603.5. Identify where signatures are required on a fingerprint or palm print card
CO603.6. List the DNA requirements for convicted or charged felons according to the Florida Statutes
CO603.7. Identify the requirements for photographing a person
CO603.8. Describe what information to include when generating an inmate identification wristband or card
CO604.1. Explain the importance of classification when determining housing assignments
CO604.2. Distinguish the differences between the three security levels used in county correctional facilities
CO604.3. Distinguish the differences between the five custody grades used in state correctional facilities
CO604.4. Describe the categories of initial segregation and how housing is assigned
CO605.1. Describe how the release process works
CO605.2. Explain gain-time and when it is awarded
CO605.3. List the different types of releases
CO605.4. Describe the proper procedures before releasing an inmate
CO605.5. Identify what information is needed when transporting or arranging transport for an inmate's release
CO605.6. Describe the process for returning personal and stored property
CO605.7. Explain how gratuity applies to an inmate's release

CJK0324: Supervision in a Correctional Facility (32 hours)

Course Description: This course provides foundational knowledge of the processes for monitoring inmates in a variety of situations, transporting inmates, and addressing disciplinary issues.

Course Objectives:

CO711.1. Discuss the importance of observing inmate activity
CO711.2. Describe how to use the senses to ensure facility, inmate, and staff safety
CO711.3. Describe how to monitor inmate behavior
CO711.4. Explain how surveillance equipment can help monitor inmates
CO712.1. Explain the importance of an inmate count for safety and security
CO712.2. List the main types of inmate counts
CO712.3. Describe how to conduct an inmate count
CO712.4. Describe how to document an inmate count using a count slip
CO713.1. List the unusual occurrences that can disrupt the normal operations of a facility
CO713.2. Identify the indicators of a potential disturbance
CO713.3. Identify when to document usual and unusual occurrences
CO721.1. Distinguish between the different types of housing units
CO721.2. Describe how to monitor inmate behavior in the housing area
CO721.3. Describe how to monitor and log inmates entering or exiting the housing area
CO721.4. Discuss how to ensure the inmates keep themselves and the housing unit clean and orderly
CO722.1. Identify the different types of common areas in a facility
CO722.2. Explain how to conduct regular security checks of the common areas
CO723.1. Explain how to conduct a security check of the dining area prior to mealtime
CO723.2. Describe how to monitor food distribution during mealtime
CO723.3. Describe how to monitor inmates during mealtime
CO723.4. Discuss the importance of conducting a security check of the dining area after mealtime
CO724.1. Define what infirmary care is
CO724.2. Identify the requirements for infirmary-level care
CO724.3. Describe how inmates can ask for and receive medical care
CO724.4. Describe how to maintain inmate and medical staff safety while in the infirmary
CO724.5. Explain how to conduct a search of the inmates before and after admission into the infirmary
CO725.1. Differentiate between contact and non-contact visits
CO725.2. List the valid forms of identification and security equipment required for different types of visitors
CO725.3. Describe how to search the visitation area for safety hazards and security issues before a visitation
CO725.4. Describe how to search visitors for contraband before admitting them to the visitation area
CO725.5. Explain how to direct visitors to the visitation area while maintaining safety and security
CO725.6. Discuss the process for notifying an inmate of visitor arrival in the designated visitation area
CO725.7. Describe how to search an inmate before entering the visitation area
CO725.8. Describe how to monitor an inmate and visitor during a visitation
CO725.9. Explain how to complete inmate visitation while maintaining safety and security
CO726.1. Differentiate between inside and outside work squads
CO726.2. Describe how to verify an inmate's identity for a work detail

CO726.3. Describe how to search an inmate before and after a work detail
CO726.4. Discuss how to maintain accountability of a work detail
CO726.5. Discuss how to maintain inmate safety and security during a work detail
CO726.6. Describe how to monitor inmates during a work detail
CO726.7. Discuss how to maintain facility and inmate safety and security at the end of a work detail
CO727.1. Explain what to communicate to medical staff regarding inmate security concerns
CO727.2. Describe how to maintain inmate safety and hospital security
CO727.3. Identify the role of security restraint devices
CO727.4. Identify the role of clinical restraints and clinical seclusion
CO727.5. Describe how to maintain inmate safety and hospital security during an inmate medical emergency
CO731.1. Describe how to count and search inmates before an escort
CO731.2. Describe how to escort inmates while maintaining safety and security
CO731.3. Explain what actions to take after completing an inmate escort
CO732.1. Identify the function of each type of inmate transport vehicle
CO732.2. Describe how to inspect and search an inmate transport vehicle for safety and contraband
CO732.3. Describe what the security concerns are when loading and unloading inmates
CO732.4. Describe the functions of the different types of inmate transport vehicle security devices
CO732.5. Explain the role of inmate transport documents
CO732.6. Explain how to secure inmates in the transport vehicle while maintaining safety and security
CO732.7. Describe how to transport inmates while maintaining safety and security
CO741.1. List the different referral services available to inmates
CO741.2. Identify changes in inmate behavior that may require a referral
CO741.3. Explain the process of making an inmate referral
CO741.4. Describe an officer's responsibilities after making an inmate referral
CO741.5. Describe the safety and security considerations when moving an inmate after making a referral to services
CO741.6. Describe the notification and documentation process after making a referral
CO742.1. Explain the role of progressive discipline for an inmate rule violation or infraction
CO742.2. Describe the process of progressive discipline for minor and major rule violations, including inmate isolation
CO742.3. Identify corrective actions an officer can take as part of the inmate disciplinary process

CJK0326: Supervising Correctional Populations (25 hours)

Course Description: This course provides an introduction to the various populations within a correctional environment and includes information on legal aspects of providing care and custody for inmates under the Americans with Disabilities Act (ADA) and the Prison Rape Elimination Act (PREA).

Course Objectives:

CO811.1. Identify the categories of special populations
CO811.2. Discuss why inmates form unique societies
CO811.3. Describe the common types of societies inmates form
CO811.4. Explain the structural dynamics of inmate societies
CO812.1. Describe the Americans with Disabilities Act
CO812.2. Describe how a facility complies with ADA when providing a reasonable accommodation for an inmate with a disability
CO813.1. Describe the rights of people with mental illness in a correctional facility
CO813.2. List the different ways an inmate may gain access to mental health services
CO813.3. Identify factors that increase the risk of suicidal ideation for inmates
CO813.4. Describe what to do if an officer suspects an inmate has suicidal ideation
CO813.5. Describe some of the characteristics of psychosis
CO813.6. Explain how to communicate with inmates experiencing psychosis
CO813.7. Describe the possible signs of inmates experiencing mania
CO813.8. Describe how to communicate with inmates experiencing mania
CO813.9. Discuss some common signs of anxiety and panic attacks
CO813.10. Explain how to assist inmates experiencing a panic attack
CO813.11. Discuss the use of force options that can de-escalate a situation involving an inmate with mental illness
CO813.12. Explain the role of the Baker Act in county facilities as it relates to inmates with mental illness
CO814.1. Describe some common signs and symptoms of possible substance abuse
CO814.2. List possible indicators of substance withdrawal
CO814.3. Describe the housing considerations for and treatment available to an inmate with substance abuse issues
CO814.4. Explain an officer's role when monitoring an inmate who is participating in a court-ordered substance abuse treatment program
CO815.1. Describe the characteristics of a developmental disability
CO815.2. Describe the characteristics of autism spectrum disorder (ASD)
CO815.3. Identify challenges related to the safety of inmates with ASD in correctional facilities
CO815.4. Explain how to communicate with inmates with ASD
CO815.5. Describe effective de-escalation techniques when communicating with inmates with ASD
CO815.6. Describe the characteristics of an intellectual disability
CO815.7. Explain how to communicate effectively with inmates with an intellectual disability
CO816.1. Describe how to effectively supervise inmates with physical disabilities
CO816.2. List some of the common auxiliary aids and health-care appliances for inmates with physical disabilities
CO816.3. Explain how to monitor an inmate who has a personal care attendant
CO817.1. Describe how to monitor and assist inmates who are pregnant

CO817.2. List chronic diseases an inmate may have
CO817.3. List infectious diseases that may be found in a correctional facility
CO817.4. Explain how to prevent the spread of infectious diseases in a correctional facility
CO817.5. Describe how to respond to an inmate with a non-emergency or emergency medical need
CO817.6. Describe how to monitor inmates with a terminal illness
CO817.7. List the different medical conditions that may be aggravated by the use of chemical agents or ECDs
CO818.1. Identify the legal requirements for incarcerating juvenile inmates
CO818.2. Explain why an inmate may be designated as a youthful offender
CO818.3. Describe common characteristics of juveniles at correctional facilities
CO818.4. List the types of required programs and services available to juveniles and youthful offenders at correctional facilities
CO819.1. Describe some characteristics of elderly inmates
CO819.2. Describe how to effectively communicate with an elderly inmate
CO819.3. Identify when to make special considerations for an elderly inmate with physical limitations
CO819.4. Describe some health issues that elderly inmates may experience
CO819.5. Explain how to communicate with inmates with Alzheimer's disease or dementia
CO819.6. Discuss the special considerations to make when monitoring elderly inmates
CO8110.1. Discuss the common characteristics of female inmates
CO8110.2. Describe how to communicate effectively with female inmates
CO8110.3. Explain the types of health-care products available to female inmates
CO8111.1. Identify what the acronym LGBTQ+ stands for .
CO8111.2. Discuss effective approaches for managing inmates who are part of the LGBTQ+ community
CO8111.3. Explain how PREA affects searches of intersex and transgender inmates
CO8111.4. Explain the housing, programming, and safety issues unique to intersex and transgender inmates
CO8112.1. Explain consent and how it relates to PREA
CO8112.2. Identify populations that are at increased risk of sexual abuse while incarcerated
CO8112.3. Describe the importance of screening and housing inmates to prevent sexual abuse and harassment
CO8112.4. List possible signs an inmate is being sexually abused or harassed by other inmates
CO8112.5. Describe the reporting processes for inmates alleging sexual abuse or harassment
CO8112.6. Explain officers' requirements for reporting sexual abuse and harassment and safeguarding victims
CO8112.7. Identify the steps the first responding officer should make to preserve any physical evidence from an inmate allegation of sexual abuse
CO821.1. Describe what a security threat group (STG) is and how it impacts a correctional facility
CO821.2. Identify signs of possible STG presence in a facility
CO821.3. Explain possible indicators of pending escalation of STG activity
CO821.4. Explain how to deter STG activity
CO821.5. Describe how to document STG activity
CO822.1. Describe the reasons for administrative confinement and the possible conditions and privileges of inmates in administrative confinement

CO822.2. Describe the reasons for protective management and the possible conditions and privileges of inmates in protective management
CO822.3. Describe the reasons for disciplinary confinement and the possible conditions and privileges of inmates in disciplinary confinement a
CO822.4. Describe how to adjust the monitoring routine of inmates who are in confinement or protective management
CO822.5. Explain the housing and monitoring requirements unique to an inmate on death row

CJK0336: Incidents and Emergencies in Correctional Facilities (20 hours)

Course Description: This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

Course Objectives:

CO911.1. Identify what information to convey during a critical incident
CO911.2. Describe the protocols for chain of command during a critical incident
CO911.3. Determine when to call for assistance during a critical incident
CO911.4. Explain how to set up a perimeter during a critical incident
CO911.5. List guidelines for an evacuation
CO911.6. Explain how to help resolve a critical incident
CO911.7. Discuss how to document a critical incident
CO921.1. Differentiate between a disturbance and a riot
CO921.2. Describe the conditions that could prompt a disturbance or riot
CO921.3. Identify the necessary equipment for responding to a disturbance or riot
CO921.4. Explain standard procedures for responding to a disturbance or riot
CO922.1. Describe the signs of an escape attempt and how to prevent it
CO922.2. Identify the necessary equipment and resources for responding to an escape or escape attempt
CO922.3. Explain standard procedures for responding to an escape
CO923.1. Define what a hostage incident is
CO923.2. Identify the necessary equipment for responding to a hostage incident
CO923.3. Explain standard procedures for responding to a hostage incident
CO923.4. Explain standard procedures if you are taken hostage
CO924.1. Describe the indicators of a bomb threat
CO924.2. Identify the necessary equipment for responding to a bomb threat
CO925.1. Describe the indicators of a facility assault
CO925.2. Identify the necessary equipment for responding to a facility assault
CO925.3. Describe the measures used to prevent and resolve a facility assault
CO925.4. Explain standard procedures for responding to a facility assault
CO926.1. Explain the safety risks of hazardous materials
CO926.2. Describe what a safety data sheet is and why it is used
CO926.3. Identify the classes and dangers of hazardous materials described in the *Emergency Response Guidebook (ERG)*
CO926.4. Describe the indicators of hazardous materials
CO926.5. Identify the necessary equipment for responding to a hazardous materials incident
CO926.6. Explain standard procedures for responding to a hazardous materials incident
CO926.7. Explain how to store and move sensitive facility supplies
CO927.1. Explain what a medical emergency is and how to recognize signs and symptoms
CO927.2. Identify the necessary equipment and resources for responding to a medical emergency
CO927.3. Explain standard procedures for responding to a medical emergency
CO928.1. Describe the components and indicators of a facility fire
CO928.2. Identify the necessary equipment for responding to a facility fire
CO928.3. Differentiate between the types and uses of fire extinguishers

CO928.4. List the steps for using a portable fire extinguisher
CO928.5. Explain standard procedures for responding to a facility fire
CO929.1. Differentiate between natural disasters and human-instigated disasters
CO929.2. Identify the necessary equipment for responding to a disaster
CO929.3. Explain standard procedures for responding to a disaster
CO931.1. Identify which staff to notify when a crime has occurred
CO931.2. Explain how to control a crime scene
CO931.3. Identify how to enter a crime scene to administer first aid while not disturbing evidence
CO931.4. Explain how to secure, protect, and document a crime scene
CO931.5. State how to identify and properly collect evidence for a crime scene
CO932.1. Explain the importance of identifying and separating victims, witnesses, and suspects during an incident
CO932.2. Explain how to secure victims, witnesses, and suspects during an incident

CJK0031: First Aid for Criminal Justice Officers (40 hours)

Course Description: This course introduces students to the basics of rendering first aid in a variety of situations, including during mass casualty incidents, and has a practical skills demonstration component.

Course Objectives:

HL211.1. Describe the duties of the criminal justice first-aid provider within the emergency medical services (EMS) system

HL211.2. Describe the officer's responsibilities for providing emergency first aid according to the Criminal Justice Standards and Training Commission (CJSTC) standards

HL212.1. Describe the legal and ethical responsibilities for a criminal justice first-aid provider

HL212.2. Describe how the duty to act applies to the criminal justice first-aid provider

HL212.3. Describe how the standard of care applies to the criminal justice first-aid provider

HL212.4. Describe how the Good Samaritan Act affects the criminal justice first-aid provider

HL212.5. Describe the implications of abandonment for the criminal justice first-aid provider

HL212.6. Describe the implications of negligence for the criminal justice first-aid provider

HL212.7. Describe the role of consent when providing emergency first aid

HL212.8. Describe the role of a do-not-resuscitate order (DNR/DNRO) for a criminal justice first-aid provider

HL212.9. Describe the role of medical alerts or notifications for a criminal justice first-aid provider

HL212.10. Describe the legal and ethical considerations of HIPAA for the criminal justice first-aid provider

HL212.11. Recognize that every call for emergency medical care can be a crime scene

HL213.1. Describe how to communicate with patients who have special considerations

HL214.1. Describe the function of the respiratory system and its main parts

HL214.2. Describe the function of the circulatory system and the four major arteries

HL214.3. Describe the function of the skeletal system and its main parts

HL214.4. Describe the function of the muscular system and types of muscle

HL214.5. Describe the function of the nervous system and its two main parts

HL214.6. Describe the function of the skin

HL215.1. Describe how exposure to pathogens occur when providing emergency first aid

HL215.2. Describe the importance of universal precautions, body substance isolation (BSI), and standard precautions when providing emergency first aid

HL215.3. Describe the importance of practicing hand hygiene to reduce the risk of infection when providing emergency first aid

HL215.4. Describe the importance of using personal protective equipment (PPE) when providing emergency first aid

HL215.5. Describe how to put on, properly remove, and discard disposable gloves

HL215.6. Describe how to maintain equipment and supplies

HL215.7. Describe the importance of proper handling of biomedical or biohazard materials to reduce the risk of infection when providing emergency first aid

HL215.8. Describe how to prevent transmission of hepatitis B and hepatitis C when providing emergency first aid

HL215.9. Describe how to prevent transmission of human immunodeficiency virus (HIV) when providing emergency first aid
HL215.10. Describe ways a criminal justice officer can be exposed to airborne pathogens
HL215.11. Describe ways to reduce the risk of COVID-19 transmission when providing emergency first aid
HL215.12. Describe how to prevent transmission of MRSA when providing emergency first aid
HL215.13. Describe how to prevent transmission of hepatitis A when providing emergency first aid
HL221.1. Describe how to determine if the scene is safe to enter before providing emergency first aid
HL221.2. Describe how to recognize the difference between a trauma patient and a medical patient before providing emergency first aid
HL221.3. Describe how to identify all the victims on the scene
HL221.4. Describe how to determine the need for more or specialized help when providing emergency first aid
HL222.1. Describe how to conduct an assessment for level of consciousness (LOC) and if the patient is alert, verbal, in pain, or unresponsive (AVPU)
HL222.2. Describe the primary assessment guidelines
HL222.3. Describe how to conduct an assessment for a massive hemorrhage
HL222.4. Describe how to conduct an assessment for an open airway
HL222.5. Describe how to conduct an assessment for respirations
HL222.6. Describe how to conduct an assessment for circulation
HL222.7. Describe how to conduct an assessment for hypothermia and a head injury
HL222.8. Describe the secondary assessment guidelines
HL222.9. Describe how to conduct an assessment for deformities, open injuries, tenderness, and swelling (DOTS)
HL222.10. Describe how to conduct an assessment for pulse, motor, and sensory (PMS) functions
HL222.11. Describe how to perform a comprehensive physical assessment during a secondary assessment
HL222.12. Describe how to gather patient medical history during a secondary assessment
HL222.13. Describe how to record pulse and breathing rates while providing emergency first aid
HL222.14. Describe how to conduct an ongoing assessment while awaiting additional EMS resources
HL222.15. Describe how to communicate with EMS during a medical emergency
HL223.1. Describe how to lift a patient properly
HL223.2. Describe how to place a patient in a recovery position
HL223.3. Describe factors that contribute to positional asphyxia
HL223.4. Describe how to perform a walking assist of a patient
HL223.5. Describe how to perform an emergency drag of a patient
HL223.6. Describe how to perform an extremity lift of a patient
HL223.7. Describe how to perform a SEAL Team 3 carry of a patient
HL223.8. Describe how to perform a log roll of a patient
HL224.1. Describe the role of the first officer on the scene of a mass casualty incident
HL224.2. Describe how to triage during a mass casualty incident
HL224.3. Describe the officer's role when assisting in a multiple agency response to a mass casualty incident

HL225.1. Differentiate between direct threat care, indirect threat care, and evacuation care environments
HL225.2. Describe how to load a patient into a vehicle
HL231.1. Describe the signs and symptoms of shock
HL231.2. Describe how to provide treatment for shock
HL232.1. Describe how to provide treatment for a closed soft-tissue injury
HL232.2. Describe the different types of open soft-tissue injuries
HL232.3. Describe the three types of bleeding
HL232.4. Describe the main tools to stop bleeding of an open wound
HL232.5. Describe the common signs of major, life-threatening external bleeding
HL232.6. Describe how to use a tourniquet to stop major bleeding from an extremity injury
HL232.7. Describe how to stop major bleeding from a junctional injury
HL232.8. Describe how to treat an injury with minor bleeding
HL233.1. Describe how to provide treatment for an impaled object
HL233.2. Describe how to provide treatment for a human or an animal bite
HL233.3. Describe how to provide treatment for a gunshot wound
HL234.1. Describe how to provide treatment for a neck or spinal injury
HL234.2. Describe how to provide treatment for a head, face, or scalp injury
HL234.3. Describe the signs and symptoms of traumatic brain injury (TBI)
HL234.4. Describe how traumatic brain injury (TBI) occurs in infants and children
HL234.5. Describe how to provide treatment for an adult, child, or infant experiencing a traumatic brain injury (TBI)
HL234.6. Describe how to provide treatment for an eye injury
HL234.7. Describe how to provide treatment for an open neck wound
HL235.1. Describe how to provide treatment for different types of chest injuries
HL235.2. Describe how to make an improvised chest seal
HL235.3. Describe how to provide treatment for an evisceration
HL235.4. Describe how to provide treatment for a genital injury
HL235.5. Describe how to provide treatment for a fractured pelvis
HL236.1. Describe the classifications of fractures
HL236.2. Describe the symptoms of a fractured extremity
HL236.3. Describe the symptoms of a dislocation, sprain, and strain
HL236.4. Describe how to provide treatment for an amputated body part
HL237.1. Recognize the seriousness of a burn as it relates to the depth of tissue damage
HL237.2. Recognize the seriousness of a burn as it relates to the location of the burn on the patient
HL237.3. Recognize how the type of burn will determine scene safety concerns
HL237.4. Describe how to provide treatment for a thermal burn
HL237.5. Describe how to provide treatment for an inhalation burn
HL237.6. Describe how to provide treatment for a chemical eye burn
HL237.7. Describe how to provide treatment for a chemical skin burn
HL237.8. Describe how to provide treatment for an electrical burn
HL241.1. Describe how overdose can occur
HL241.2. Describe the signs and symptoms of an overdose
HL241.3. Describe how to respond to a suspected overdose

HL241.4. Describe when and how to administer naloxone
HL241.5. Describe how to respond to fentanyl exposure
HL241.6. Describe how to respond to a patient experiencing substance withdrawal
HL242.1. Describe signs and symptoms of a diabetic emergency
HL242.2. Describe how to respond to a patient having a diabetic emergency
HL242.3. Describe signs, symptoms, and causes of seizures
HL242.4. Describe how to respond to a patient experiencing a seizure
HL243.1. Describe how to respond to a patient with a severe asthma attack
HL243.2. Describe the signs and symptoms of a stroke
HL243.3. Describe how to respond to a patient experiencing a stroke
HL243.4. Describe the signs and symptoms of a heart attack
HL243.5. Describe how to respond to a patient experiencing a heart attack
HL244.1. Describe various ways the body adjusts to heat and cold
HL244.2. Describe how to provide treatment for heat-related injuries
HL244.3. Describe how to provide treatment for cold-related injuries
HL245.1. Describe how to respond to a patient with acute abdominal pain or distress
HL245.2. Describe the different methods of poisoning
HL245.3. Describe the signs and symptoms of poisoning
HL245.4. Describe how to provide treatment for poisoning
HL245.5. Describe signs and symptoms of anaphylactic shock
HL245.6. Describe how to provide treatment for anaphylactic shock
HL246.1. Describe how to prepare for the delivery of a baby
HL246.2. Describe how to assist during the delivery of a baby
HL246.3. Describe how to care for a newborn immediately after the delivery
HL246.4. Describe how to manage the umbilical cord and placenta after the delivery of a baby
HL246.5. Describe how to provide treatment for complications of childbirth

CJK0040: Criminal Justice Firearms (80 hours)

Course Description: This course introduces students to the fundamentals of safe firearms handling and operation and has a practical skills demonstration component.

Course Objectives:

HL311.1. Identify the primary and support hand
HL311.2. Identify the common cause of most firearm accidents
HL311.3. Identify the general rules of safety that should be applied to all firearms
HL311.4. Identify what safety rules to follow on the range
HL311.5. Identify the requirements in the Florida Statutes for storing a firearm
HL312.1. Identify elements of the Florida Statutes as related to the use of force by criminal justice officers
HL312.2. Define deadly force
HL312.3. Identify the essential criteria to determine the justification of the use of deadly force
HL321.1. Identify pistol ammunition parts and nomenclature
HL321.2. Explain the difference between caliber and gauge
HL321.3. Identify any abnormalities or defects on ammunition
HL321.4. Identify proper handling procedures for ammunition
HL331.1. Identify semiautomatic pistol parts with the correct nomenclature
HL331.2. Describe the function of semiautomatic pistol parts
HL331.3. Identify semiautomatic pistol magazine parts with the correct nomenclature
HL331.4. Describe how the semiautomatic pistol works
HL331.5. Describe how to perform a function check on a semiautomatic pistol
HL331.6. Identify the steps to safely hand a semiautomatic pistol to another person
HL332.1. Identify the steps to draw a handgun
HL332.2. Demonstrate how to perform a lateral step while drawing a handgun
HL332.3. Demonstrate a proper two-handed grip with a semiautomatic pistol
HL332.4. Identify the steps to holster a handgun
HL333.1. Demonstrate how to load and charge a semiautomatic pistol
HL333.2. Demonstrate how to unload a semiautomatic pistol
HL333.3. Demonstrate how to perform an empty gun reload on a semiautomatic pistol
HL334.1. Demonstrate how to safely handle the semiautomatic pistol when identifying and correcting a malfunction
HL334.2. Identify the types of semiautomatic pistol malfunctions that may occur
HL334.3. Apply the proper techniques for clearing semiautomatic pistol malfunctions
HL335.1. Apply the proper shooting stances and positions when shooting a handgun
HL335.2. Demonstrate how to obtain sight alignment and sight picture with a handgun
HL335.3. Apply the point shooting technique with a handgun
HL335.4. Apply proper trigger control and follow-through with a handgun
HL336.1. Apply proper flashlight grips when shooting a semiautomatic pistol in lowlight conditions
HL336.2. Apply proper flashlight techniques when shooting a semiautomatic pistol in lowlight conditions
HL337.1. Demonstrate how to fieldstrip a semiautomatic pistol
HL337.2. Identify the proper supplies and tools to use when cleaning a semiautomatic pistol

HL337.3. Demonstrate how to clean, lubricate, and prepare a semiautomatic pistol
HL341.1. Explain the difference between cover and concealment
HL341.2. Identify factors to consider when choosing the appropriate cover
HL341.3. Identify methods to consider before moving to cover
HL341.4. Identify methods to consider while moving to cover
HL341.5. Identify methods to consider when using cover to engage a threat
HL341.6. Demonstrate an appropriate shooting position from behind cover
HL341.7. Demonstrate how to perform a tactical reload with a semiautomatic pistol
HL342.1. Demonstrate how to disengage the holster retention devices with your support hand
HL342.2. Demonstrate how to reload using one hand only
HL343.1. Demonstrate how to scan surroundings for possible threats
HL343.2. Identify the physiological changes associated with survival stress
HL343.3. Identify the possible sources of survival stress during an active threat/shooter incident
HL343.4. Demonstrate how to tactically respond to an active threat/shooter incident

CJK0051: Criminal Justice Defensive Tactics (80 hours)

Course Description: This course introduces students to the fundamentals of defensive tactics and has a practical skills demonstration component.

Course Objectives:
HL411.1. Define defensive tactics
HL412.1. Apply strategies for optimal physical performance during a defensive tactics training program
HL412.2. Demonstrate falling techniques
HL412.3. Demonstrate recovery techniques
HL421.1. Identify elements of the Florida Statutes related to the use of force by criminal justice officers
HL421.2. Explain the provisions of chapters 944 and 945, F.S., related to the use of force by state correctional and correctional probation officers
HL421.3. Explain the concept of objective reasonableness
HL421.4. Explain that subject resistance and officer response may change rapidly
HL421.5. Apply the legal authority for an officer's response to a subject's resistance
HL421.6. Explain escalation, de-escalation, and disengagement
HL421.7. Explain how the injury potential to an officer may affect their response
HL421.8. Define passive resistance
HL421.9. Define active resistance
HL421.10. Define aggressive resistance
HL421.11. Define deadly force resistance
HL421.12. Demonstrate officer presence
HL421.13. Define physical control
HL421.14. Define less lethal weapon
HL421.15. Discuss deadly force in relation to defensive tactics
HL421.16. Identify what is needed to justify using deadly force
HL421.17. Identify the circumstances when an officer has the duty to intervene
HL421.18. Identify the subject's ability, opportunity, and intent as they relate to the officer's response to resistance
HL421.19. Explain what totality of circumstances means
HL421.20. Identify various situational factors that may influence the use of force
HL421.21. Apply reasonable and necessary force to given situations
HL422.1. Explain how survival stress affects confrontation between a subject and an officer
HL422.2. Describe the four instinctual reactions when experiencing survival stress
HL422.3. Describe the psychological changes that may occur while experiencing survival stress
HL422.4. Describe the physiological changes that may occur while experiencing survival stress
HL422.5. Describe the impact that survival stress may have on an officer's decision-making
HL422.6. Describe the changes that may occur in speech patterns while experiencing survival stress
HL422.7. Identify the desired state of awareness or readiness an officer should maintain while on routine duty
HL422.8. List techniques that may assist an officer in managing the effects of survival stress
HL431.1. Describe the fundamental principles of applying defensive tactics
HL431.2. Describe how to gain control over a subject when applying defensive tactics

HL432.1. Describe the components of appropriate verbal direction
HL433.1. Identify the need for conducting a threat assessment
HL433.2. Identify verbal and non-verbal cues in assessing threats
HL433.3. Demonstrate the interview stance
HL433.4. Demonstrate the offensive ready stance
HL433.5. Identify relative positioning
HL433.6. Demonstrate how to maintain a minimum reactionary gap
HL433.7. Identify the danger zone
HL433.8. Demonstrate hand clearing
HL433.9. Define reaction time principle
HL433.10. Demonstrate evasion and redirection techniques
HL434.1. Demonstrate pressure point techniques
HL435.1. Demonstrate escort and transporter techniques
HL436.1. Demonstrate using restraint devices
HL437.1. Demonstrate conducting physical frisks and searches
HL438.1. Demonstrate blocking techniques
HL438.2. Identify target areas for empty-hand strikes
HL438.3. Demonstrate striking techniques
HL438.4. Demonstrate diversion techniques
HL438.5. Demonstrate kicking techniques
HL439.1. Demonstrate takedown techniques
HL4310.1. Demonstrate upright grappling and body hold escape techniques
HL4311.1. Demonstrate a simulation of a vascular neck restraint technique
HL4312.1. Demonstrate ground control techniques
HL4312.2. Demonstrate ground escape techniques
HL4313.1. Identify target areas for impact weapon strikes
HL4313.2. Demonstrate impact weapon techniques
HL4314.1. Identify the types of chemical agents used by criminal justice officers
HL4314.2. Identify the active ingredient in oleoresin capsicum
HL4314.3. Identify the use of the Scoville heat unit (SHU) in measuring the burning effect of chemical agents
HL4314.4. Identify the physical effects of a chemical agent on a subject
HL4314.5. Describe the correct responses to a subject's prolonged or severe reactions to chemical agent contamination
HL4314.6. Identify decontamination procedures for contamination from a chemical agent
HL4315.1. Demonstrate weapon retention techniques.
HL4316.1. Demonstrate handgun defense techniques
HL4317.1. Demonstrate defense against edged weapons techniques
HL4318.1. Demonstrate the simulation of deadly force techniques

CJK0096: Physical Fitness for Criminal Justice Officers (LE; 60 hours)
CJK0340: Physical Fitness for Criminal Justice Officers (CO; 30 hours)
CJK0281: Physical Fitness for Criminal Justice Officers (CPO; 34 hours)

Course Description: This course provides students with a structured physical fitness conditioning program within the academy.

Course Objectives:
HL600.1. Explain why physical training requirements are necessary for a criminal justice officer
HL600.2. Describe each of the five parts of the required physical assessments in a Commission-approved basic recruit training program
HL600.3. Demonstrate the vertical jump in the required entry and exit assessments
HL600.4. Demonstrate one-minute sit-ups in the required entry and exit assessments
HL600.5. Demonstrate the 300-meter run in the required entry and exit assessments
HL600.6. Demonstrate the maximum push-ups in the required entry and exit assessments
HL600.7. Demonstrate the 1.5-mile run in the required entry and exit assessments

PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM,
OR MORATORIUM OF PROGRAM

Effective Date: Summer 2025

☑ Change in Program
☐ Deletion of Program
☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE	TOTAL NUMBER OF ☑ COLLEGE CREDIT TECHNICAL ☐ CREDIT HOURS
BRT for Special Operations Forces Program	214 Clock Hours

Check Box for Program Type

☐ Advanced Technical Certificate (Post Associate in Science Degree)
☐ Associate in Science Degree
☐ Associate in Applied Science Degree
☐ Baccalaureate Degree
☑ College Credit Certificate
☐ Applied Technology Diploma
☐ Technical Credit Program

AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE.

AA Common Course Prerequisite ☐ Yes ☑ No

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

General Education Requirements:

Arts and Sciences
From:

To:

Health Occupations
From:

To:

Workforce Development, Career, and Technical Education
From: See Attached Documents

To:

Program Specified Elective(s) AS or AAS Degree only:
From:

To:

Program Requirement Changes:
From: CJK0300, CJK0305, CJK0310, CJK0320, CJK0325, CJK0330, CJK0335,

To: CJK0301, CJK0306, CJK0327, CJK0321, CJK0324, CJK0326, CJK0336, CJK0355, CJK0111

Total Current College Credit or Technical Credit Hours

From: 214 Clock Hours (7.14 Technical Credits) To: 239 Clock (7.97 Technical Credits)

JUSTIFICATION FOR CHANGE

Check Box for Change Justification

☐ Programmatic Accreditation Requirement
☐ Florida Department of Education Curriculum Framework Changes
☐ Program Review Recommendation
☐ Student Learning Outcome Assessment
☑ Other

Other Explanation: The Criminal Justice Standards and Training Commission has changed this course effective July 1, 2025. Refer to attached documents.

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

ICU-1C (04/19)

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Proposer's Signature Jennifer Jones	Date 1/13/2025
Department Chair/Program Director's Signature	Date 1-13-25
Academic Dean's Signature	Date 1/16/25

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

_____No _____Yes

_____Recommended _____Not Recommended

Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					

ICU-1C (04/19)

Outlook

CJSTC programs and objectives

From Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>
Date Thu 11/7/2024 12:10 PM
To Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>

2 attachments (675 KB)
BRT Courses and Objectives.pdf; New Programs 2025.pdf;

WARNING: This email originated from a sender outside of Pasco-Hernando State College. Please use caution when opening links and attachments.

Everyone,

The attached document, BRT Courses and Objectives, is a master list of all of the courses in the Criminal Justice Standards and Training Commission's basic recruit training programs. The document lists each discipline (e.g., Correctional Officer, Law Enforcement Officer) and has a brief description of each course, its CJK number, and the objectives. This document can be used for planning academies that are set to begin on July 1, 2025.

The other document, New Programs 2025, shows the new programs for 2025 that are related to the revisions to the correctional officer basic recruit training program.

You can share these documents with your coordinators, instructors, and any of your academic review committees.

The preview copies of the curriculum will be uploaded to the Course Materials site in the next few days and I will email the group when they go live.

Please reach out to me if you have questions.

Thank you,

Garrett

Garrett Riggs, Ph.D.
Training and Research Manager
Basic Curriculum Section/Bureau of Training
Florida Department of Law Enforcement
P.O. Box 1489, Tallahassee, FL 32302-1489
850-410-8648 (desk)
850-251-8767 (cell)

PHSC PASCO-HERNANDO STATE COLLEGE

Workforce Development

Corrections Basic Recruit Training for Special Operations Recruits, CC-CSO
FDLE: ATMS #3008
214 Clock Hours (7.14 Credit Hours)

Course Title	Course Number	Clock Hours	Credit Hours	In-State Tuition*	Out-of-State Tuition**
First Aid for Criminal Justice Officers Proficiency	CJK 0032	8	0.27	$23.78	$95.12
Criminal Justice Firearms Proficiency	CJK 0041	8	0.27	$23.78	$95.12
Criminal Justice Defensive Tactics Proficiency	CJK 0052	8	0.27	$23.78	$95.12
Introduction to Corrections	CJK 0300	32	1.07	$94.25	$376.97
Communications Communication for Correctional Officers	CJK 0305	40 32	1.33	$117.14	$468.56
Officer Safety Shift Management & Safety	CJK 0310	16 20	0.53	$46.69	$186.72
~~Facility and Equipment~~	~~CJK 0315~~	~~8~~	0.27	$23.78	$95.12
Intake and Release	CJK 0320	18 16	0.60	$52.84	$211.38
Supervising in a Correctional Facility	CJK 0325	40 32	1.33	$117.14	$468.56
Supervising Special Populations Supervising Correctional Populations	CJK 0330	20 29	0.67	$59.02	$236.06
Responding to Incidents and Emergencies Incidents & Emergencies in Correctional Facility	CJK 0335	16	0.53	$46.69	$186.72
	Total	214	7.14	$628.89	$2,515.45
	Total Including Lab Fees			$767.25	$2,653.81

*Based on $88.08/Credit Hour

**Based on $352.31/Credit Hour

Lab Fees Included in Above Costs		
First Aid for Criminal Justice Officers Proficiency	CJK 0032	$15.84
Criminal Justice Firearms Proficiency	CJK 0041	$110.72
Criminal Justice Defensive Tactics Proficiency	CJK 0052	$11.80
	Total	$138.36

~~Corrections Basic Recruit Training for Special Operations Recruits Career Certificate~~Correctional Officer Basic Training Program for Special Operations Forces

The Corrections Basic Recruit Training for Special Operations Forces Recruits Certificate Program is designed to prepare Special Operations Forces members with no more than a four-year break in service to sit for the FDLE exam in Corrections. This program exempts an officer from taking the full basic recruit academy.

An individual may be eligible for an exemption from the full basic training requirement if he or she has met the following requirements:

- Served in Special Operations Forces (active and reserve component forces of the United States Army Special Forces and the 75th Ranger Regiment; the United States Navy SEALs and Special Warfare Combatant-Craft Crewmen; the United States Air Force Combat Control; Pararescue, and Tactical Air Control Party specialists; the United State Marine Corps Critical Skills Operators; and any other component of the United States Special Operations Command approved by the CJSTC
- Served in any of the above Special Operations Forces for a minimum of five years
- Not have been separated from the Special Operations Forces more than four years from his or her most recent qualifying service

There can be no more than a four-year break from service in the Special Operations forces. The break in service is measured from the separation date of the most recent qualifying service to the time a complete application requesting an exemption from training is submitted to the Training Center Director.

Courses exempted in this academy where a demonstration of proficiency is required are the high liability areas: Defensive Tactics, Firearms, and First Aid.

Once an individual is approved for the exemption for training, he or she must successfully complete the Corrections Basic Recruit Training for Special Operations

Forces Recruits Certificate Program and pass the State Office Certification Exam in the same discipline within one year of receipt of the approved exemption from training form.

If an individual does not complete the training or pass the State Office Certification Examination within the one-year time limit, he or she may apply for another exemption from training only if still eligible for this exemption at the time of application.

The course does not cover all areas of the curriculum mandated by the Florida Department of Law Enforcement (FDLE) covered in the Basic Recruit Training Academy. Students must study the curriculum independently to prepare for the State Office Certification Exam. This program meets the training requirements of the Criminal Justice Standards and Training Commission.

VA funding approved effective August 16, 2021.

PROGRAM CODE: CC-CSO

~~CJK 0300~~CJK 0301	Introduction to Corrections	1.07 tech. cr. (32 clock hours)
~~CJK 0305~~CJK 0306	~~Communications~~Communication for Correctional Officers	~~1.33~~1.07 tech. cr. (~~40~~ 32 clock hours)
~~CJK 0310~~CJK 0327	~~Officer Safety~~Shift Management and Safety	~~.53~~ .67 tech. cr. (~~16~~ 20 clock hours)
~~CJK 0315~~	~~Facility and Equipment~~	~~.27 tech. cr. (8 clock hours)~~
~~CJK 0320~~CJK 0321	Intake and Release	~~.60~~ 53 tech. cr. (~~18~~ 16 clock hours)

~~CJK 0325~~CJK 0324	~~Supervising~~ Supervision in a Correctional Facility	~~1.33~~1.07 tech. cr. (~~40~~ 32 clock hours)
~~CJK 0330~~CJK 0326	Supervising ~~Special~~ Correctional Populations	.~~67~~ 83 tech. cr. (~~20~~ 25 clock hours)
~~CJK 0335~~CJK 0336	~~Responding to~~ Incidents and Emergencies in Correctional Facilities	.~~53~~ 67 tech. cr. (~~16~~ 20 clock hours)
CJK 0032	First Aid for Criminal Justice Officers Proficiency	.27 tech. cr. (8 clock hours)
CJK 0041	Criminal Justice Firearms Proficiency	.27 tech. cr. (8 clock hours)
CJK 0052	Criminal Justice Defensive Tactics Proficiency	.27 tech. cr. (8 clock hours)
CJK 0355	Legal for Correctional Officers	.73 tech. cr. (22 clock hours)
CJK 0111	Interviewing and Report Writing in Corrections	.53 tech cr. (16 clock hours)
Total Credit Hours:		**~~7.14~~7.97-~~214~~239**

Total Credit Hours: 7.~~14~~97-~~214~~ (239 Clock Hours)

Course lists with CJK numbers for new programs effective July 1, 2025

Basic Recruit Training Program

The correctional officer basic recruit training (BRT) program has been updated with an additional 25 hours to account for changes identified on the most recent job task analysis (JTA) and to add content on communication and decision-making and officer mental health and wellness.

Proposed Basic Recruit Training Program for Florida Correctional Officers (Effective July 1, 2025)		
Course Number	**Corrections Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers	40
CJK_0040	Chapter 3: Criminal Justice Firearms	80
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics	80
CJK_0340	Chapter 6: Criminal Justice Officer Physical Fitness Training	30
	Total program hours 445	

Crossover Programs

The crossover programs have been updated to align with the new correctional officer BRT program and to ensure that students get the full set of discipline-specific courses prior to taking the state officer certification exam and applying for certification.

Proposed Crossover Training Program for Florida Correctional Officer to Correctional Probation Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0260	Chapter 1: Introduction to Correctional Probation	14
CJK_0264	Chapter 2: Legal Foundations for Correctional Probation Officers	44
CJK_0265	Chapter 3: Communications	46
CJK_0266	Chapter 4: Intake and Orientation	24
CJK_0267	Chapter 5: Caseload Management	32
CJK_0268	Chapter 6: Supervision of Offenders	88
CJK_0269	Chapter 7: Field Supervision	80
CJK_0393	Crossover Program Updates	8
	Total program hours 336	

Proposed Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 303.*		

Proposed Crossover Training Program for Florida Correctional Probation Officer to Law Enforcement Officer (Effective July 1, 2025)		
Course number	**Course Title**	**Hours**
CJK_0002	Chapter 1: Introduction to Law Enforcement	12
CJK_0016	Chapter 2: Communication	24
CJK_0018	Chapter 3: Legal	64
CJK_0019	Chapter 4: Interviewing and Report Writing	56
CJK_0063	Chapter 5: Fundamentals of Patrol	40
CJK_0021	Chapter 6: Serving Your Community	34
CJK_0072	Chapter 7: Crimes Against Persons	48
CJK_0073	Chapter 8: Crimes Involving Property and Society	12
CJK_0079	Chapter 9: Crime Scene Follow-up Investigations	34
CJK_0400	Chapter 10: Traffic Incidents	12
CJK_0401	Chapter 11: Traffic Stops	24
CJK_0402	Chapter 12 Traffic Crash Investigations	30
CJK_0403	Chapter 13: DUI Traffic Stops	24
CJK_0093	Chapter 14: Critical Incidents	44
CJK_0394	Crossover Program Updates	10
CJK_0020	Chapter 1: Law Enforcement Vehicle Operations	48
CJK_0421	Chapter 5: Conducted Electrical Weapon/Dart-Firing Stun Gun	4
	Total program hours 520*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 600.*		

Proposed Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223	

BRT for Special Operations Forces program

The correctional officer BRT program for Special Operations Forces has been updated to reflect the revisions to the correctional officer BRT program.

Proposed Correctional Officer Basic Training Program for Special Operations Forces (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers (show proficiency only)	8
CJK_0040	Chapter 3: Criminal Justice Firearms (show proficiency only)	8
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics (show proficiency only)	8
	Total program hours 239	

Correctional Officer
Discipline-specific Courses (2025.07)

CJK0301: Introduction to Corrections (32 hours)

Course Description: This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

Course Objectives:

CO111.1. Describe the responsibilities of a correctional officer
CO111.2. Identify the personal characteristics that are important for correctional officers
CO111.3. Explain the main roles of a correctional officer
CO111.4. Explain the importance of emotional intelligence for correctional officers
CO112.1. Explain the regulations that define a correctional officer's authority and job
CO112.2. Describe the role of the Criminal Justice Standards and Training Commission
CO112.3. List the requirements for completing the basic recruit training program
CO112.4. List the requirements for becoming a certified correctional officer in Florida
CO112.5. Identify the statutory conditions and penalties of the officer disciplinary process
CO113.1. Describe the basic structure of the U.S. criminal justice system
CO113.2. Identify the different levels of U.S. law enforcement agencies
CO113.3. Explain the structure and duties of the U.S. court system
CO113.4. Describe the role of the correctional officer as it relates to the court system
CO113.5. Describe the primary components of the U.S. correctional system
CO113.6. List the divisions that oversee inmates and offenders at the state level
CO114.1. Define the chain of command
CO114.2. Explain the importance of following the proper chain of command
CO114.3. Differentiate between vertical and lateral communication
CO114.4. Identify the consequences of not following the proper chain of command
CO114.5. Describe effective delegation of authority
CO121.1. Give examples of ethical decision-making and an officer's duty to intervene
CO121.2. Determine factors that have an influence on ethical decision-making
CO121.3. Give examples of unethical behavior for a correctional officer
CO121.4. Explain inappropriate disclosure of confidential information
CO121.5. Explain what conflict of interest means for a correctional officer
CO121.6. Describe sexual misconduct while on duty
CO121.7. Identify behaviors that constitute sexual harassment an officer should avoid
CO121.8. Identify appropriate responses to sexual harassment
CO121.9. Describe the consequences of engaging in sexual harassment
CO121.10. Describe how PREA relates to a correctional officer's duties
CO122.1. Describe the impact of biased behavior
CO122.2. Explain explicit and implicit bias and how each impacts a correctional officer
CO122.3. Discuss the relationship between stereotyping, prejudice, and discrimination

CO122.4. Describe the concept of procedural justice and its four pillars
CO131.1. Describe the challenges of shiftwork
CO131.2. Explain methods of adjusting to shiftwork
CO131.3. Describe helpful techniques for falling asleep
CO131.4. Discuss actions to avoid when adjusting to an irregular sleep schedule due to shiftwork
CO132.1. List the three primary responses to stress
CO132.2. Describe the three categories of stress
CO132.3. Describe the symptoms and effects of post-traumatic stress disorder that a correctional officer may experience
CO132.4. Explain how trauma impacts the brain
CO132.5. Describe indicators of stress
CO133.1. Explain strategies for coping with stress and building resilience
CO133.2. List available resources for managing mental and physical health
CO133.3. Identify signs that a fellow officer is coping poorly with stress
CO133.4. Discuss how to provide support to officers who are experiencing stress
CO133.5. Explain how to help officers who may experience suicidal ideation
CO133.6. Describe how to develop personal resilience against trauma, fatigue, and stigma for career longevity

CJK0355: Legal for Correctional Officers (22 hours)

Course Description: This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

Course Objectives:

CO211.1. Explain the role of constitutional law
CO211.2. Discuss criminal law and its relation to statutory law and ordinances
CO211.3. Describe the role of civil law
CO211.4. Identify the importance of staying current with case law
CO211.5. Explain how to find and read the Florida Statutes
CO211.6. Identify the importance of staying current with agency policies and procedures
CO212.1. Determine how the Constitution impacts the role of a correctional officer
CO212.2. Discuss the role of the amendments to the Constitution and the Bill of Rights in relation to corrections
CO213.1. Identify the different categories and classes of offenses
CO213.2. List the common crimes committed by inmates in a correctional facility
CO213.3. Discuss the common crimes committed by staff and visitors in a correctional facility
CO213.4. Explain the elements of crimes
CO213.5. Identify the major types of evidence found in a correctional facility
CO213.6. List the components of the chain of custody in a correctional facility
CO221.1. Identify the rights inmates retain while inside a correctional facility
CO221.2. Explain what a search is and how it relates to corrections
CO221.3. Explain what probable cause is and how it relates to corrections
CO221.4. Explain what a seizure is and how it relates to corrections
CO221.5. Identify what types of searches can be used for visitors entering and exiting a correctional facility
CO221.6. Determine how and when a *Miranda* warning is issued in a correctional setting
CO221.7. Describe how the requirements of the Health Insurance Portability and Accountability Act operate in a correctional setting
CO221.8. Discuss inmates' rights to privileged communication
CO222.1. Describe the purpose of the Prison Rape Elimination Act
CO222.2. Explain what sexual abuse is in the context of a correctional setting
CO222.3. Explain what voyeurism is in the context of a correctional setting
CO222.4. Describe how sexual abuse and harassment impact the safety and security of a correctional facility
CO222.5. Explain a correctional officer's role in enforcing PREA
CO223.1. Explain why contraband is a problem
CO223.2. Identify what items are regarded as contraband
CO223.3. Explain how the Florida Model Jail Standards and the Florida Administrative Code address managing contraband
CO223.4. Discuss how contraband is brought into a facility
CO224.1. Explain reasonable force and how it is applied in a correctional facility
CO224.2. Identify the questions to consider in any use of force situation
CO224.3. Discuss the Florida Statutes on a correctional officer's use of force

CO224.4. Identify the liabilities and penalties for excessive use of force
CO224.5. Identify the liabilities and penalties for failure to report use of force
CO231.1. Differentiate between the types of liabilities in a correctional setting
CO231.2. List the elements and examples of officer negligence
CO231.3. Differentiate between the two main categories of damages that may be awarded in a civil lawsuit
CO231.4. Describe officer actions that can lead to civil liability
CO231.5. Discuss civil liability under federal laws
CO231.6. Discuss what the consequences may be if an officer is found civilly or criminally liable
CO231.7. Describe how an agency may be liable for an officer's actions
CO232.1. Identify how to limit officer and agency liability
CO232.2. Discuss the concept of qualified immunity
CO232.3. Explain acting within the scope of employment
CO232.4. Describe the legal defenses that protect officers from civil and criminal liability

CJK0306: Communication for Correctional Officers (32 hours)

Course Description: This course provides students with the foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

Course Objectives:

CO311.1. Describe the elements of effective communication
CO311.2. Describe how to demonstrate professionalism
CO311.3. Explain how courtesy impacts an officer's behavior and interaction with inmates and others
CO311.4. Discuss how active listening is used in effective communication
CO311.5. List how the elements of active listening are used in communication
CO311.6. Describe the role of empathy in effective communication
CO311.7. Explain how trauma can affect communication
CO311.8. Discuss how to interact with inmates in a diverse environment while applying officer safety
CO311.9. Identify cultural influences that can affect interpersonal communications
CO312.1. Describe the differences between verbal and non-verbal communication
CO312.2. Discuss how to communicate using command presence and verbal command
CO313.1. Identify potential barriers to effective communication
CO313.2. Describe how to defuse a situation through conflict management
CO313.3. Describe how emotional intelligence is a valuable tool in conflict management
CO321.1. Explain the difference between manipulation and deception
CO321.2. Describe the methods inmates use to manipulate and deceive
CO321.3. Identify the behaviors that officers should display to minimize inmate manipulation and deception
CO321.4. Discuss the methods visitors and volunteers use to manipulate and deceive
CO321.5. Describe how officers can respond to potential boundary violations from inmates
CO321.6. Describe how officers can respond to potential boundary violations by their peers
CO322.1. Identify how self-talk, self-awareness, and self-de-escalation can help with communication
CO322.2. Describe the core communication competencies and how to use them when communicating

CJK0111: Interviewing and Report Writing in Corrections (16 hours)

Course Description: This course introduces students to the importance of documentation and report writing in a correctional environment.

Course Objectives:

CO411.1. Explain the importance of asking questions to gather information
CO411.2. Discuss the importance of building rapport with inmates
CO411.3. Explain the purpose of an interview
CO411.4. Explain when formal interviewing may be required
CO411.5. Identify when and how to obtain a written statement
CO412.1. Explain the purpose of note-taking
CO412.2. Identify the details of an incident and the basic questions that notes should address
CO412.3. List the types of critical information to record during note-taking
CO412.4. Describe strategies for taking effective notes
CO421.1. Explain the importance of preparing and submitting a well-written report
CO421.2. Identify potential readers of correctional reports
CO421.3. List the common types of reports that officers prepare
CO421.4. List common incidents and activities that may require a report
CO421.5. Identify what to include in a report
CO422.1. Explain the importance of reviewing notes before writing a report
CO422.2. Describe how to organize report information
CO422.3. Describe how to compose the three main parts of a report narrative
CO422.4. Explain the importance of reviewing facts in your report
CO422.5. Describe how to use clear and plain language to write complete and accurate reports
CO422.6. Explain the importance of using legible handwriting
CO422.7. Describe the importance of writing and submitting a report in a timely manner
CO422.8. Discuss the importance of avoiding unprofessional writing
CO422.9. Distinguish between professional and casual language
CO422.10. Identify strategies for improving vocabulary
CO423.1. Explain the importance of proper grammar when writing a report
CO423.2. Discuss the importance of using proper punctuation when writing a report
CO423.3. Describe how to use proper sentence structure when writing a report
CO423.4. Describe how to use verb tense correctly when writing a report
CO423.5. Explain how to use proper spelling and capitalization rules when writing a report
CO424.1. Explain how to edit and proofread a report for completeness and grammatical errors
CO424.2. Describe how to finalize and submit a report for a supervisor's approval

CJK0327: Shift Management and Safety (20 hours)

Course Description: This course teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

Course Objectives:

CO511.1. Define situational awareness
CO511.2. Describe situational awareness in the corrections setting
CO511.3. Identify the skills that can enhance officer safety
CO511.4. Explain when situational awareness is appropriate and how to disengage
CO512.1. Identify common equipment assigned to specific areas and activities in a facility
CO512.2. Describe the process of inspecting common equipment
CO512.3. Describe the process of issuing and receiving equipment
CO512.4. Discuss common equipment inventory processes
CO512.5. Explain how to store common equipment used in a facility
CO512.6. Identify the types of hazardous equipment used in a facility
CO512.7. Describe how firearms and ammunition are issued in a facility
CO513.1. Describe the role of radios for correctional officers
CO513.2. Explain how to properly transmit a message on a radio
CO513.3. Identify the types of radios used in correctional facilities
CO513.4. Discuss the purpose and types of radio codes
CO513.5. Explain the purpose of a radio base station
CO521.1. List the common equipment used in searches
CO521.2. Describe how to document details of an area search
CO522.1. Explain techniques for examining the property of any person entering a facility
CO522.2. Explain when to conduct a pat search of inmates
CO523.1. Identify types of areas to be searched in a facility
CO523.2. Describe how to conduct a systematic search of an area
CO523.3. Explain how to conduct a vehicle search
CO524.1. Explain the correctional officer's duty to control contraband
CO524.2. List the categories of contraband
CO524.3. Give examples of common inmate weapons
CO524.4. Describe common methods of introducing contraband into correctional facilities
CO524.5. Identify methods of detecting contraband
CO524.6. Describe the process of collecting, processing, and disposing of contraband
CO524.7. Describe the process of documenting contraband
CO524.8. Discuss the final disposition of contraband
CO524.9. Identify appropriate receptacles for contraband disposal
CO524.10. Identify contraband disposal methods
CO524.11. List contraband items that need special disposal
CO525.1. List the types of mail an inmate may receive in a correctional facility
CO525.2. Explain how inmates receive digital mail
CO525.3. Discuss ways to monitor digital mail
CO525.4. Explain how inmate mail is processed

CO525.5. Describe how to process legal and privileged mail
CO525.6. Explain how to process outgoing mail
CO525.7. Describe how to confiscate incoming and outgoing mail in a correctional facility
CO531.1. Discuss how correctional officers keep the facility safe using security equipment
CO531.2. Identify the different types of facility security equipment
CO531.3. Describe the procedures for operating entry and exit equipment in a facility
CO532.1. Explain the importance of security standards for the safety of inmates, officers, and visitors in a facility
CO532.2. Describe the guidelines for completing a basic inspection and inspecting for property damage
CO532.3. Describe how to conduct facility security inspections
CO532.4. Explain how to look for structural deficiencies
CO532.5. Describe how to conduct facility security checks
CO533.1. Explain how to maintain a secure facility perimeter
CO541.1. Identify the organizations that may govern a facility's safety standards
CO541.2. Explain the facility safety standards for emergency preparedness and response
CO541.3. Identify the possible hazards that can cause facility safety deficiencies
CO541.4. Describe the responsibilities for correcting facility safety deficiencies
CO542.1. List the elements of a facility sanitation plan
CO542.2. List the elements of a facility's environmental health program
CO542.3. Identify the common health hazards found in a facility

CJK0321: Intake and Release (16 hours)

Course Description: This course provides an overview of the intake and reception process in a correctional facility, classification and housing assignments, and explains the basic release process at county and state facilities.

Course Objectives:

CO601.1. Describe the medical tasks that are completed during admission at county and state correctional facilities
CO601.2. List ways to verify a person's identity during intake and reception
CO601.3. Identify the common features included in arrest papers
CO601.4. Identify the common features included in commitment papers
CO601.5. List the terminology used in court paperwork
CO601.6. Identify when arrest or commitment papers are complete
CO601.7. List which documents inmates are allowed to access while in custody
CO602.1. Describe how an inmate and their property should be searched during intake and reception
CO602.2. Describe the methods for handling inmate property
CO602.3. Give examples of the types of property inmates are allowed to keep while in custody
CO602.4. Explain how to inventory and accurately describe property that will be stored until an inmate's release
CO602.5. Identify what hygiene items are issued to an inmate when they enter a facility
CO603.1. Identify what information is available in the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC)
CO603.2. List the legal requirements for using FCIC and NCIC information
CO603.3. Describe how to obtain quality finger and palm prints
CO603.4. Explain the importance of the Biometric Identification Solution, LiveScan, and Rapid ID technologies
CO603.5. Identify where signatures are required on a fingerprint or palm print card
CO603.6. List the DNA requirements for convicted or charged felons according to the Florida Statutes
CO603.7. Identify the requirements for photographing a person
CO603.8. Describe what information to include when generating an inmate identification wristband or card
CO604.1. Explain the importance of classification when determining housing assignments
CO604.2. Distinguish the differences between the three security levels used in county correctional facilities
CO604.3. Distinguish the differences between the five custody grades used in state correctional facilities
CO604.4. Describe the categories of initial segregation and how housing is assigned
CO605.1. Describe how the release process works
CO605.2. Explain gain-time and when it is awarded
CO605.3. List the different types of releases
CO605.4. Describe the proper procedures before releasing an inmate
CO605.5. Identify what information is needed when transporting or arranging transport for an inmate's release
CO605.6. Describe the process for returning personal and stored property
CO605.7. Explain how gratuity applies to an inmate's release

CJK0324: Supervision in a Correctional Facility (32 hours)

Course Description: This course provides foundational knowledge of the processes for monitoring inmates in a variety of situations, transporting inmates, and addressing disciplinary issues.

Course Objectives:

CO711.1. Discuss the importance of observing inmate activity
CO711.2. Describe how to use the senses to ensure facility, inmate, and staff safety
CO711.3. Describe how to monitor inmate behavior
CO711.4. Explain how surveillance equipment can help monitor inmates
CO712.1. Explain the importance of an inmate count for safety and security
CO712.2. List the main types of inmate counts
CO712.3. Describe how to conduct an inmate count
CO712.4. Describe how to document an inmate count using a count slip
CO713.1. List the unusual occurrences that can disrupt the normal operations of a facility
CO713.2. Identify the indicators of a potential disturbance
CO713.3. Identify when to document usual and unusual occurrences
CO721.1. Distinguish between the different types of housing units
CO721.2. Describe how to monitor inmate behavior in the housing area
CO721.3. Describe how to monitor and log inmates entering or exiting the housing area
CO721.4. Discuss how to ensure the inmates keep themselves and the housing unit clean and orderly
CO722.1. Identify the different types of common areas in a facility
CO722.2. Explain how to conduct regular security checks of the common areas
CO723.1. Explain how to conduct a security check of the dining area prior to mealtime
CO723.2. Describe how to monitor food distribution during mealtime
CO723.3. Describe how to monitor inmates during mealtime
CO723.4. Discuss the importance of conducting a security check of the dining area after mealtime
CO724.1. Define what infirmary care is
CO724.2. Identify the requirements for infirmary-level care
CO724.3. Describe how inmates can ask for and receive medical care
CO724.4. Describe how to maintain inmate and medical staff safety while in the infirmary
CO724.5. Explain how to conduct a search of the inmates before and after admission into the infirmary
CO725.1. Differentiate between contact and non-contact visits
CO725.2. List the valid forms of identification and security equipment required for different types of visitors
CO725.3. Describe how to search the visitation area for safety hazards and security issues before a visitation
CO725.4. Describe how to search visitors for contraband before admitting them to the visitation area
CO725.5. Explain how to direct visitors to the visitation area while maintaining safety and security
CO725.6. Discuss the process for notifying an inmate of visitor arrival in the designated visitation area
CO725.7. Describe how to search an inmate before entering the visitation area
CO725.8. Describe how to monitor an inmate and visitor during a visitation
CO725.9. Explain how to complete inmate visitation while maintaining safety and security
CO726.1. Differentiate between inside and outside work squads
CO726.2. Describe how to verify an inmate's identity for a work detail

CO726.3. Describe how to search an inmate before and after a work detail
CO726.4. Discuss how to maintain accountability of a work detail
CO726.5. Discuss how to maintain inmate safety and security during a work detail
CO726.6. Describe how to monitor inmates during a work detail
CO726.7. Discuss how to maintain facility and inmate safety and security at the end of a work detail
CO727.1. Explain what to communicate to medical staff regarding inmate security concerns
CO727.2. Describe how to maintain inmate safety and hospital security
CO727.3. Identify the role of security restraint devices
CO727.4. Identify the role of clinical restraints and clinical seclusion
CO727.5. Describe how to maintain inmate safety and hospital security during an inmate medical emergency
CO731.1. Describe how to count and search inmates before an escort
CO731.2. Describe how to escort inmates while maintaining safety and security
CO731.3. Explain what actions to take after completing an inmate escort
CO732.1. Identify the function of each type of inmate transport vehicle
CO732.2. Describe how to inspect and search an inmate transport vehicle for safety and contraband
CO732.3. Describe what the security concerns are when loading and unloading inmates
CO732.4. Describe the functions of the different types of inmate transport vehicle security devices
CO732.5. Explain the role of inmate transport documents
CO732.6. Explain how to secure inmates in the transport vehicle while maintaining safety and security
CO732.7. Describe how to transport inmates while maintaining safety and security
CO741.1. List the different referral services available to inmates
CO741.2. Identify changes in inmate behavior that may require a referral
CO741.3. Explain the process of making an inmate referral
CO741.4. Describe an officer's responsibilities after making an inmate referral
CO741.5. Describe the safety and security considerations when moving an inmate after making a referral to services
CO741.6. Describe the notification and documentation process after making a referral
CO742.1. Explain the role of progressive discipline for an inmate rule violation or infraction
CO742.2. Describe the process of progressive discipline for minor and major rule violations, including inmate isolation
CO742.3. Identify corrective actions an officer can take as part of the inmate disciplinary process

CJK0326: Supervising Correctional Populations (25 hours)

Course Description: This course provides an introduction to the various populations within a correctional environment and includes information on legal aspects of providing care and custody for inmates under the Americans with Disabilities Act (ADA) and the Prison Rape Elimination Act (PREA).

Course Objectives:

CO811.1. Identify the categories of special populations
CO811.2. Discuss why inmates form unique societies
CO811.3. Describe the common types of societies inmates form
CO811.4. Explain the structural dynamics of inmate societies
CO812.1. Describe the Americans with Disabilities Act
CO812.2. Describe how a facility complies with ADA when providing a reasonable accommodation for an inmate with a disability
CO813.1. Describe the rights of people with mental illness in a correctional facility
CO813.2. List the different ways an inmate may gain access to mental health services
CO813.3. Identify factors that increase the risk of suicidal ideation for inmates
CO813.4. Describe what to do if an officer suspects an inmate has suicidal ideation
CO813.5. Describe some of the characteristics of psychosis
CO813.6. Explain how to communicate with inmates experiencing psychosis
CO813.7. Describe the possible signs of inmates experiencing mania
CO813.8. Describe how to communicate with inmates experiencing mania
CO813.9. Discuss some common signs of anxiety and panic attacks
CO813.10. Explain how to assist inmates experiencing a panic attack
CO813.11. Discuss the use of force options that can de-escalate a situation involving an inmate with mental illness
CO813.12. Explain the role of the Baker Act in county facilities as it relates to inmates with mental illness
CO814.1. Describe some common signs and symptoms of possible substance abuse
CO814.2. List possible indicators of substance withdrawal
CO814.3. Describe the housing considerations for and treatment available to an inmate with substance abuse issues
CO814.4. Explain an officer's role when monitoring an inmate who is participating in a court-ordered substance abuse treatment program
CO815.1. Describe the characteristics of a developmental disability
CO815.2. Describe the characteristics of autism spectrum disorder (ASD)
CO815.3. Identify challenges related to the safety of inmates with ASD in correctional facilities
CO815.4. Explain how to communicate with inmates with ASD
CO815.5. Describe effective de-escalation techniques when communicating with inmates with ASD
CO815.6. Describe the characteristics of an intellectual disability
CO815.7. Explain how to communicate effectively with inmates with an intellectual disability
CO816.1. Describe how to effectively supervise inmates with physical disabilities
CO816.2. List some of the common auxiliary aids and health-care appliances for inmates with physical disabilities
CO816.3. Explain how to monitor an inmate who has a personal care attendant
CO817.1. Describe how to monitor and assist inmates who are pregnant

CO817.2. List chronic diseases an inmate may have
CO817.3. List infectious diseases that may be found in a correctional facility
CO817.4. Explain how to prevent the spread of infectious diseases in a correctional facility
CO817.5. Describe how to respond to an inmate with a non-emergency or emergency medical need
CO817.6. Describe how to monitor inmates with a terminal illness
CO817.7. List the different medical conditions that may be aggravated by the use of chemical agents or ECDs
CO818.1. Identify the legal requirements for incarcerating juvenile inmates
CO818.2. Explain why an inmate may be designated as a youthful offender
CO818.3. Describe common characteristics of juveniles at correctional facilities
CO818.4. List the types of required programs and services available to juveniles and youthful offenders at correctional facilities
CO819.1. Describe some characteristics of elderly inmates
CO819.2. Describe how to effectively communicate with an elderly inmate
CO819.3. Identify when to make special considerations for an elderly inmate with physical limitations
CO819.4. Describe some health issues that elderly inmates may experience
CO819.5. Explain how to communicate with inmates with Alzheimer's disease or dementia
CO819.6. Discuss the special considerations to make when monitoring elderly inmates
CO8110.1. Discuss the common characteristics of female inmates
CO8110.2. Describe how to communicate effectively with female inmates
CO8110.3. Explain the types of health care products available to female inmates
CO8111.1. Identify what the acronym LGBTQ+ stands for .
CO8111.2. Discuss effective approaches for managing inmates who are part of the LGBTQ+ community
CO8111.3. Explain how PREA affects searches of intersex and transgender inmates
CO8111.4. Explain the housing, programming, and safety issues unique to intersex and transgender inmates
CO8112.1. Explain consent and how it relates to PREA
CO8112.2. Identify populations that are at increased risk of sexual abuse while incarcerated
CO8112.3. Describe the importance of screening and housing inmates to prevent sexual abuse and harassment
CO8112.4. List possible signs an inmate is being sexually abused or harassed by other inmates
CO8112.5. Describe the reporting processes for inmates alleging sexual abuse or harassment
CO8112.6. Explain officers' requirements for reporting sexual abuse and harassment and safeguarding victims
CO8112.7. Identify the steps the first responding officer should make to preserve any physical evidence from an inmate allegation of sexual abuse
CO821.1. Describe what a security threat group (STG) is and how it impacts a correctional facility
CO821.2. Identify signs of possible STG presence in a facility
CO821.3. Explain possible indicators of pending escalation of STG activity
CO821.4. Explain how to deter STG activity
CO821.5. Describe how to document STG activity
CO822.1. Describe the reasons for administrative confinement and the possible conditions and privileges of inmates in administrative confinement

CO822.2. Describe the reasons for protective management and the possible conditions and privileges of inmates in protective management
CO822.3. Describe the reasons for disciplinary confinement and the possible conditions and privileges of inmates in disciplinary confinement a
CO822.4. Describe how to adjust the monitoring routine of inmates who are in confinement or protective management
CO822.5. Explain the housing and monitoring requirements unique to an inmate on death row

CJK0336: Incidents and Emergencies in Correctional Facilities (20 hours)

Course Description: This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

Course Objectives:

CO911.1. Identify what information to convey during a critical incident
CO911.2. Describe the protocols for chain of command during a critical incident
CO911.3. Determine when to call for assistance during a critical incident
CO911.4. Explain how to set up a perimeter during a critical incident
CO911.5. List guidelines for an evacuation
CO911.6. Explain how to help resolve a critical incident
CO911.7. Discuss how to document a critical incident
CO921.1. Differentiate between a disturbance and a riot
CO921.2. Describe the conditions that could prompt a disturbance or riot
CO921.3. Identify the necessary equipment for responding to a disturbance or riot
CO921.4. Explain standard procedures for responding to a disturbance or riot
CO922.1. Describe the signs of an escape attempt and how to prevent it
CO922.2. Identify the necessary equipment and resources for responding to an escape or escape attempt
CO922.3. Explain standard procedures for responding to an escape
CO923.1. Define what a hostage incident is
CO923.2. Identify the necessary equipment for responding to a hostage incident
CO923.3. Explain standard procedures for responding to a hostage incident
CO923.4. Explain standard procedures if you are taken hostage
CO924.1. Describe the indicators of a bomb threat
CO924.2. Identify the necessary equipment for responding to a bomb threat
CO925.1. Describe the indicators of a facility assault
CO925.2. Identify the necessary equipment for responding to a facility assault
CO925.3. Describe the measures used to prevent and resolve a facility assault
CO925.4. Explain standard procedures for responding to a facility assault
CO926.1. Explain the safety risks of hazardous materials
CO926.2. Describe what a safety data sheet is and why it is used
CO926.3. Identify the classes and dangers of hazardous materials described in the *Emergency Response Guidebook (ERG)*
CO926.4. Describe the indicators of hazardous materials
CO926.5. Identify the necessary equipment for responding to a hazardous materials incident
CO926.6. Explain standard procedures for responding to a hazardous materials incident
CO926.7. Explain how to store and move sensitive facility supplies
CO927.1. Explain what a medical emergency is and how to recognize signs and symptoms
CO927.2. Identify the necessary equipment and resources for responding to a medical emergency
CO927.3. Explain standard procedures for responding to a medical emergency
CO928.1. Describe the components and indicators of a facility fire
CO928.2. Identify the necessary equipment for responding to a facility fire
CO928.3. Differentiate between the types and uses of fire extinguishers

CO928.4. List the steps for using a portable fire extinguisher
CO928.5. Explain standard procedures for responding to a facility fire
CO929.1. Differentiate between natural disasters and human-instigated disasters
CO929.2. Identify the necessary equipment for responding to a disaster
CO929.3. Explain standard procedures for responding to a disaster
CO931.1. Identify which staff to notify when a crime has occurred
CO931.2. Explain how to control a crime scene
CO931.3. Identify how to enter a crime scene to administer first aid while not disturbing evidence
CO931.4. Explain how to secure, protect, and document a crime scene
CO931.5. State how to identify and properly collect evidence for a crime scene
CO932.1. Explain the importance of identifying and separating victims, witnesses, and suspects during an incident
CO932.2. Explain how to secure victims, witnesses, and suspects during an incident

CJK0031: First Aid for Criminal Justice Officers (40 hours)

Course Description: This course introduces students to the basics of rendering first aid in a variety of situations, including during mass casualty incidents, and has a practical skills demonstration component.

Course Objectives:

HL211.1. Describe the duties of the criminal justice first-aid provider within the emergency medical services (EMS) system
HL211.2. Describe the officer's responsibilities for providing emergency first aid according to the Criminal Justice Standards and Training Commission (CJSTC) standards
HL212.1. Describe the legal and ethical responsibilities for a criminal justice first-aid provider
HL212.2. Describe how the duty to act applies to the criminal justice first-aid provider
HL212.3. Describe how the standard of care applies to the criminal justice first-aid provider
HL212.4. Describe how the Good Samaritan Act affects the criminal justice first-aid provider
HL212.5. Describe the implications of abandonment for the criminal justice first-aid provider
HL212.6. Describe the implications of negligence for the criminal justice first-aid provider
HL212.7. Describe the role of consent when providing emergency first aid
HL212.8. Describe the role of a do-not-resuscitate order (DNR/DNRO) for a criminal justice first-aid provider
HL212.9. Describe the role of medical alerts or notifications for a criminal justice first-aid provider
HL212.10. Describe the legal and ethical considerations of HIPAA for the criminal justice first-aid provider
HL212.11. Recognize that every call for emergency medical care can be a crime scene
HL213.1. Describe how to communicate with patients who have special considerations
HL214.1. Describe the function of the respiratory system and its main parts
HL214.2. Describe the function of the circulatory system and the four major arteries
HL214.3. Describe the function of the skeletal system and its main parts
HL214.4. Describe the function of the muscular system and types of muscle
HL214.5. Describe the function of the nervous system and its two main parts
HL214.6. Describe the function of the skin
HL215.1. Describe how exposure to pathogens occur when providing emergency first aid
HL215.2. Describe the importance of universal precautions, body substance isolation (BSI), and standard precautions when providing emergency first aid
HL215.3. Describe the importance of practicing hand hygiene to reduce the risk of infection when providing emergency first aid
HL215.4. Describe the importance of using personal protective equipment (PPE) when providing emergency first aid
HL215.5. Describe how to put on, properly remove, and discard disposable gloves
HL215.6. Describe how to maintain equipment and supplies
HL215.7. Describe the importance of proper handling of biomedical or biohazard materials to reduce the risk of infection when providing emergency first aid
HL215.8. Describe how to prevent transmission of hepatitis B and hepatitis C when providing emergency first aid

HL215.9. Describe how to prevent transmission of human immunodeficiency virus (HIV) when providing emergency first aid
HL215.10. Describe ways a criminal justice officer can be exposed to airborne pathogens
HL215.11. Describe ways to reduce the risk of COVID-19 transmission when providing emergency first aid
HL215.12. Describe how to prevent transmission of MRSA when providing emergency first aid
HL215.13. Describe how to prevent transmission of hepatitis A when providing emergency first aid
HL221.1. Describe how to determine if the scene is safe to enter before providing emergency first aid
HL221.2. Describe how to recognize the difference between a trauma patient and a medical patient before providing emergency first aid
HL221.3. Describe how to identify all the victims on the scene
HL221.4. Describe how to determine the need for more or specialized help when providing emergency first aid
HL222.1. Describe how to conduct an assessment for level of consciousness (LOC) and if the patient is alert, verbal, in pain, or unresponsive (AVPU)
HL222.2. Describe the primary assessment guidelines
HL222.3. Describe how to conduct an assessment for a massive hemorrhage
HL222.4. Describe how to conduct an assessment for an open airway
HL222.5. Describe how to conduct an assessment for respirations
HL222.6. Describe how to conduct an assessment for circulation
HL222.7. Describe how to conduct an assessment for hypothermia and a head injury
HL222.8. Describe the secondary assessment guidelines
HL222.9. Describe how to conduct an assessment for deformities, open injuries, tenderness, and swelling (DOTS)
HL222.10. Describe how to conduct an assessment for pulse, motor, and sensory (PMS) functions
HL222.11. Describe how to perform a comprehensive physical assessment during a secondary assessment
HL222.12. Describe how to gather patient medical history during a secondary assessment
HL222.13. Describe how to record pulse and breathing rates while providing emergency first aid
HL222.14. Describe how to conduct an ongoing assessment while awaiting additional EMS resources
HL222.15. Describe how to communicate with EMS during a medical emergency
HL223.1. Describe how to lift a patient properly
HL223.2. Describe how to place a patient in a recovery position
HL223.3. Describe factors that contribute to positional asphyxia
HL223.4. Describe how to perform a walking assist of a patient
HL223.5. Describe how to perform an emergency drag of a patient
HL223.6. Describe how to perform an extremity lift of a patient
HL223.7. Describe how to perform a SEAL Team 3 carry of a patient
HL223.8. Describe how to perform a log roll of a patient
HL224.1. Describe the role of the first officer on the scene of a mass casualty incident
HL224.2. Describe how to triage during a mass casualty incident
HL224.3. Describe the officer's role when assisting in a multiple agency response to a mass casualty incident

HL225.1. Differentiate between direct threat care, indirect threat care, and evacuation care environments
HL225.2. Describe how to load a patient into a vehicle
HL231.1. Describe the signs and symptoms of shock
HL231.2. Describe how to provide treatment for shock
HL232.1. Describe how to provide treatment for a closed soft-tissue injury
HL232.2. Describe the different types of open soft-tissue injuries
HL232.3. Describe the three types of bleeding
HL232.4. Describe the main tools to stop bleeding of an open wound
HL232.5. Describe the common signs of major, life-threatening external bleeding
HL232.6. Describe how to use a tourniquet to stop major bleeding from an extremity injury
HL232.7. Describe how to stop major bleeding from a junctional injury
HL232.8. Describe how to treat an injury with minor bleeding
HL233.1. Describe how to provide treatment for an impaled object
HL233.2. Describe how to provide treatment for a human or an animal bite
HL233.3. Describe how to provide treatment for a gunshot wound
HL234.1. Describe how to provide treatment for a neck or spinal injury
HL234.2. Describe how to provide treatment for a head, face, or scalp injury
HL234.3. Describe the signs and symptoms of traumatic brain injury (TBI)
HL234.4. Describe how traumatic brain injury (TBI) occurs in infants and children
HL234.5. Describe how to provide treatment for an adult, child, or infant experiencing a traumatic brain injury (TBI)
HL234.6. Describe how to provide treatment for an eye injury
HL234.7. Describe how to provide treatment for an open neck wound
HL235.1. Describe how to provide treatment for different types of chest injuries
HL235.2. Describe how to make an improvised chest seal
HL235.3. Describe how to provide treatment for an evisceration
HL235.4. Describe how to provide treatment for a genital injury
HL235.5. Describe how to provide treatment for a fractured pelvis
HL236.1. Describe the classifications of fractures
HL236.2. Describe the symptoms of a fractured extremity
HL236.3. Describe the symptoms of a dislocation, sprain, and strain
HL236.4. Describe how to provide treatment for an amputated body part
HL237.1. Recognize the seriousness of a burn as it relates to the depth of tissue damage
HL237.2. Recognize the seriousness of a burn as it relates to the location of the burn on the patient
HL237.3. Recognize how the type of burn will determine scene safety concerns
HL237.4. Describe how to provide treatment for a thermal burn
HL237.5. Describe how to provide treatment for an inhalation burn
HL237.6. Describe how to provide treatment for a chemical eye burn
HL237.7. Describe how to provide treatment for a chemical skin burn
HL237.8. Describe how to provide treatment for an electrical burn
HL241.1. Describe how overdose can occur
HL241.2. Describe the signs and symptoms of an overdose
HL241.3. Describe how to respond to a suspected overdose

HL241.4. Describe when and how to administer naloxone
HL241.5. Describe how to respond to fentanyl exposure
HL241.6. Describe how to respond to a patient experiencing substance withdrawal
HL242.1. Describe signs and symptoms of a diabetic emergency
HL242.2. Describe how to respond to a patient having a diabetic emergency
HL242.3. Describe signs, symptoms, and causes of seizures
HL242.4. Describe how to respond to a patient experiencing a seizure
HL243.1. Describe how to respond to a patient with a severe asthma attack
HL243.2. Describe the signs and symptoms of a stroke
HL243.3. Describe how to respond to a patient experiencing a stroke
HL243.4. Describe the signs and symptoms of a heart attack
HL243.5. Describe how to respond to a patient experiencing a heart attack
HL244.1. Describe various ways the body adjusts to heat and cold
HL244.2. Describe how to provide treatment for heat-related injuries
HL244.3. Describe how to provide treatment for cold-related injuries
HL245.1. Describe how to respond to a patient with acute abdominal pain or distress
HL245.2. Describe the different methods of poisoning
HL245.3. Describe the signs and symptoms of poisoning
HL245.4. Describe how to provide treatment for poisoning
HL245.5. Describe signs and symptoms of anaphylactic shock
HL245.6. Describe how to provide treatment for anaphylactic shock
HL246.1. Describe how to prepare for the delivery of a baby
HL246.2. Describe how to assist during the delivery of a baby
HL246.3. Describe how to care for a newborn immediately after the delivery
HL246.4. Describe how to manage the umbilical cord and placenta after the delivery of a baby
HL246.5. Describe how to provide treatment for complications of childbirth

CJK0040: Criminal Justice Firearms (80 hours)

Course Description: This course introduces students to the fundamentals of safe firearms handling and operation and has a practical skills demonstration component.

Course Objectives:

HL311.1. Identify the primary and support hand
HL311.2. Identify the common cause of most firearm accidents
HL311.3. Identify the general rules of safety that should be applied to all firearms
HL311.4. Identify what safety rules to follow on the range
HL311.5. Identify the requirements in the Florida Statutes for storing a firearm
HL312.1. Identify elements of the Florida Statutes as related to the use of force by criminal justice officers
HL312.2. Define deadly force
HL312.3. Identify the essential criteria to determine the justification of the use of deadly force
HL321.1. Identify pistol ammunition parts and nomenclature
HL321.2. Explain the difference between caliber and gauge
HL321.3. Identify any abnormalities or defects on ammunition
HL321.4. Identify proper handling procedures for ammunition
HL331.1. Identify semiautomatic pistol parts with the correct nomenclature
HL331.2. Describe the function of semiautomatic pistol parts
HL331.3. Identify semiautomatic pistol magazine parts with the correct nomenclature
HL331.4. Describe how the semiautomatic pistol works
HL331.5. Describe how to perform a function check on a semiautomatic pistol
HL331.6. Identify the steps to safely hand a semiautomatic pistol to another person
HL332.1. Identify the steps to draw a handgun
HL332.2. Demonstrate how to perform a lateral step while drawing a handgun
HL332.3. Demonstrate a proper two-handed grip with a semiautomatic pistol
HL332.4. Identify the steps to holster a handgun
HL333.1. Demonstrate how to load and charge a semiautomatic pistol
HL333.2. Demonstrate how to unload a semiautomatic pistol
HL333.3. Demonstrate how to perform an empty gun reload on a semiautomatic pistol
HL334.1. Demonstrate how to safely handle the semiautomatic pistol when identifying and correcting a malfunction
HL334.2. Identify the types of semiautomatic pistol malfunctions that may occur
HL334.3. Apply the proper techniques for clearing semiautomatic pistol malfunctions
HL335.1. Apply the proper shooting stances and positions when shooting a handgun
HL335.2. Demonstrate how to obtain sight alignment and sight picture with a handgun
HL335.3. Apply the point shooting technique with a handgun
HL335.4. Apply proper trigger control and follow-through with a handgun
HL336.1. Apply proper flashlight grips when shooting a semiautomatic pistol in lowlight conditions
HL336.2. Apply proper flashlight techniques when shooting a semiautomatic pistol in lowlight conditions
HL337.1. Demonstrate how to fieldstrip a semiautomatic pistol
HL337.2. Identify the proper supplies and tools to use when cleaning a semiautomatic pistol

HL337.3. Demonstrate how to clean, lubricate, and prepare a semiautomatic pistol
HL341.1. Explain the difference between cover and concealment
HL341.2. Identify factors to consider when choosing the appropriate cover
HL341.3. Identify methods to consider before moving to cover
HL341.4. Identify methods to consider while moving to cover
HL341.5. Identify methods to consider when using cover to engage a threat
HL341.6. Demonstrate an appropriate shooting position from behind cover
HL341.7. Demonstrate how to perform a tactical reload with a semiautomatic pistol
HL342.1. Demonstrate how to disengage the holster retention devices with your support hand
HL342.2. Demonstrate how to reload using one hand only
HL343.1. Demonstrate how to scan surroundings for possible threats
HL343.2. Identify the physiological changes associated with survival stress
HL343.3. Identify the possible sources of survival stress during an active threat/shooter incident
HL343.4. Demonstrate how to tactically respond to an active threat/shooter incident

CJK0051: Criminal Justice Defensive Tactics (80 hours)

Course Description: This course introduces students to the fundamentals of defensive tactics and has a practical skills demonstration component.

Course Objectives:

HL411.1. Define defensive tactics
HL412.1. Apply strategies for optimal physical performance during a defensive tactics training program
HL412.2. Demonstrate falling techniques
HL412.3. Demonstrate recovery techniques
HL421.1. Identify elements of the Florida Statutes related to the use of force by criminal justice officers
HL421.2. Explain the provisions of chapters 944 and 945, F.S., related to the use of force by state correctional and correctional probation officers
HL421.3. Explain the concept of objective reasonableness
HL421.4. Explain that subject resistance and officer response may change rapidly
HL421.5. Apply the legal authority for an officer's response to a subject's resistance
HL421.6. Explain escalation, de-escalation, and disengagement
HL421.7. Explain how the injury potential to an officer may affect their response
HL421.8. Define passive resistance
HL421.9. Define active resistance
HL421.10. Define aggressive resistance
HL421.11. Define deadly force resistance
HL421.12. Demonstrate officer presence
HL421.13. Define physical control
HL421.14. Define less lethal weapon
HL421.15. Discuss deadly force in relation to defensive tactics
HL421.16. Identify what is needed to justify using deadly force
HL421.17. Identify the circumstances when an officer has the duty to intervene
HL421.18. Identify the subject's ability, opportunity, and intent as they relate to the officer's response to resistance
HL421.19. Explain what totality of circumstances means
HL421.20. Identify various situational factors that may influence the use of force
HL421.21. Apply reasonable and necessary force to given situations
HL422.1. Explain how survival stress affects confrontation between a subject and an officer
HL422.2. Describe the four instinctual reactions when experiencing survival stress
HL422.3. Describe the psychological changes that may occur while experiencing survival stress
HL422.4. Describe the physiological changes that may occur while experiencing survival stress
HL422.5. Describe the impact that survival stress may have on an officer's decision-making
HL422.6. Describe the changes that may occur in speech patterns while experiencing survival stress
HL422.7. Identify the desired state of awareness or readiness an officer should maintain while on routine duty
HL422.8. List techniques that may assist an officer in managing the effects of survival stress
HL431.1. Describe the fundamental principles of applying defensive tactics
HL431.2. Describe how to gain control over a subject when applying defensive tactics

HL432.1. Describe the components of appropriate verbal direction
HL433.1. Identify the need for conducting a threat assessment
HL433.2. Identify verbal and non-verbal cues in assessing threats
HL433.3. Demonstrate the interview stance
HL433.4. Demonstrate the offensive ready stance
HL433.5. Identify relative positioning
HL433.6. Demonstrate how to maintain a minimum reactionary gap
HL433.7. Identify the danger zone
HL433.8. Demonstrate hand clearing
HL433.9. Define reaction time principle
HL433.10. Demonstrate evasion and redirection techniques
HL434.1. Demonstrate pressure point techniques
HL435.1. Demonstrate escort and transporter techniques
HL436.1. Demonstrate using restraint devices
HL437.1. Demonstrate conducting physical frisks and searches
HL438.1. Demonstrate blocking techniques
HL438.2. Identify target areas for empty-hand strikes
HL438.3. Demonstrate striking techniques
HL438.4. Demonstrate diversion techniques
HL438.5. Demonstrate kicking techniques
HL439.1. Demonstrate takedown techniques
HL4310.1. Demonstrate upright grappling and body hold escape techniques
HL4311.1. Demonstrate a simulation of a vascular neck restraint technique
HL4312.1. Demonstrate ground control techniques
HL4312.2. Demonstrate ground escape techniques
HL4313.1. Identify target areas for impact weapon strikes
HL4313.2. Demonstrate impact weapon techniques
HL4314.1. Identify the types of chemical agents used by criminal justice officers
HL4314.2. Identify the active ingredient in oleoresin capsicum
HL4314.3. Identify the use of the Scoville heat unit (SHU) in measuring the burning effect of chemical agents
HL4314.4. Identify the physical effects of a chemical agent on a subject
HL4314.5. Describe the correct responses to a subject's prolonged or severe reactions to chemical agent contamination
HL4314.6. Identify decontamination procedures for contamination from a chemical agent
HL4315.1. Demonstrate weapon retention techniques.
HL4316.1. Demonstrate handgun defense techniques
HL4317.1. Demonstrate defense against edged weapons techniques
HL4318.1. Demonstrate the simulation of deadly force techniques

PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: Summer 2025

- ☑ Change in Program
- ☐ Deletion of Program
- ☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE	TOTAL NUMBER OF ☑ COLLEGE CREDIT TECHNICAL ☐ CREDIT HOURS
Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer	198 Clock Hours

Check Box for Program Type

- ☐ Advanced Technical Certificate (Post Associate in Science Degree)
- ☐ Associate in Science Degree
- ☐ Associate in Applied Science Degree
- ☐ Baccalaureate Degree
- ☑ College Credit Certificate
- ☐ Applied Technology Diploma
- ☐ Technical Credit Program

AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE.	AA Common Course Prerequisite ☐ Yes ☑ No

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

General Education Requirements:

Arts and Sciences
From:

To:

Health Occupations
From:

To:

Workforce Development, Career, and Technical Education
From: See Attached Documents

To:

Program Specified Elective(s) AS or AAS Degree only:
From: CJK0300, CJK0305

To: CJK 0301, CJK 0306

Program Requirement Changes:
From:

To:

Total Current College Credit or Technical Credit Hours

From:	To:
198 Clock Hours (6.6 Technical Credits)	223 Clock Hours (7.43 Technical Credits)

JUSTIFICATION FOR CHANGE

Check Box for Change Justification

- ☐ Programmatic Accreditation Requirement
- ☐ Florida Department of Education Curriculum Framework Changes
- ☐ Program Review Recommendation
- ☐ Student Learning Outcome Assessment
- ☑ Other

Other Explanation: The Criminal Justice Standards and Training Commission has changed this course effective July 1, 2025. Refer to attached documents.

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Proposer's Signature Jennifer Jones	Date 1/13/2025
Department Chair/Program Director's Signature Dr. Cheryl Ng	Date 1-13-25
Academic Dean's Signature	Date 1/16/25

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

___No ___Yes

_____Recommended _____Not Recommended

Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					

Outlook

CJSTC programs and objectives

From Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>
Date Thu 11/7/2024 12:10 PM
To Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>

2 attachments (675 KB)
BRT Courses and Objectives.pdf; New Programs 2025.pdf;

WARNING: This email originated from a sender outside of Pasco-Hernando State College. Please use caution when opening links and attachments.

Everyone,

The attached document, BRT Courses and Objectives, is a master list of all of the courses in the Criminal Justice Standards and Training Commission's basic recruit training programs. The document lists each discipline (e.g., Correctional Officer, Law Enforcement Officer) and has a brief description of each course, its CJK number, and the objectives. This document can be used for planning academies that are set to begin on July 1, 2025.

The other document, New Programs 2025, shows the new programs for 2025 that are related to the revisions to the correctional officer basic recruit training program.

You can share these documents with your coordinators, instructors, and any of your academic review committees.

The preview copies of the curriculum will be uploaded to the Course Materials site in the next few days and I will email the group when they go live.

Please reach out to me if you have questions.

Thank you,

Garrett

Garrett Riggs, Ph.D.
Training and Research Manager
Basic Curriculum Section/Bureau of Training
Florida Department of Law Enforcement
P.O. Box 1489, Tallahassee, FL 32302-1489
850-410-8648 (desk)
850-251-8767 (cell)

PHSC PASCO-HERNANDO STATE COLLEGE

Workforce Development

Cross-Over from Law Enforcement Officer to Correctional Officer, CC-LTC 198 Clock Hours
FDLE: ATMS #3001 (6.6 Credit Hours)

Course Title	Course Number	Clock Hours	Credit Hours	In-State Tuition*	Out-of-State Tuition**
Introduction to Corrections ✓	CJK 0300 CJK0301	32 ✓	1.07	$94.25	$376.97
Communications Communications for Correctional Officers	CJK 0305 CJK0326	40 32	1.33	$117.14	$468.56
Officer Safety Stress Management & Safety	CJK 0310 CJK0327	16 20	0.53	$46.69	$186.72
~~Facility and Equipment~~	~~CJK 0315~~	~~8~~	0.27	$23.78	$95.12
Intake and Release ✓	CJK 0320 CJK 324	18 16	0.60	$52.84	$211.38
Supervising in a Correctional Facility Supervision in a Correctional Facility	CJK 0325 CJK0324	40 32	1.33	$117.14	$468.56
Supervising Special Populations Supervising Correctional Populations	CJK 0330 CJK0326	20 25	0.67	$59.02	$236.06
Responding to Incidents and Emergencies Incidents & Emergencies in Correctional Facilities	CJK 0335 CJK 0336	16 20	0.53	$46.69	$186.72
Cross-Over Program Updates ✓	CJK 0393 ✓	8 ✓	0.27	$23.78	$95.12
	Total:	198	6.60	$581.33	$2,325.21

*Based on $88.08/Credit Hour

**Based on $352.31/Credit Hour

~~Crossover from Law Enforcement Officer to Correctional Officer Career Certificate~~Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer

The purpose of this program is to train students who want a dual certification in law enforcement and corrections. To take the following courses, students must provide evidence they have completed a Law Enforcement Officer Basic Recruit Training program and passed the State Officer Certification Examination. Upon satisfactory completion of the courses listed, students will be eligible to take the State Officer Certification Examination for Correctional Officers. Successful scores on both state exams enable the student to receive dual certification as a correctional officer and as a law enforcement officer. This course is the Criminal Justice Standards & Training Commission approved Law Enforcement Officer Crossover Training to Florida CMS Correctional Officer Basic Recruit Training program.

PROGRAM CODE: CC-LTC

~~CJK 0300~~CJK 0301	Introduction to Corrections	1.07 tech. cr. (32 clock hours)
~~CJK 0305~~CJK 0306	~~Communications~~Communication for Correctional Officers	~~1.33~~1.07 tech. cr. (~~40~~ 32 clock hours)
~~CJK 0310~~CJK 0327	~~Officer Safety~~Shift Management and Safety	.~~53~~ 67 tech. cr. (~~16~~ 20 clock hours)
~~CJK 0315~~	~~Facility and Equipment~~	~~.27 tech. cr. (8 clock hours)~~
~~CJK 0320~~CJK 0321	Intake and Release	.~~60~~ 67 tech. cr. (~~18~~ 16 clock hours)
~~CJK 0325~~CJK 0324	~~Supervising~~ Supervision in a Correctional Facility	~~1.33~~1.07 tech. cr. (~~40~~ 32 clock hours)

~~CJK 0330~~CJK 0326	Supervising ~~Special~~ Correctional Populations	.~~67~~ 83 tech. cr. (~~20~~ 25 clock hours)
~~CJK 0335~~CJK 0336	~~Responding to~~ Incidents and Emergencies Correctional Facilities	.~~53~~ 67 tech. cr. (~~16~~ 20 clock hours)
CJK 0393	Crossover Program Updates	.27 tech. cr. (8 clock hours)
CJK 0355	Legal for Correctional Officers	.73 tech. cr. (22 clock hours)
CJK 0111	Interviewing and Report Writing in Corrections	.53 tech. cr. (16 clock hours)

Total Credit Hours: 6.6-198

Course lists with CJK numbers for new programs effective July 1, 2025

Basic Recruit Training Program

The correctional officer basic recruit training (BRT) program has been updated with an additional 25 hours to account for changes identified on the most recent job task analysis (JTA) and to add content on communication and decision-making and officer mental health and wellness.

Proposed Basic Recruit Training Program for Florida Correctional Officers (Effective July 1, 2025)		
Course Number	**Corrections Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers	40
CJK_0040	Chapter 3: Criminal Justice Firearms	80
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics	80
CJK_0340	Chapter 6: Criminal Justice Officer Physical Fitness Training	30
	Total program hours 445	

Crossover Programs

The crossover programs have been updated to align with the new correctional officer BRT program and to ensure that students get the full set of discipline-specific courses prior to taking the state officer certification exam and applying for certification.

Proposed Crossover Training Program for Florida Correctional Officer to Correctional Probation Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0260	Chapter 1: Introduction to Correctional Probation	14
CJK_0264	Chapter 2: Legal Foundations for Correctional Probation Officers	44
CJK_0265	Chapter 3: Communications	46
CJK_0266	Chapter 4: Intake and Orientation	24
CJK_0267	Chapter 5: Caseload Management	32
CJK_0268	Chapter 6: Supervision of Offenders	88
CJK_0269	Chapter 7: Field Supervision	80
CJK_0393	Crossover Program Updates	8
	Total program hours 336	

Proposed Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 303.*		

Proposed Crossover Training Program for Florida Correctional Probation Officer to Law Enforcement Officer (Effective July 1, 2025)		
Course number	**Course Title**	**Hours**
CJK_0002	Chapter 1: Introduction to Law Enforcement	12
CJK_0016	Chapter 2: Communication	24
CJK_0018	Chapter 3: Legal	64
CJK_0019	Chapter 4: Interviewing and Report Writing	56
CJK_0063	Chapter 5: Fundamentals of Patrol	40
CJK_0021	Chapter 6: Serving Your Community	34
CJK_0072	Chapter 7: Crimes Against Persons	48
CJK_0073	Chapter 8: Crimes Involving Property and Society	12
CJK_0079	Chapter 9: Crime Scene Follow-up Investigations	34
CJK_0400	Chapter 10: Traffic Incidents	12
CJK_0401	Chapter 11: Traffic Stops	24
CJK_0402	Chapter 12 Traffic Crash Investigations	30
CJK_0403	Chapter 13: DUI Traffic Stops	24
CJK_0093	Chapter 14: Critical Incidents	44
CJK_0394	Crossover Program Updates	10
CJK_0020	Chapter 1: Law Enforcement Vehicle Operations	48
CJK_0421	Chapter 5: Conducted Electrical Weapon/Dart-Firing Stun Gun	4
	Total program hours 520*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 600.*		

Proposed Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223	

BRT for Special Operations Forces program

The correctional officer BRT program for Special Operations Forces has been updated to reflect the revisions to the correctional officer BRT program.

Proposed Correctional Officer Basic Training Program for Special Operations Forces (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers (show proficiency only)	8
CJK_0040	Chapter 3: Criminal Justice Firearms (show proficiency only)	8
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics (show proficiency only)	8
	Total program hours 239	

Correctional Officer
Discipline-specific Courses (2025.07)

CJK0301: Introduction to Corrections (32 hours)

Course Description: This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

Course Objectives:

CO111.1. Describe the responsibilities of a correctional officer
CO111.2. Identify the personal characteristics that are important for correctional officers
CO111.3. Explain the main roles of a correctional officer
CO111.4. Explain the importance of emotional intelligence for correctional officers
CO112.1. Explain the regulations that define a correctional officer's authority and job
CO112.2. Describe the role of the Criminal Justice Standards and Training Commission
CO112.3. List the requirements for completing the basic recruit training program
CO112.4. List the requirements for becoming a certified correctional officer in Florida
CO112.5. Identify the statutory conditions and penalties of the officer disciplinary process
CO113.1. Describe the basic structure of the U.S. criminal justice system
CO113.2. Identify the different levels of U.S. law enforcement agencies
CO113.3. Explain the structure and duties of the U.S. court system
CO113.4. Describe the role of the correctional officer as it relates to the court system
CO113.5. Describe the primary components of the U.S. correctional system
CO113.6. List the divisions that oversee inmates and offenders at the state level
CO114.1. Define the chain of command
CO114.2. Explain the importance of following the proper chain of command
CO114.3. Differentiate between vertical and lateral communication
CO114.4. Identify the consequences of not following the proper chain of command
CO114.5. Describe effective delegation of authority
CO121.1. Give examples of ethical decision-making and an officer's duty to intervene
CO121.2. Determine factors that have an influence on ethical decision-making
CO121.3. Give examples of unethical behavior for a correctional officer
CO121.4. Explain inappropriate disclosure of confidential information
CO121.5. Explain what conflict of interest means for a correctional officer
CO121.6. Describe sexual misconduct while on duty
CO121.7. Identify behaviors that constitute sexual harassment an officer should avoid
CO121.8. Identify appropriate responses to sexual harassment
CO121.9. Describe the consequences of engaging in sexual harassment
CO121.10. Describe how PREA relates to a correctional officer's duties
CO122.1. Describe the impact of biased behavior
CO122.2. Explain explicit and implicit bias and how each impacts a correctional officer
CO122.3. Discuss the relationship between stereotyping, prejudice, and discrimination

CO122.4. Describe the concept of procedural justice and its four pillars
CO131.1. Describe the challenges of shiftwork
CO131.2. Explain methods of adjusting to shiftwork
CO131.3. Describe helpful techniques for falling asleep
CO131.4. Discuss actions to avoid when adjusting to an irregular sleep schedule due to shiftwork
CO132.1. List the three primary responses to stress
CO132.2. Describe the three categories of stress
CO132.3. Describe the symptoms and effects of post-traumatic stress disorder that a correctional officer may experience
CO132.4. Explain how trauma impacts the brain
CO132.5. Describe indicators of stress
CO133.1. Explain strategies for coping with stress and building resilience
CO133.2. List available resources for managing mental and physical health
CO133.3. Identify signs that a fellow officer is coping poorly with stress
CO133.4. Discuss how to provide support to officers who are experiencing stress
CO133.5. Explain how to help officers who may experience suicidal ideation
CO133.6. Describe how to develop personal resilience against trauma, fatigue, and stigma for career longevity

CJK0355: Legal for Correctional Officers (22 hours)

Course Description: This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

Course Objectives:

CO211.1. Explain the role of constitutional law
CO211.2. Discuss criminal law and its relation to statutory law and ordinances
CO211.3. Describe the role of civil law
CO211.4. Identify the importance of staying current with case law
CO211.5. Explain how to find and read the Florida Statutes
CO211.6. Identify the importance of staying current with agency policies and procedures
CO212.1. Determine how the Constitution impacts the role of a correctional officer
CO212.2. Discuss the role of the amendments to the Constitution and the Bill of Rights in relation to corrections
CO213.1. Identify the different categories and classes of offenses
CO213.2. List the common crimes committed by inmates in a correctional facility
CO213.3. Discuss the common crimes committed by staff and visitors in a correctional facility
CO213.4. Explain the elements of crimes
CO213.5. Identify the major types of evidence found in a correctional facility
CO213.6. List the components of the chain of custody in a correctional facility
CO221.1. Identify the rights inmates retain while inside a correctional facility
CO221.2. Explain what a search is and how it relates to corrections
CO221.3. Explain what probable cause is and how it relates to corrections
CO221.4. Explain what a seizure is and how it relates to corrections
CO221.5. Identify what types of searches can be used for visitors entering and exiting a correctional facility
CO221.6. Determine how and when a *Miranda* warning is issued in a correctional setting
CO221.7. Describe how the requirements of the Health Insurance Portability and Accountability Act operate in a correctional setting
CO221.8. Discuss inmates' rights to privileged communication
CO222.1. Describe the purpose of the Prison Rape Elimination Act
CO222.2. Explain what sexual abuse is in the context of a correctional setting
CO222.3. Explain what voyeurism is in the context of a correctional setting
CO222.4. Describe how sexual abuse and harassment impact the safety and security of a correctional facility
CO222.5. Explain a correctional officer's role in enforcing PREA
CO223.1. Explain why contraband is a problem
CO223.2. Identify what items are regarded as contraband
CO223.3. Explain how the Florida Model Jail Standards and the Florida Administrative Code address managing contraband
CO223.4. Discuss how contraband is brought into a facility
CO224.1. Explain reasonable force and how it is applied in a correctional facility
CO224.2. Identify the questions to consider in any use of force situation
CO224.3. Discuss the Florida Statutes on a correctional officer's use of force

CO224.4. Identify the liabilities and penalties for excessive use of force
CO224.5. Identify the liabilities and penalties for failure to report use of force
CO231.1. Differentiate between the types of liabilities in a correctional setting
CO231.2. List the elements and examples of officer negligence
CO231.3. Differentiate between the two main categories of damages that may be awarded in a civil lawsuit
CO231.4. Describe officer actions that can lead to civil liability
CO231.5. Discuss civil liability under federal laws
CO231.6. Discuss what the consequences may be if an officer is found civilly or criminally liable
CO231.7. Describe how an agency may be liable for an officer's actions
CO232.1. Identify how to limit officer and agency liability
CO232.2. Discuss the concept of qualified immunity
CO232.3. Explain acting within the scope of employment
CO232.4. Describe the legal defenses that protect officers from civil and criminal liability

CJK0306: Communication for Correctional Officers (32 hours)

Course Description: This course provides students with the foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

Course Objectives:

CO311.1. Describe the elements of effective communication
CO311.2. Describe how to demonstrate professionalism
CO311.3. Explain how courtesy impacts an officer's behavior and interaction with inmates and others
CO311.4. Discuss how active listening is used in effective communication
CO311.5. List how the elements of active listening are used in communication
CO311.6. Describe the role of empathy in effective communication
CO311.7. Explain how trauma can affect communication
CO311.8. Discuss how to interact with inmates in a diverse environment while applying officer safety
CO311.9. Identify cultural influences that can affect interpersonal communications
CO312.1. Describe the differences between verbal and non-verbal communication
CO312.2. Discuss how to communicate using command presence and verbal command
CO313.1. Identify potential barriers to effective communication
CO313.2. Describe how to defuse a situation through conflict management
CO313.3. Describe how emotional intelligence is a valuable tool in conflict management
CO321.1. Explain the difference between manipulation and deception
CO321.2. Describe the methods inmates use to manipulate and deceive
CO321.3. Identify the behaviors that officers should display to minimize inmate manipulation and deception
CO321.4. Discuss the methods visitors and volunteers use to manipulate and deceive
CO321.5. Describe how officers can respond to potential boundary violations from inmates
CO321.6. Describe how officers can respond to potential boundary violations by their peers
CO322.1. Identify how self-talk, self-awareness, and self-de-escalation can help with communication
CO322.2. Describe the core communication competencies and how to use them when communicating

CJK0111: Interviewing and Report Writing in Corrections (16 hours)

Course Description: This course introduces students to the importance of documentation and report writing in a correctional environment.

Course Objectives:

CO411.1. Explain the importance of asking questions to gather information
CO411.2. Discuss the importance of building rapport with inmates
CO411.3. Explain the purpose of an interview
CO411.4. Explain when formal interviewing may be required
CO411.5. Identify when and how to obtain a written statement
CO412.1. Explain the purpose of note-taking
CO412.2. Identify the details of an incident and the basic questions that notes should address
CO412.3. List the types of critical information to record during note-taking
CO412.4. Describe strategies for taking effective notes
CO421.1. Explain the importance of preparing and submitting a well-written report
CO421.2. Identify potential readers of correctional reports
CO421.3. List the common types of reports that officers prepare
CO421.4. List common incidents and activities that may require a report
CO421.5. Identify what to include in a report
CO422.1. Explain the importance of reviewing notes before writing a report
CO422.2. Describe how to organize report information
CO422.3. Describe how to compose the three main parts of a report narrative
CO422.4. Explain the importance of reviewing facts in your report
CO422.5. Describe how to use clear and plain language to write complete and accurate reports
CO422.6. Explain the importance of using legible handwriting
CO422.7. Describe the importance of writing and submitting a report in a timely manner
CO422.8. Discuss the importance of avoiding unprofessional writing
CO422.9. Distinguish between professional and casual language
CO422.10. Identify strategies for improving vocabulary
CO423.1. Explain the importance of proper grammar when writing a report
CO423.2. Discuss the importance of using proper punctuation when writing a report
CO423.3. Describe how to use proper sentence structure when writing a report
CO423.4. Describe how to use verb tense correctly when writing a report
CO423.5. Explain how to use proper spelling and capitalization rules when writing a report
CO424.1. Explain how to edit and proofread a report for completeness and grammatical errors
CO424.2. Describe how to finalize and submit a report for a supervisor's approval

CJK0327: Shift Management and Safety (20 hours)

Course Description: This course teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

Course Objectives:

CO511.1. Define situational awareness
CO511.2. Describe situational awareness in the corrections setting
CO511.3. Identify the skills that can enhance officer safety
CO511.4. Explain when situational awareness is appropriate and how to disengage
CO512.1. Identify common equipment assigned to specific areas and activities in a facility
CO512.2. Describe the process of inspecting common equipment
CO512.3. Describe the process of issuing and receiving equipment
CO512.4. Discuss common equipment inventory processes
CO512.5. Explain how to store common equipment used in a facility
CO512.6. Identify the types of hazardous equipment used in a facility
CO512.7. Describe how firearms and ammunition are issued in a facility
CO513.1. Describe the role of radios for correctional officers
CO513.2. Explain how to properly transmit a message on a radio
CO513.3. Identify the types of radios used in correctional facilities
CO513.4. Discuss the purpose and types of radio codes
CO513.5. Explain the purpose of a radio base station
CO521.1. List the common equipment used in searches
CO521.2. Describe how to document details of an area search
CO522.1. Explain techniques for examining the property of any person entering a facility
CO522.2. Explain when to conduct a pat search of inmates
CO523.1. Identify types of areas to be searched in a facility
CO523.2. Describe how to conduct a systematic search of an area
CO523.3. Explain how to conduct a vehicle search
CO524.1. Explain the correctional officer's duty to control contraband
CO524.2. List the categories of contraband
CO524.3. Give examples of common inmate weapons
CO524.4. Describe common methods of introducing contraband into correctional facilities
CO524.5. Identify methods of detecting contraband
CO524.6. Describe the process of collecting, processing, and disposing of contraband
CO524.7. Describe the process of documenting contraband
CO524.8. Discuss the final disposition of contraband
CO524.9. Identify appropriate receptacles for contraband disposal
CO524.10. Identify contraband disposal methods
CO524.11. List contraband items that need special disposal
CO525.1. List the types of mail an inmate may receive in a correctional facility
CO525.2. Explain how inmates receive digital mail
CO525.3. Discuss ways to monitor digital mail
CO525.4. Explain how inmate mail is processed

CO525.5. Describe how to process legal and privileged mail
CO525.6. Explain how to process outgoing mail
CO525.7. Describe how to confiscate incoming and outgoing mail in a correctional facility
CO531.1. Discuss how correctional officers keep the facility safe using security equipment
CO531.2. Identify the different types of facility security equipment
CO531.3. Describe the procedures for operating entry and exit equipment in a facility
CO532 1 Explain the importance of security standards for the safety of inmates, officers, and visitors in a facility
CO532.2. Describe the guidelines for completing a basic inspection and inspecting for property damage
CO532.3. Describe how to conduct facility security inspections
CO532.4. Explain how to look for structural deficiencies
CO532.5. Describe how to conduct facility security checks
CO533.1. Explain how to maintain a secure facility perimeter
CO541.1. Identify the organizations that may govern a facility's safety standards
CO541.2. Explain the facility safety standards for emergency preparedness and response
CO541.3. Identify the possible hazards that can cause facility safety deficiencies
CO541.4. Describe the responsibilities for correcting facility safety deficiencies
CO542.1. List the elements of a facility sanitation plan
CO542.2. List the elements of a facility's environmental health program
CO542.3. Identify the common health hazards found in a facility

CJK0321: Intake and Release (16 hours)

Course Description: This course provides an overview of the intake and reception process in a correctional facility, classification and housing assignments, and explains the basic release process at county and state facilities.

Course Objectives:

CO601.1. Describe the medical tasks that are completed during admission at county and state correctional facilities
CO601.2. List ways to verify a person's identity during intake and reception
CO601.3. Identify the common features included in arrest papers
CO601.4. Identify the common features included in commitment papers
CO601.5. List the terminology used in court paperwork
CO601.6. Identify when arrest or commitment papers are complete
CO601.7. List which documents inmates are allowed to access while in custody
CO602.1. Describe how an inmate and their property should be searched during intake and reception
CO602.2. Describe the methods for handling inmate property
CO602.3. Give examples of the types of property inmates are allowed to keep while in custody
CO602.4. Explain how to inventory and accurately describe property that will be stored until an inmate's release
CO602.5. Identify what hygiene items are issued to an inmate when they enter a facility
CO603.1. Identify what information is available in the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC)
CO603.2. List the legal requirements for using FCIC and NCIC information
CO603.3. Describe how to obtain quality finger and palm prints
CO603.4. Explain the importance of the Biometric Identification Solution, LiveScan, and Rapid ID technologies
CO603.5. Identify where signatures are required on a fingerprint or palm print card
CO603.6. List the DNA requirements for convicted or charged felons according to the Florida Statutes
CO603.7. Identify the requirements for photographing a person
CO603.8. Describe what information to include when generating an inmate identification wristband or card
CO604.1. Explain the importance of classification when determining housing assignments
CO604.2. Distinguish the differences between the three security levels used in county correctional facilities
CO604.3. Distinguish the differences between the five custody grades used in state correctional facilities
CO604.4. Describe the categories of initial segregation and how housing is assigned
CO605.1. Describe how the release process works
CO605.2. Explain gain-time and when it is awarded
CO605.3. List the different types of releases
CO605.4. Describe the proper procedures before releasing an inmate
CO605.5. Identify what information is needed when transporting or arranging transport for an inmate's release
CO605.6. Describe the process for returning personal and stored property
CO605.7. Explain how gratuity applies to an inmate's release

CJK0324: Supervision in a Correctional Facility (32 hours)

Course Description: This course provides foundational knowledge of the processes for monitoring inmates in a variety of situations, transporting inmates, and addressing disciplinary issues.

Course Objectives:

CO711.1. Discuss the importance of observing inmate activity
CO711.2. Describe how to use the senses to ensure facility, inmate, and staff safety
CO711.3. Describe how to monitor inmate behavior
CO711.4. Explain how surveillance equipment can help monitor inmates
CO712.1. Explain the importance of an inmate count for safety and security
CO712.2. List the main types of inmate counts
CO712.3. Describe how to conduct an inmate count
CO712.4. Describe how to document an inmate count using a count slip
CO713.1. List the unusual occurrences that can disrupt the normal operations of a facility
CO713.2. Identify the indicators of a potential disturbance
CO713.3. Identify when to document usual and unusual occurrences
CO721.1. Distinguish between the different types of housing units
CO721.2. Describe how to monitor inmate behavior in the housing area
CO721.3. Describe how to monitor and log inmates entering or exiting the housing area
CO721.4. Discuss how to ensure the inmates keep themselves and the housing unit clean and orderly
CO722.1. Identify the different types of common areas in a facility
CO722.2. Explain how to conduct regular security checks of the common areas
CO723.1. Explain how to conduct a security check of the dining area prior to mealtime
CO723.2. Describe how to monitor food distribution during mealtime
CO723 3. Describe how to monitor inmates during mealtime
CO723.4. Discuss the importance of conducting a security check of the dining area after mealtime
CO724.1. Define what infirmary care is
CO724.2. Identify the requirements for infirmary-level care
CO724.3. Describe how inmates can ask for and receive medical care
CO724.4. Describe how to maintain inmate and medical staff safety while in the infirmary
CO724.5. Explain how to conduct a search of the inmates before and after admission into the infirmary
CO725.1. Differentiate between contact and non-contact visits
CO725.2. List the valid forms of identification and security equipment required for different types of visitors
CO725.3. Describe how to search the visitation area for safety hazards and security issues before a visitation
CO725.4. Describe how to search visitors for contraband before admitting them to the visitation area
CO725.5. Explain how to direct visitors to the visitation area while maintaining safety and security
CO725.6. Discuss the process for notifying an inmate of visitor arrival in the designated visitation area
CO725.7. Describe how to search an inmate before entering the visitation area
CO725.8. Describe how to monitor an inmate and visitor during a visitation
CO725.9. Explain how to complete inmate visitation while maintaining safety and security
CO726.1. Differentiate between inside and outside work squads
CO726.2. Describe how to verify an inmate's identity for a work detail

CO726.3. Describe how to search an inmate before and after a work detail
CO726.4. Discuss how to maintain accountability of a work detail
CO726.5. Discuss how to maintain inmate safety and security during a work detail
CO726.6. Describe how to monitor inmates during a work detail
CO726.7. Discuss how to maintain facility and inmate safety and security at the end of a work detail
CO727.1. Explain what to communicate to medical staff regarding inmate security concerns
CO727.2. Describe how to maintain inmate safety and hospital security
CO727.3. Identify the role of security restraint devices
CO727.4. Identify the role of clinical restraints and clinical seclusion
CO727.5. Describe how to maintain inmate safety and hospital security during an inmate medical emergency
CO731.1. Describe how to count and search inmates before an escort
CO731.2. Describe how to escort inmates while maintaining safety and security
CO731.3. Explain what actions to take after completing an inmate escort
CO732.1. Identify the function of each type of inmate transport vehicle
CO732.2. Describe how to inspect and search an inmate transport vehicle for safety and contraband
CO732.3. Describe what the security concerns are when loading and unloading inmates
CO732.4. Describe the functions of the different types of inmate transport vehicle security devices
CO732.5. Explain the role of inmate transport documents
CO732.6. Explain how to secure inmates in the transport vehicle while maintaining safety and security
CO732.7. Describe how to transport inmates while maintaining safety and security
CO741.1. List the different referral services available to inmates
CO741.2. Identify changes in inmate behavior that may require a referral
CO741.3. Explain the process of making an inmate referral
CO741.4. Describe an officer's responsibilities after making an inmate referral
CO741.5. Describe the safety and security considerations when moving an inmate after making a referral to services
CO741.6. Describe the notification and documentation process after making a referral
CO742.1. Explain the role of progressive discipline for an inmate rule violation or infraction
CO742.2. Describe the process of progressive discipline for minor and major rule violations, including inmate isolation
CO742.3. Identify corrective actions an officer can take as part of the inmate disciplinary process

CJK0326: Supervising Correctional Populations (25 hours)

Course Description: This course provides an introduction to the various populations within a correctional environment and includes information on legal aspects of providing care and custody for inmates under the Americans with Disabilities Act (ADA) and the Prison Rape Elimination Act (PREA).

Course Objectives:

CO811.1. Identify the categories of special populations
CO811.2. Discuss why inmates form unique societies
CO811.3. Describe the common types of societies inmates form
CO811.4. Explain the structural dynamics of inmate societies
CO812.1. Describe the Americans with Disabilities Act
CO812.2. Describe how a facility complies with ADA when providing a reasonable accommodation for an inmate with a disability
CO813.1. Describe the rights of people with mental illness in a correctional facility
CO813.2. List the different ways an inmate may gain access to mental health services
CO813.3. Identify factors that increase the risk of suicidal ideation for inmates
CO813.4. Describe what to do if an officer suspects an inmate has suicidal ideation
CO813.5. Describe some of the characteristics of psychosis
CO813.6. Explain how to communicate with inmates experiencing psychosis
CO813.7. Describe the possible signs of inmates experiencing mania
CO813.8. Describe how to communicate with inmates experiencing mania
CO813.9. Discuss some common signs of anxiety and panic attacks
CO813.10. Explain how to assist inmates experiencing a panic attack
CO813.11. Discuss the use of force options that can de-escalate a situation involving an inmate with mental illness
CO813.12. Explain the role of the Baker Act in county facilities as it relates to inmates with mental illness
CO814.1. Describe some common signs and symptoms of possible substance abuse
CO814.2. List possible indicators of substance withdrawal
CO814.3. Describe the housing considerations for and treatment available to an inmate with substance abuse issues
CO814.4. Explain an officer's role when monitoring an inmate who is participating in a court-ordered substance abuse treatment program
CO815.1. Describe the characteristics of a developmental disability
CO815.2. Describe the characteristics of autism spectrum disorder (ASD)
CO815.3. Identify challenges related to the safety of inmates with ASD in correctional facilities
CO815.4. Explain how to communicate with inmates with ASD
CO815.5. Describe effective de-escalation techniques when communicating with inmates with ASD
CO815.6. Describe the characteristics of an intellectual disability
CO815.7. Explain how to communicate effectively with inmates with an intellectual disability
CO816.1. Describe how to effectively supervise inmates with physical disabilities
CO816.2. List some of the common auxiliary aids and health-care appliances for inmates with physical disabilities
CO816.3. Explain how to monitor an inmate who has a personal care attendant
CO817.1. Describe how to monitor and assist inmates who are pregnant

CO817.2. List chronic diseases an inmate may have
CO817.3. List infectious diseases that may be found in a correctional facility
CO817.4. Explain how to prevent the spread of infectious diseases in a correctional facility
CO817.5. Describe how to respond to an inmate with a non-emergency or emergency medical need
CO817.6. Describe how to monitor inmates with a terminal illness
CO817.7. List the different medical conditions that may be aggravated by the use of chemical agents or ECDs
CO818.1. Identify the legal requirements for incarcerating juvenile inmates
CO818.2. Explain why an inmate may be designated as a youthful offender
CO818.3. Describe common characteristics of juveniles at correctional facilities
CO818.4. List the types of required programs and services available to juveniles and youthful offenders at correctional facilities
CO819.1. Describe some characteristics of elderly inmates
CO819.2. Describe how to effectively communicate with an elderly inmate
CO819.3. Identify when to make special considerations for an elderly inmate with physical limitations
CO819.4. Describe some health issues that elderly inmates may experience
CO819.5. Explain how to communicate with inmates with Alzheimer's disease or dementia
CO819.6. Discuss the special considerations to make when monitoring elderly inmates
CO8110.1. Discuss the common characteristics of female inmates
CO8110.2. Describe how to communicate effectively with female inmates
CO8110.3. Explain the types of health care products available to female inmates
CO8111.1. Identify what the acronym LGBTQ+ stands for .
CO8111.2. Discuss effective approaches for managing inmates who are part of the LGBTQ+ community
CO8111.3. Explain how PREA affects searches of intersex and transgender inmates
CO8111.4. Explain the housing, programming, and safety issues unique to intersex and transgender inmates
CO8112.1. Explain consent and how it relates to PREA
CO8112.2. Identify populations that are at increased risk of sexual abuse while incarcerated
CO8112.3. Describe the importance of screening and housing inmates to prevent sexual abuse and harassment
CO8112.4. List possible signs an inmate is being sexually abused or harassed by other inmates
CO8112.5. Describe the reporting processes for inmates alleging sexual abuse or harassment
CO8112.6. Explain officers' requirements for reporting sexual abuse and harassment and safeguarding victims
CO8112.7. Identify the steps the first responding officer should make to preserve any physical evidence from an inmate allegation of sexual abuse
CO821.1. Describe what a security threat group (STG) is and how it impacts a correctional facility
CO821.2. Identify signs of possible STG presence in a facility
CO821.3. Explain possible indicators of pending escalation of STG activity
CO821.4. Explain how to deter STG activity
CO821.5. Describe how to document STG activity
CO822.1. Describe the reasons for administrative confinement and the possible conditions and privileges of inmates in administrative confinement

CO822.2. Describe the reasons for protective management and the possible conditions and privileges of inmates in protective management

CO822.3. Describe the reasons for disciplinary confinement and the possible conditions and privileges of inmates in disciplinary confinement a

CO822.4. Describe how to adjust the monitoring routine of inmates who are in confinement or protective management

CO822.5. Explain the housing and monitoring requirements unique to an inmate on death row

CJK0336: Incidents and Emergencies in Correctional Facilities (20 hours)

Course Description: This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

Course Objectives:

CO911.1. Identify what information to convey during a critical incident
CO911.2. Describe the protocols for chain of command during a critical incident
CO911.3. Determine when to call for assistance during a critical incident
CO911.4. Explain how to set up a perimeter during a critical incident
CO911.5. List guidelines for an evacuation
CO911.6. Explain how to help resolve a critical incident
CO911.7. Discuss how to document a critical incident
CO921.1. Differentiate between a disturbance and a riot
CO921.2. Describe the conditions that could prompt a disturbance or riot
CO921.3. Identify the necessary equipment for responding to a disturbance or riot
CO921.4. Explain standard procedures for responding to a disturbance or riot
CO922.1. Describe the signs of an escape attempt and how to prevent it
CO922.2. Identify the necessary equipment and resources for responding to an escape or escape attempt
CO922.3. Explain standard procedures for responding to an escape
CO923.1. Define what a hostage incident is
CO923.2. Identify the necessary equipment for responding to a hostage incident
CO923.3. Explain standard procedures for responding to a hostage incident
CO923.4. Explain standard procedures if you are taken hostage
CO924.1. Describe the indicators of a bomb threat
CO924.2. Identify the necessary equipment for responding to a bomb threat
CO925.1. Describe the indicators of a facility assault
CO925.2. Identify the necessary equipment for responding to a facility assault
CO925.3. Describe the measures used to prevent and resolve a facility assault
CO925.4. Explain standard procedures for responding to a facility assault
CO926.1. Explain the safety risks of hazardous materials
CO926.2. Describe what a safety data sheet is and why it is used
CO926.3. Identify the classes and dangers of hazardous materials described in the *Emergency Response Guidebook (ERG)*
CO926.4. Describe the indicators of hazardous materials
CO926.5. Identify the necessary equipment for responding to a hazardous materials incident
CO926.6. Explain standard procedures for responding to a hazardous materials incident
CO926.7. Explain how to store and move sensitive facility supplies
CO927.1. Explain what a medical emergency is and how to recognize signs and symptoms
CO927.2. Identify the necessary equipment and resources for responding to a medical emergency
CO927.3. Explain standard procedures for responding to a medical emergency
CO928.1. Describe the components and indicators of a facility fire
CO928.2. Identify the necessary equipment for responding to a facility fire
CO928.3. Differentiate between the types and uses of fire extinguishers

CO928.4. List the steps for using a portable fire extinguisher
CO928.5. Explain standard procedures for responding to a facility fire
CO929.1. Differentiate between natural disasters and human-instigated disasters
CO929.2. Identify the necessary equipment for responding to a disaster
CO929.3. Explain standard procedures for responding to a disaster
CO931.1. Identify which staff to notify when a crime has occurred
CO931.2. Explain how to control a crime scene
CO931.3. Identify how to enter a crime scene to administer first aid while not disturbing evidence
CO931.4. Explain how to secure, protect, and document a crime scene
CO931.5. State how to identify and properly collect evidence for a crime scene
CO932.1. Explain the importance of identifying and separating victims, witnesses, and suspects during an incident
CO932.2. Explain how to secure victims, witnesses, and suspects during an incident

PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: Summer 2025

☑ Change in Program
☐ Deletion of Program
☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE	TOTAL NUMBER OF ☑ COLLEGE CREDIT TECHNICAL ☐ CREDIT HOURS
Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer	238 Clock Hours

Check Box for Program Type

☐ Advanced Technical Certificate (Post Associate in Science Degree)
☐ Associate in Science Degree
☐ Associate in Applied Science Degree
☐ Baccalaureate Degree
☑ College Credit Certificate
☐ Applied Technology Diploma
☐ Technical Credit Program

AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE.

AA Common Course Prerequisite ☐ Yes ☑ No

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

General Education Requirements:

Arts and Sciences
From:

To:

Health Occupations
From:

To:

Workforce Development, Career, and Technical Education
From: See Attached Documents

To:

Program Specified Elective(s) AS or AAS Degree only:
From:

To:

Program Requirement Changes:
From: CJK 0300, CJK 0310, CJK 0320, CJK 0325, CJK 0335, CJK 0330, CJK 0315

To: CJK 0301, CJK 0327, CJK 0321, CJK 0326, CJK 0324, CJK 0336, CJK 0355, CJK 0306, CJK 0111

Total Current College Credit or Technical Credit Hours

From: 238 Clock Hours (7.94 Technical Credits) To: 223 - 303 Clock Hours (7.43 - 10.1 Technical Credits)

JUSTIFICATION FOR CHANGE

Check Box for Change Justification

☐ Programmatic Accreditation Requirement
☐ Florida Department of Education Curriculum Framework Changes
☐ Program Review Recommendation
☐ Student Learning Outcome Assessment
☑ Other

Other Explanation: The Criminal Justice Standards and Training Commission has changed this course effective July 1, 2025. Refer to attached documents.

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Proposer's Signature Jennifer Jones	Date 1/13/2025
Department Chair/Program Director's Signature Dr. C L P M	Date 1-13-25
Academic Dean's Signature	Date 1/16/25

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

_____Recommended _____Not Recommended

Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					

Outlook

CJSTC programs and objectives

From Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>
Date Thu 11/7/2024 12:10 PM
To Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>

2 attachments (675 KB)
BRT Courses and Objectives.pdf; New Programs 2025.pdf;

WARNING: This email originated from a sender outside of Pasco-Hernando State College. Please use caution when opening links and attachments.

Everyone,

The attached document, BRT Courses and Objectives, is a master list of all of the courses in the Criminal Justice Standards and Training Commission's basic recruit training programs. The document lists each discipline (e.g., Correctional Officer, Law Enforcement Officer) and has a brief description of each course, its CJK number, and the objectives. This document can be used for planning academies that are set to begin on July 1, 2025.

The other document, New Programs 2025, shows the new programs for 2025 that are related to the revisions to the correctional officer basic recruit training program.

You can share these documents with your coordinators, instructors, and any of your academic review committees.

The preview copies of the curriculum will be uploaded to the Course Materials site in the next few days and I will email the group when they go live.

Please reach out to me if you have questions.

Thank you,

Garrett

Garrett Riggs, Ph.D.
Training and Research Manager
Basic Curriculum Section/Bureau of Training
Florida Department of Law Enforcement
P.O. Box 1489, Tallahassee, FL 32302-1489
850-410-8648 (desk)
850-251-8767 (cell)

PHSC PASCO-HERNANDO STATE COLLEGE

Workforce Development

Cross-Over from Correctional Probation Officer to CMS Correctional Basic Recruit Training, CC-PTC FDLE: ATMS #3304					238 Clock Hours (7.94 Credit Hours)
Course Title	Course Number	Clock Hours	Credit Hours	In-State Tuition*	Out-of-State Tuition**
Criminal Justice Firearms	CJK 0040	80	2.67	$235.18	$940.66
Introduction to Corrections	CJK 0300 CJK0030	32	1.07	$94.25	$376.97
Officer Safety	CJK 0310	16	0.53	$46.69	$186.72
~~Facility and Equipment~~	~~CJK 0315~~	8	0.27	$23.78	$95.12
Intake and Release	CJK 0320	18	0.60	$52.84	$211.38
Supervising in a Correctional Facility	CJK 0325	40	1.33	$117.14	$468.56
Supervising Special Populations	CJK 0330	20	0.67	$59.02	$236.06
Responding to Incidents and Emergencies	CJK 0335	16	0.53	$46.69	$186.72
Cross-Over Program Updates	CJK 0393	8	0.27	$23.78	$95.12
	Total:	238	7.94	$699.37	$2,797.31
	Total Including Lab Fees:			$1,392.27	$3,490.21

*Based on $88.08/Credit Hour
**Based on $352.31/Credit Hour

Lab Fees (Included in Above Costs)		
Criminal Justice Firearms	CJK 0040	$692.90

CJK 0355 Legal for Correctional Officers
CJK 0306 Communication for Correctional officers
CJK 0111 Interviewing and Report Writing in Corrections

~~Crossover from Correctional Probation Officer to CMS Correctional Basic Recruit Training—Career Certificate~~Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer

This program 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; provides technical skills proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career clusters.

PROGRAM CODE: CC-PTC

~~CJK 0300~~CJK 301	Introduction to Corrections	1.07 tech. cr. (32 clock hours)
~~CJK 0310~~CJK 0327	~~Officer Safety~~Shift Management and Safety	.~~53~~ 67 tech. cr. (~~16~~ 20 clock hours)
~~CJK 0315~~	~~Facility and Equipment~~	~~.27 tech. cr. (8 clock hours)~~
~~CJK 0320~~CJK 0321	Intake and Release	.~~60~~ 53 tech. cr. (~~18~~ 16 clock hours)
~~CJK 0325~~CJK 0324	~~Supervising~~ Supervision in a Correctional Facility	~~1.33~~1.07 tech. cr. (~~40~~ 32 clock hours)
~~CJK 0330~~CJK 0326	Supervising ~~Special~~ Correctional Populations	.~~67~~ 83 tech. cr. (~~20~~ 25 clock hours)
~~CJK 0335~~CJK 0336	~~Responding to~~ Incidents and Emergencies in Correctional Facilities	.~~53~~ 67 tech. cr. (~~16~~ 20 clock hours)

CJK 0040	Criminal Justice Firearms*	2.67 tech. cr. (80 clock hours)
CJK 0393	Crossover Program Updates	.27 tech. cr. (8 clock hours)
CJK 0355	Legal for Correctional Officers	.73 tech. cr. (22 clock hours)
CJK 0306	Communication for Correctional Officers	1.07 tech. cr. (32 clock hours)
CJK 0111	Interviewing and Report Writing in Corrections	.53 tech. cr. (16 clock hours)

Total Credit Hours: ~~7.94~~7.43 to 10.1-~~238~~(223 to 303 Clock Hours)

*Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 303.

Course lists with CJK numbers for new programs effective July 1, 2025

Basic Recruit Training Program

The correctional officer basic recruit training (BRT) program has been updated with an additional 25 hours to account for changes identified on the most recent job task analysis (JTA) and to add content on communication and decision-making and officer mental health and wellness.

Proposed Basic Recruit Training Program for Florida Correctional Officers (Effective July 1, 2025)		
Course Number	**Corrections Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers	40
CJK_0040	Chapter 3: Criminal Justice Firearms	80
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics	80
CJK_0340	Chapter 6: Criminal Justice Officer Physical Fitness Training	30
	Total program hours 445	

Crossover Programs

The crossover programs have been updated to align with the new correctional officer BRT program and to ensure that students get the full set of discipline-specific courses prior to taking the state officer certification exam and applying for certification.

Proposed Crossover Training Program for Florida Correctional Officer to Correctional Probation Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0260	Chapter 1: Introduction to Correctional Probation	14
CJK_0264	Chapter 2: Legal Foundations for Correctional Probation Officers	44
CJK_0265	Chapter 3: Communications	46
CJK_0266	Chapter 4: Intake and Orientation	24
CJK_0267	Chapter 5: Caseload Management	32
CJK_0268	Chapter 6: Supervision of Offenders	88
CJK_0269	Chapter 7: Field Supervision	80
CJK_0393	Crossover Program Updates	8
	Total program hours 336	

Proposed Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 303.*		

Proposed Crossover Training Program for Florida Correctional Probation Officer to Law Enforcement Officer (Effective July 1, 2025)		
Course number	**Course Title**	**Hours**
CJK_0002	Chapter 1: Introduction to Law Enforcement	12
CJK_0016	Chapter 2: Communication	24
CJK_0018	Chapter 3: Legal	64
CJK_0019	Chapter 4: Interviewing and Report Writing	56
CJK_0063	Chapter 5: Fundamentals of Patrol	40
CJK_0021	Chapter 6: Serving Your Community	34
CJK_0072	Chapter 7: Crimes Against Persons	48
CJK_0073	Chapter 8: Crimes Involving Property and Society	12
CJK_0079	Chapter 9: Crime Scene Follow-up Investigations	34
CJK_0400	Chapter 10: Traffic Incidents	12
CJK_0401	Chapter 11: Traffic Stops	24
CJK_0402	Chapter 12 Traffic Crash Investigations	30
CJK_0403	Chapter 13: DUI Traffic Stops	24
CJK_0093	Chapter 14: Critical Incidents	44
CJK_0394	Crossover Program Updates	10
CJK_0020	Chapter 1: Law Enforcement Vehicle Operations	48
CJK_0421	Chapter 5: Conducted Electrical Weapon/Dart-Firing Stun Gun	4
	Total program hours 520*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 600.*		

Proposed Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223	

BRT for Special Operations Forces program

The correctional officer BRT program for Special Operations Forces has been updated to reflect the revisions to the correctional officer BRT program.

Proposed Correctional Officer Basic Training Program for Special Operations Forces (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers (show proficiency only)	8
CJK_0040	Chapter 3: Criminal Justice Firearms (show proficiency only)	8
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics (show proficiency only)	8
	Total program hours 239	

Correctional Officer
Discipline-specific Courses (2025.07)

CJK0301: Introduction to Corrections (32 hours)

Course Description: This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

Course Objectives:

CO111.1. Describe the responsibilities of a correctional officer
CO111.2. Identify the personal characteristics that are important for correctional officers
CO111.3. Explain the main roles of a correctional officer
CO111.4. Explain the importance of emotional intelligence for correctional officers
CO112.1. Explain the regulations that define a correctional officer's authority and job
CO112.2. Describe the role of the Criminal Justice Standards and Training Commission
CO112.3. List the requirements for completing the basic recruit training program
CO112.4. List the requirements for becoming a certified correctional officer in Florida
CO112.5. Identify the statutory conditions and penalties of the officer disciplinary process
CO113.1. Describe the basic structure of the U.S. criminal justice system
CO113.2. Identify the different levels of U.S. law enforcement agencies
CO113.3. Explain the structure and duties of the U.S. court system
CO113.4. Describe the role of the correctional officer as it relates to the court system
CO113.5. Describe the primary components of the U.S. correctional system
CO113.6. List the divisions that oversee inmates and offenders at the state level
CO114.1. Define the chain of command
CO114.2. Explain the importance of following the proper chain of command
CO114.3. Differentiate between vertical and lateral communication
CO114.4. Identify the consequences of not following the proper chain of command
CO114.5. Describe effective delegation of authority
CO121.1. Give examples of ethical decision-making and an officer's duty to intervene
CO121.2. Determine factors that have an influence on ethical decision-making
CO121.3. Give examples of unethical behavior for a correctional officer
CO121.4. Explain inappropriate disclosure of confidential information
CO121.5. Explain what conflict of interest means for a correctional officer
CO121.6. Describe sexual misconduct while on duty
CO121.7. Identify behaviors that constitute sexual harassment an officer should avoid
CO121.8. Identify appropriate responses to sexual harassment
CO121.9. Describe the consequences of engaging in sexual harassment
CO121.10. Describe how PREA relates to a correctional officer's duties
CO122.1. Describe the impact of biased behavior
CO122.2. Explain explicit and implicit bias and how each impacts a correctional officer
CO122.3. Discuss the relationship between stereotyping, prejudice, and discrimination

CO122.4. Describe the concept of procedural justice and its four pillars
CO131.1. Describe the challenges of shiftwork
CO131.2. Explain methods of adjusting to shiftwork
CO131.3. Describe helpful techniques for falling asleep
CO131.4. Discuss actions to avoid when adjusting to an irregular sleep schedule due to shiftwork
CO132.1. List the three primary responses to stress
CO132.2. Describe the three categories of stress
CO132.3. Describe the symptoms and effects of post-traumatic stress disorder that a correctional officer may experience
CO132.4. Explain how trauma impacts the brain
CO132.5. Describe indicators of stress
CO133.1. Explain strategies for coping with stress and building resilience
CO133.2. List available resources for managing mental and physical health
CO133.3. Identify signs that a fellow officer is coping poorly with stress
CO133.4. Discuss how to provide support to officers who are experiencing stress
CO133.5. Explain how to help officers who may experience suicidal ideation
CO133.6. Describe how to develop personal resilience against trauma, fatigue, and stigma for career longevity

CJK0355: Legal for Correctional Officers (22 hours)

Course Description: This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

Course Objectives:

CO211.1. Explain the role of constitutional law
CO211.2. Discuss criminal law and its relation to statutory law and ordinances
CO211.3. Describe the role of civil law
CO211.4. Identify the importance of staying current with case law
CO211.5. Explain how to find and read the Florida Statutes
CO211.6. Identify the importance of staying current with agency policies and procedures
CO212.1. Determine how the Constitution impacts the role of a correctional officer
CO212.2. Discuss the role of the amendments to the Constitution and the Bill of Rights in relation to corrections
CO213.1. Identify the different categories and classes of offenses
CO213.2. List the common crimes committed by inmates in a correctional facility
CO213.3. Discuss the common crimes committed by staff and visitors in a correctional facility
CO213.4. Explain the elements of crimes
CO213.5. Identify the major types of evidence found in a correctional facility
CO213.6. List the components of the chain of custody in a correctional facility
CO221.1. Identify the rights inmates retain while inside a correctional facility
CO221.2. Explain what a search is and how it relates to corrections
CO221.3. Explain what probable cause is and how it relates to corrections
CO221.4. Explain what a seizure is and how it relates to corrections
CO221.5. Identify what types of searches can be used for visitors entering and exiting a correctional facility
CO221.6. Determine how and when a *Miranda* warning is issued in a correctional setting
CO221.7. Describe how the requirements of the Health Insurance Portability and Accountability Act operate in a correctional setting
CO221.8. Discuss inmates' rights to privileged communication
CO222.1. Describe the purpose of the Prison Rape Elimination Act
CO222.2. Explain what sexual abuse is in the context of a correctional setting
CO222.3. Explain what voyeurism is in the context of a correctional setting
CO222.4. Describe how sexual abuse and harassment impact the safety and security of a correctional facility
CO222.5. Explain a correctional officer's role in enforcing PREA
CO223.1. Explain why contraband is a problem
CO223.2. Identify what items are regarded as contraband
CO223.3. Explain how the Florida Model Jail Standards and the Florida Administrative Code address managing contraband
CO223.4. Discuss how contraband is brought into a facility
CO224.1. Explain reasonable force and how it is applied in a correctional facility
CO224.2. Identify the questions to consider in any use of force situation
CO224.3. Discuss the Florida Statutes on a correctional officer's use of force

CO224.4. Identify the liabilities and penalties for excessive use of force
CO224.5. Identify the liabilities and penalties for failure to report use of force
CO231.1. Differentiate between the types of liabilities in a correctional setting
CO231.2. List the elements and examples of officer negligence
CO231.3. Differentiate between the two main categories of damages that may be awarded in a civil lawsuit
CO231.4. Describe officer actions that can lead to civil liability
CO231.5. Discuss civil liability under federal laws
CO231.6. Discuss what the consequences may be if an officer is found civilly or criminally liable
CO231.7. Describe how an agency may be liable for an officer's actions
CO232.1. Identify how to limit officer and agency liability
CO232.2. Discuss the concept of qualified immunity
CO232.3. Explain acting within the scope of employment
CO232.4. Describe the legal defenses that protect officers from civil and criminal liability

CJK0306: Communication for Correctional Officers (32 hours)

Course Description: This course provides students with the foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

Course Objectives:

CO311.1. Describe the elements of effective communication
CO311.2. Describe how to demonstrate professionalism
CO311.3. Explain how courtesy impacts an officer's behavior and interaction with inmates and others
CO311.4. Discuss how active listening is used in effective communication
CO311.5. List how the elements of active listening are used in communication
CO311.6. Describe the role of empathy in effective communication
CO311.7. Explain how trauma can affect communication
CO311.8. Discuss how to interact with inmates in a diverse environment while applying officer safety
CO311.9. Identify cultural influences that can affect interpersonal communications
CO312.1. Describe the differences between verbal and non-verbal communication
CO312.2. Discuss how to communicate using command presence and verbal command
CO313.1. Identify potential barriers to effective communication
CO313.2. Describe how to defuse a situation through conflict management
CO313.3. Describe how emotional intelligence is a valuable tool in conflict management
CO321.1. Explain the difference between manipulation and deception
CO321.2. Describe the methods inmates use to manipulate and deceive
CO321.3. Identify the behaviors that officers should display to minimize inmate manipulation and deception
CO321.4. Discuss the methods visitors and volunteers use to manipulate and deceive
CO321.5. Describe how officers can respond to potential boundary violations from inmates
CO321.6. Describe how officers can respond to potential boundary violations by their peers
CO322.1. Identify how self-talk, self-awareness, and self-de-escalation can help with communication
CO322.2. Describe the core communication competencies and how to use them when communicating

CJK0111: Interviewing and Report Writing in Corrections (16 hours)

Course Description: This course introduces students to the importance of documentation and report writing in a correctional environment.

Course Objectives:

CO411.1. Explain the importance of asking questions to gather information
CO411.2. Discuss the importance of building rapport with inmates
CO411.3. Explain the purpose of an interview
CO411.4. Explain when formal interviewing may be required
CO411.5. Identify when and how to obtain a written statement
CO412.1. Explain the purpose of note-taking
CO412.2. Identify the details of an incident and the basic questions that notes should address
CO412.3. List the types of critical information to record during note-taking
CO412.4. Describe strategies for taking effective notes
CO421.1. Explain the importance of preparing and submitting a well-written report
CO421.2. Identify potential readers of correctional reports
CO421.3. List the common types of reports that officers prepare
CO421.4. List common incidents and activities that may require a report
CO421.5. Identify what to include in a report
CO422.1. Explain the importance of reviewing notes before writing a report
CO422.2. Describe how to organize report information
CO422.3. Describe how to compose the three main parts of a report narrative
CO422.4. Explain the importance of reviewing facts in your report
CO422.5. Describe how to use clear and plain language to write complete and accurate reports
CO422.6. Explain the importance of using legible handwriting
CO422.7. Describe the importance of writing and submitting a report in a timely manner
CO422.8. Discuss the importance of avoiding unprofessional writing
CO422.9. Distinguish between professional and casual language
CO422.10. Identify strategies for improving vocabulary
CO423.1. Explain the importance of proper grammar when writing a report
CO423.2. Discuss the importance of using proper punctuation when writing a report
CO423.3. Describe how to use proper sentence structure when writing a report
CO423.4. Describe how to use verb tense correctly when writing a report
CO423.5. Explain how to use proper spelling and capitalization rules when writing a report
CO424.1. Explain how to edit and proofread a report for completeness and grammatical errors
CO424.2. Describe how to finalize and submit a report for a supervisor's approval

CJK0327: Shift Management and Safety (20 hours)

Course Description: This course teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

Course Objectives:

CO511.1. Define situational awareness
CO511.2. Describe situational awareness in the corrections setting
CO511.3. Identify the skills that can enhance officer safety
CO511.4. Explain when situational awareness is appropriate and how to disengage
CO512.1. Identify common equipment assigned to specific areas and activities in a facility
CO512.2. Describe the process of inspecting common equipment
CO512.3. Describe the process of issuing and receiving equipment
CO512.4. Discuss common equipment inventory processes
CO512.5. Explain how to store common equipment used in a facility
CO512.6. Identify the types of hazardous equipment used in a facility
CO512.7. Describe how firearms and ammunition are issued in a facility
CO513.1. Describe the role of radios for correctional officers
CO513.2. Explain how to properly transmit a message on a radio
CO513.3. Identify the types of radios used in correctional facilities
CO513.4. Discuss the purpose and types of radio codes
CO513.5. Explain the purpose of a radio base station
CO521.1. List the common equipment used in searches
CO521.2. Describe how to document details of an area search
CO522.1. Explain techniques for examining the property of any person entering a facility
CO522.2. Explain when to conduct a pat search of inmates
CO523.1. Identify types of areas to be searched in a facility
CO523.2. Describe how to conduct a systematic search of an area
CO523.3. Explain how to conduct a vehicle search
CO524.1. Explain the correctional officer's duty to control contraband
CO524.2. List the categories of contraband
CO524.3. Give examples of common inmate weapons
CO524.4. Describe common methods of introducing contraband into correctional facilities
CO524.5. Identify methods of detecting contraband
CO524.6. Describe the process of collecting, processing, and disposing of contraband
CO524.7. Describe the process of documenting contraband
CO524.8. Discuss the final disposition of contraband
CO524.9. Identify appropriate receptacles for contraband disposal
CO524.10. Identify contraband disposal methods
CO524.11. List contraband items that need special disposal
CO525.1. List the types of mail an inmate may receive in a correctional facility
CO525.2. Explain how inmates receive digital mail
CO525.3. Discuss ways to monitor digital mail
CO525.4. Explain how inmate mail is processed

CO525.5. Describe how to process legal and privileged mail
CO525.6. Explain how to process outgoing mail
CO525.7. Describe how to confiscate incoming and outgoing mail in a correctional facility
CO531.1. Discuss how correctional officers keep the facility safe using security equipment
CO531.2. Identify the different types of facility security equipment
CO531.3. Describe the procedures for operating entry and exit equipment in a facility
CO532.1. Explain the importance of security standards for the safety of inmates, officers, and visitors in a facility
CO532.2. Describe the guidelines for completing a basic inspection and inspecting for property damage
CO532.3. Describe how to conduct facility security inspections
CO532.4. Explain how to look for structural deficiencies
CO532.5. Describe how to conduct facility security checks
CO533.1. Explain how to maintain a secure facility perimeter
CO541.1. Identify the organizations that may govern a facility's safety standards
CO541.2. Explain the facility safety standards for emergency preparedness and response
CO541.3. Identify the possible hazards that can cause facility safety deficiencies
CO541.4. Describe the responsibilities for correcting facility safety deficiencies
CO542.1. List the elements of a facility sanitation plan
CO542.2. List the elements of a facility's environmental health program
CO542.3. Identify the common health hazards found in a facility

CJK0321: Intake and Release (16 hours)

Course Description: This course provides an overview of the intake and reception process in a correctional facility, classification and housing assignments, and explains the basic release process at county and state facilities.

Course Objectives:

CO601.1. Describe the medical tasks that are completed during admission at county and state correctional facilities
CO601.2. List ways to verify a person's identity during intake and reception
CO601.3. Identify the common features included in arrest papers
CO601.4. Identify the common features included in commitment papers
CO601.5. List the terminology used in court paperwork
CO601.6. Identify when arrest or commitment papers are complete
CO601.7. List which documents inmates are allowed to access while in custody
CO602.1. Describe how an inmate and their property should be searched during intake and reception
CO602.2. Describe the methods for handling inmate property
CO602.3. Give examples of the types of property inmates are allowed to keep while in custody
CO602.4. Explain how to inventory and accurately describe property that will be stored until an inmate's release
CO602.5. Identify what hygiene items are issued to an inmate when they enter a facility
CO603.1. Identify what information is available in the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC)
CO603.2. List the legal requirements for using FCIC and NCIC information
CO603.3. Describe how to obtain quality finger and palm prints
CO603.4. Explain the importance of the Biometric Identification Solution, LiveScan, and Rapid ID technologies
CO603.5. Identify where signatures are required on a fingerprint or palm print card
CO603.6. List the DNA requirements for convicted or charged felons according to the Florida Statutes
CO603.7. Identify the requirements for photographing a person
CO603.8. Describe what information to include when generating an inmate identification wristband or card
CO604.1. Explain the importance of classification when determining housing assignments
CO604.2. Distinguish the differences between the three security levels used in county correctional facilities
CO604.3. Distinguish the differences between the five custody grades used in state correctional facilities
CO604.4. Describe the categories of initial segregation and how housing is assigned
CO605.1. Describe how the release process works
CO605.2. Explain gain-time and when it is awarded
CO605.3. List the different types of releases
CO605.4. Describe the proper procedures before releasing an inmate
CO605.5. Identify what information is needed when transporting or arranging transport for an inmate's release
CO605.6. Describe the process for returning personal and stored property
CO605.7. Explain how gratuity applies to an inmate's release

CJK0324: Supervision in a Correctional Facility (32 hours)

Course Description: This course provides foundational knowledge of the processes for monitoring inmates in a variety of situations, transporting inmates, and addressing disciplinary issues.

Course Objectives:

CO711.1. Discuss the importance of observing inmate activity
CO711.2. Describe how to use the senses to ensure facility, inmate, and staff safety
CO711.3. Describe how to monitor inmate behavior
CO711.4. Explain how surveillance equipment can help monitor inmates
CO712.1. Explain the importance of an inmate count for safety and security
CO712.2. List the main types of inmate counts
CO712.3. Describe how to conduct an inmate count
CO712.4. Describe how to document an inmate count using a count slip
CO713.1. List the unusual occurrences that can disrupt the normal operations of a facility
CO713.2. Identify the indicators of a potential disturbance
CO713.3. Identify when to document usual and unusual occurrences
CO721.1. Distinguish between the different types of housing units
CO721.2. Describe how to monitor inmate behavior in the housing area
CO721.3. Describe how to monitor and log inmates entering or exiting the housing area
CO721.4. Discuss how to ensure the inmates keep themselves and the housing unit clean and orderly
CO722.1. Identify the different types of common areas in a facility
CO722.2. Explain how to conduct regular security checks of the common areas
CO723.1. Explain how to conduct a security check of the dining area prior to mealtime
CO723.2. Describe how to monitor food distribution during mealtime
CO723.3. Describe how to monitor inmates during mealtime
CO723.4. Discuss the importance of conducting a security check of the dining area after mealtime
CO724.1. Define what infirmary care is
CO724.2. Identify the requirements for infirmary-level care
CO724.3. Describe how inmates can ask for and receive medical care
CO724.4. Describe how to maintain inmate and medical staff safety while in the infirmary
CO724.5. Explain how to conduct a search of the inmates before and after admission into the infirmary
CO725.1. Differentiate between contact and non-contact visits
CO725.2. List the valid forms of identification and security equipment required for different types of visitors
CO725.3. Describe how to search the visitation area for safety hazards and security issues before a visitation
CO725.4. Describe how to search visitors for contraband before admitting them to the visitation area
CO725.5. Explain how to direct visitors to the visitation area while maintaining safety and security
CO725.6. Discuss the process for notifying an inmate of visitor arrival in the designated visitation area
CO725.7. Describe how to search an inmate before entering the visitation area
CO725.8. Describe how to monitor an inmate and visitor during a visitation
CO725.9. Explain how to complete inmate visitation while maintaining safety and security
CO726.1. Differentiate between inside and outside work squads
CO726.2. Describe how to verify an inmate's identity for a work detail

CO726.3. Describe how to search an inmate before and after a work detail
CO726.4. Discuss how to maintain accountability of a work detail
CO726.5. Discuss how to maintain inmate safety and security during a work detail
CO726.6. Describe how to monitor inmates during a work detail
CO726.7. Discuss how to maintain facility and inmate safety and security at the end of a work detail
CO727.1. Explain what to communicate to medical staff regarding inmate security concerns
CO727.2. Describe how to maintain inmate safety and hospital security
CO727.3. Identify the role of security restraint devices
CO727.4. Identify the role of clinical restraints and clinical seclusion
CO727.5. Describe how to maintain inmate safety and hospital security during an inmate medical emergency
CO731.1. Describe how to count and search inmates before an escort
CO731.2. Describe how to escort inmates while maintaining safety and security
CO731.3. Explain what actions to take after completing an inmate escort
CO732.1. Identify the function of each type of inmate transport vehicle
CO732.2. Describe how to inspect and search an inmate transport vehicle for safety and contraband
CO732.3. Describe what the security concerns are when loading and unloading inmates
CO732.4. Describe the functions of the different types of inmate transport vehicle security devices
CO732.5. Explain the role of inmate transport documents
CO732.6. Explain how to secure inmates in the transport vehicle while maintaining safety and security
CO732.7. Describe how to transport inmates while maintaining safety and security
CO741.1. List the different referral services available to inmates
CO741.2. Identify changes in inmate behavior that may require a referral
CO741.3. Explain the process of making an inmate referral
CO741.4. Describe an officer's responsibilities after making an inmate referral
CO741.5. Describe the safety and security considerations when moving an inmate after making a referral to services
CO741.6. Describe the notification and documentation process after making a referral
CO742.1. Explain the role of progressive discipline for an inmate rule violation or infraction
CO742.2. Describe the process of progressive discipline for minor and major rule violations, including inmate isolation
CO742.3. Identify corrective actions an officer can take as part of the inmate disciplinary process

CJK0326: Supervising Correctional Populations (25 hours)

Course Description: This course provides an introduction to the various populations within a correctional environment and includes information on legal aspects of providing care and custody for inmates under the Americans with Disabilities Act (ADA) and the Prison Rape Elimination Act (PREA).

Course Objectives:

CO811.1. Identify the categories of special populations
CO811.2. Discuss why inmates form unique societies
CO811.3. Describe the common types of societies inmates form
CO811.4. Explain the structural dynamics of inmate societies
CO812.1. Describe the Americans with Disabilities Act
CO812.2. Describe how a facility complies with ADA when providing a reasonable accommodation for an inmate with a disability
CO813.1. Describe the rights of people with mental illness in a correctional facility
CO813.2. List the different ways an inmate may gain access to mental health services
CO813.3. Identify factors that increase the risk of suicidal ideation for inmates
CO813.4. Describe what to do if an officer suspects an inmate has suicidal ideation
CO813.5. Describe some of the characteristics of psychosis
CO813.6. Explain how to communicate with inmates experiencing psychosis
CO813.7. Describe the possible signs of inmates experiencing mania
CO813.8. Describe how to communicate with inmates experiencing mania
CO813.9. Discuss some common signs of anxiety and panic attacks
CO813.10. Explain how to assist inmates experiencing a panic attack
CO813.11. Discuss the use of force options that can de-escalate a situation involving an inmate with mental illness
CO813.12. Explain the role of the Baker Act in county facilities as it relates to inmates with mental illness
CO814.1. Describe some common signs and symptoms of possible substance abuse
CO814.2. List possible indicators of substance withdrawal
CO814.3. Describe the housing considerations for and treatment available to an inmate with substance abuse issues
CO814.4. Explain an officer's role when monitoring an inmate who is participating in a court-ordered substance abuse treatment program
CO815.1. Describe the characteristics of a developmental disability
CO815.2. Describe the characteristics of autism spectrum disorder (ASD)
CO815.3. Identify challenges related to the safety of inmates with ASD in correctional facilities
CO815.4. Explain how to communicate with inmates with ASD
CO815.5. Describe effective de-escalation techniques when communicating with inmates with ASD
CO815.6. Describe the characteristics of an intellectual disability
CO815.7. Explain how to communicate effectively with inmates with an intellectual disability
CO816.1. Describe how to effectively supervise inmates with physical disabilities
CO816.2. List some of the common auxiliary aids and health-care appliances for inmates with physical disabilities
CO816.3. Explain how to monitor an inmate who has a personal care attendant
CO817.1. Describe how to monitor and assist inmates who are pregnant

CO817.2. List chronic diseases an inmate may have
CO817.3. List infectious diseases that may be found in a correctional facility
CO817.4. Explain how to prevent the spread of infectious diseases in a correctional facility
CO817.5. Describe how to respond to an inmate with a non-emergency or emergency medical need
CO817.6. Describe how to monitor inmates with a terminal illness
CO817.7. List the different medical conditions that may be aggravated by the use of chemical agents or ECDs
CO818.1. Identify the legal requirements for incarcerating juvenile inmates
CO818.2. Explain why an inmate may be designated as a youthful offender
CO818.3. Describe common characteristics of juveniles at correctional facilities
CO818.4. List the types of required programs and services available to juveniles and youthful offenders at correctional facilities
CO819.1. Describe some characteristics of elderly inmates
CO819.2. Describe how to effectively communicate with an elderly inmate
CO819.3. Identify when to make special considerations for an elderly inmate with physical limitations
CO819.4. Describe some health issues that elderly inmates may experience
CO819.5. Explain how to communicate with inmates with Alzheimer's disease or dementia
CO819.6. Discuss the special considerations to make when monitoring elderly inmates
CO8110.1. Discuss the common characteristics of female inmates
CO8110.2. Describe how to communicate effectively with female inmates
CO8110.3. Explain the types of health-care products available to female inmates
CO8111.1. Identify what the acronym LGBTQ+ stands for .
CO8111.2. Discuss effective approaches for managing inmates who are part of the LGBTQ+ community
CO8111.3. Explain how PREA affects searches of intersex and transgender inmates
CO8111.4. Explain the housing, programming, and safety issues unique to intersex and transgender inmates
CO8112.1. Explain consent and how it relates to PREA
CO8112.2. Identify populations that are at increased risk of sexual abuse while incarcerated
CO8112.3. Describe the importance of screening and housing inmates to prevent sexual abuse and harassment
CO8112.4. List possible signs an inmate is being sexually abused or harassed by other inmates
CO8112.5. Describe the reporting processes for inmates alleging sexual abuse or harassment
CO8112.6. Explain officers' requirements for reporting sexual abuse and harassment and safeguarding victims
CO8112.7. Identify the steps the first responding officer should make to preserve any physical evidence from an inmate allegation of sexual abuse
CO821.1. Describe what a security threat group (STG) is and how it impacts a correctional facility
CO821.2. Identify signs of possible STG presence in a facility
CO821.3. Explain possible indicators of pending escalation of STG activity
CO821.4. Explain how to deter STG activity
CO821.5. Describe how to document STG activity
CO822.1. Describe the reasons for administrative confinement and the possible conditions and privileges of inmates in administrative confinement

CO822.2. Describe the reasons for protective management and the possible conditions and privileges of inmates in protective management
CO822.3. Describe the reasons for disciplinary confinement and the possible conditions and privileges of inmates in disciplinary confinement a
CO822.4. Describe how to adjust the monitoring routine of inmates who are in confinement or protective management
CO822.5. Explain the housing and monitoring requirements unique to an inmate on death row

CJK0336: Incidents and Emergencies in Correctional Facilities (20 hours)

Course Description: This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

Course Objectives:

CO911.1. Identify what information to convey during a critical incident
CO911.2. Describe the protocols for chain of command during a critical incident
CO911.3. Determine when to call for assistance during a critical incident
CO911.4. Explain how to set up a perimeter during a critical incident
CO911.5. List guidelines for an evacuation
CO911.6. Explain how to help resolve a critical incident
CO911.7. Discuss how to document a critical incident
CO921.1. Differentiate between a disturbance and a riot
CO921.2. Describe the conditions that could prompt a disturbance or riot
CO921.3. Identify the necessary equipment for responding to a disturbance or riot
CO921.4. Explain standard procedures for responding to a disturbance or riot
CO922.1. Describe the signs of an escape attempt and how to prevent it
CO922.2. Identify the necessary equipment and resources for responding to an escape or escape attempt
CO922.3. Explain standard procedures for responding to an escape
CO923.1. Define what a hostage incident is
CO923.2. Identify the necessary equipment for responding to a hostage incident
CO923.3. Explain standard procedures for responding to a hostage incident
CO923.4. Explain standard procedures if you are taken hostage
CO924.1. Describe the indicators of a bomb threat
CO924.2. Identify the necessary equipment for responding to a bomb threat
CO925.1. Describe the indicators of a facility assault
CO925.2. Identify the necessary equipment for responding to a facility assault
CO925.3. Describe the measures used to prevent and resolve a facility assault
CO925.4. Explain standard procedures for responding to a facility assault
CO926.1. Explain the safety risks of hazardous materials
CO926.2. Describe what a safety data sheet is and why it is used
CO926.3. Identify the classes and dangers of hazardous materials described in the *Emergency Response Guidebook (ERG)*
CO926.4. Describe the indicators of hazardous materials
CO926.5. Identify the necessary equipment for responding to a hazardous materials incident
CO926.6. Explain standard procedures for responding to a hazardous materials incident
CO926.7. Explain how to store and move sensitive facility supplies
CO927.1. Explain what a medical emergency is and how to recognize signs and symptoms
CO927.2. Identify the necessary equipment and resources for responding to a medical emergency
CO927.3. Explain standard procedures for responding to a medical emergency
CO928.1. Describe the components and indicators of a facility fire
CO928.2. Identify the necessary equipment for responding to a facility fire
CO928.3. Differentiate between the types and uses of fire extinguishers

CO928.4. List the steps for using a portable fire extinguisher
CO928.5. Explain standard procedures for responding to a facility fire
CO929.1. Differentiate between natural disasters and human-instigated disasters
CO929.2. Identify the necessary equipment for responding to a disaster
CO929.3. Explain standard procedures for responding to a disaster
CO931.1. Identify which staff to notify when a crime has occurred
CO931.2. Explain how to control a crime scene
CO931.3. Identify how to enter a crime scene to administer first aid while not disturbing evidence
CO931.4. Explain how to secure, protect, and document a crime scene
CO931.5. State how to identify and properly collect evidence for a crime scene
CO932.1. Explain the importance of identifying and separating victims, witnesses, and suspects during an incident
CO932.2. Explain how to secure victims, witnesses, and suspects during an incident

PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: 2025-03

☑ Change in Program
☐ Deletion of Program
☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE	TOTAL NUMBER OF ☑ COLLEGE CREDIT TECHNICAL ☐ CREDIT HOURS
Crossover Traiing Program for Florida Correctional Probation Officer to Law Enforcement Officer	20.43 (532 Clock Hours)

Check Box for Program Type

☐ Advanced Technical Certificate (Post Associate in Science Degree)
☐ Associate in Science Degree
☐ Associate in Applied Science Degree
☐ Baccalaureate Degree
☐ College Credit Certificate
☐ Applied Technology Diploma
☑ Technical Credit Program

AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE.	AA Common Course Prerequisite ☐ Yes ☑ No

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

General Education Requirements:

Arts and Sciences
From:

To:

Health Occupations
From:

To:

Workforce Development, Career, and Technical Education
From:

To:

Program Specified Elective(s) AS or AAS Degree only:
From:

To:

Program Requirement Changes:
From:

To: Added: CJK 0002, CJK 0018

Total Current College Credit or Technical Credit Hours

From: 20.43 Technical Credits (532 Clock Hours)	To: 17.33 - 20 Techincal Credits (520 - 600 Clock Hours)

JUSTIFICATION FOR CHANGE

Check Box for Change Justification

☐ Programmatic Accreditation Requirement
☐ Florida Department of Education Curriculum Framework Changes
☐ Program Review Recommendation
☐ Student Learning Outcome Assessment
☑ Other

Other Explanation: The Criminal Justice Standards and Training Commision has changed this course effective July 1, 2025. Refer to attached documents.

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

ICU-1C (04/19)

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Proposer's Signature	Date 1-16-25
Department Chair/Program Director's Signature	Date
Academic Dean's Signature	Date 1/16/25

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

_____

_____

_____Recommended _____Not Recommended

Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					

ICU-1C (04/19)

Outlook

CJSTC programs and objectives

From Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>
Date Thu 11/7/2024 12:10 PM
To Riggs, Garrett <GarrettRiggs@fdle.state.fl.us>

2 attachments (675 KB)
BRT Courses and Objectives.pdf; New Programs 2025.pdf;

WARNING: This email originated from a sender outside of Pasco-Hernando State College. Please use caution when opening links and attachments.

Everyone,

The attached document, BRT Courses and Objectives, is a master list of all of the courses in the Criminal Justice Standards and Training Commission's basic recruit training programs. The document lists each discipline (e.g., Correctional Officer, Law Enforcement Officer) and has a brief description of each course, its CJK number, and the objectives. This document can be used for planning academies that are set to begin on July 1, 2025.

The other document, New Programs 2025, shows the new programs for 2025 that are related to the revisions to the correctional officer basic recruit training program.

You can share these documents with your coordinators, instructors, and any of your academic review committees.

The preview copies of the curriculum will be uploaded to the Course Materials site in the next few days and I will email the group when they go live.

Please reach out to me if you have questions.

Thank you,

Garrett

Garrett Riggs, Ph.D.
Training and Research Manager
Basic Curriculum Section/Bureau of Training
Florida Department of Law Enforcement
P.O. Box 1489, Tallahassee, FL 32302-1489
850-410-8648 (desk)
850-251-8767 (cell)

PHSC | PASCO-HERNANDO STATE COLLEGE

Workforce Development

Crossover from Correctional Probation Officer to Law Enforcement Officer, CC-PTL FDLE: ATMS #3012					532 Clock Hours (17.72 Credit Hours)
Course Title	Course Number	Clock Hours	Credit Hours	In-State Tuition*	Out-of-State Tuition**
Communication	CJK 0016	24	0.80	$70.47	$281.84
Legal	CJK 0018	64	2.13	$187.61	$750.41
Law Enforcement Vehicle Operations	CJK 0020	48	1.60	$140.92	$563.69
Serving Your Community	CJK 0021	34	1.13	$99.53	$398.10
Criminal Justice Firearms	CJK 0040	80	2.67	$235.18	$940.66
Fundamentals of Patrol	CJK 0063	40	1.33	$117.14	$468.56
Crimes Against Persons	CJK 0072	48	1.60	$140.92	$563.69
Crimes Involving Property and Society	CJK 0073	12	0.40	$35.24	$140.93
Crime Scene Follow-up Investigations	CJK 0079	34	1.13	$99.53	$398.10
Critical Incidents	CJK 0093	44	1.47	$129.47	$517.89
CPO: Cross-over Program Updates – Crossover Program Updates	CJK 0394	10	0.33	$29.06	$116.26
Traffic Incidents	CJK 0400	12	0.40	$35.24	$140.93
Traffic Stops	CJK 0401	24	0.80	$70.47	$281.84
Traffic Crash Investigations	CJK 0402	30	1.00	$88.08	$352.31
DUI Traffic Stops	CJK 0403	24	0.80	$70.47	$281.84
Conducted Electrical Weapon/Dart-Firing Stun Gun	CJK 0421	4	0.13	$11.45	$45.79
	Total:	532	17.72	$1,560.78	$6,242.84
	Total Including Lab Fees:			$2,580.75	$7,092.81

*Based on $88.08/Credit Hour

**Based on $352.31/Credit Hour

Lab Fees (Included in Above Costs)		
Law Enforcement Vehicle Operations	CJK 0020	$103.57
Criminal Justice Firearms	CJK 0040	$692.90
Crimes Against Persons	CJK 0072	$53.50
	Total	$849.97

The Program pathways are for informational purposes only. See the PHSC Catalog for all graduation requirements.

5/6/2024

Crossover ~~from~~ Training Program for Florida Correctional Probation Officer to Law Enforcement Officer—Career Certificate

The purpose of this program is to train students who want a dual certification in Law Enforcement and Correctional Probation.

Special Program Requirements:

Students requesting to attend this course shall:

- Be an active certified correctional probation officer; or
- Have successfully completed Florida Correctional Probation Basic Recruit Training Program and passed the State Officer Certification Examination (SOCE) for Correctional Probation
- Have successfully passed a FDLE Basic Abilities Test (BAT) for Law Enforcement unless exempt. Refer to the Basic Skills Requirements for Career Certificate Programs section under Academic Policies for a full list of exemptions and additional details.
- Additional entry requirements are outlined in the application packets which are available at the monthly orientation/information sessions

PROGRAM CODE: CC-PTL

CJK 0002	Introduction to Law Enforcement	.40 tech. cr. (12 clock hours)
CJK 0018	Legal	2.13 tech. cr. (64 clock hours)
CJK 0020	Law Enforcement Vehicle Operations	1.60 tech. cr. (48 clock hours)
CJK 0040	Criminal Justice Firearms*	2.67 tech. cr. (80 clock hours)

CJK 0063	Fundamentals of Patrol	1.33 tech. cr. (40 clock hours)
CJK 0403	DUI Traffic Stops	.8 tech. cr. (24 clock hours)
CJK 0401	Traffic Stops	.80 tech. cr. (24 clock hours)
CJK 0402	Traffic Crash Investigations	1 tech. cr. (30 clock hours)
CJK 0093	Critical Incidents	1.47 tech. cr. (44 clock hours)
CJK 0421	Conducted Electrical Weapon/Dart-Firing Stun Gun	.13 tech. cr. (4 clock hours)
CJK 0016	Communications	.80 tech. cr. (24 clock hours)
CJK 0021	Serving Your Community	1.13 tech. cr. (34 clock hours)
CJK 0072	Crimes Against Persons	1.60 tech. cr. (48 clock hours)
CJK 0073	Crimes Against Property and Society	.40 tech. cr. (12 clock hours)
CJK 0079	Crime Scene Follow-up Investigations	1.13 tech. cr. (34 clock hours)
CJK 0400	Traffic Incidents	.4 tech. cr. (12 clock hours)
CJK 0394	~~CPO: Cross-over~~Crossover Program Updates	.33 tech. cr. (10 clock hours)
CJK 0018	Interviewing and Report Writing	1.87 tech. cr. (56 clock hours)

Total Credit Hours: ~~20.43~~17.33 – 20~~-~~ ~~532~~(520 – 600 Clock Hours)

* Students who completed correctional probation officer basic recruit training prior to July 1m 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 600.

Course lists with CJK numbers for new programs effective July 1, 2025

Basic Recruit Training Program

The correctional officer basic recruit training (BRT) program has been updated with an additional 25 hours to account for changes identified on the most recent job task analysis (JTA) and to add content on communication and decision-making and officer mental health and wellness.

Proposed Basic Recruit Training Program for Florida Correctional Officers (Effective July 1, 2025)		
Course Number	**Corrections Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers	40
CJK_0040	Chapter 3: Criminal Justice Firearms	80
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics	80
CJK_0340	Chapter 6: Criminal Justice Officer Physical Fitness Training	30
	Total program hours 445	

Crossover Programs

The crossover programs have been updated to align with the new correctional officer BRT program and to ensure that students get the full set of discipline-specific courses prior to taking the state officer certification exam and applying for certification.

Proposed Crossover Training Program for Florida Correctional Officer to Correctional Probation Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0260	Chapter 1: Introduction to Correctional Probation	14
CJK_0264	Chapter 2: Legal Foundations for Correctional Probation Officers	44
CJK_0265	Chapter 3: Communications	46
CJK_0266	Chapter 4: Intake and Orientation	24
CJK_0267	Chapter 5: Caseload Management	32
CJK_0268	Chapter 6: Supervision of Offenders	88
CJK_0269	Chapter 7: Field Supervision	80
CJK_0393	Crossover Program Updates	8
	Total program hours 336	

Proposed Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 303.*		

Proposed Crossover Training Program for Florida Correctional Probation Officer to Law Enforcement Officer (Effective July 1, 2025)		
Course number	**Course Title**	**Hours**
CJK_0002	Chapter 1: Introduction to Law Enforcement	12
CJK_0016	Chapter 2: Communication	24
CJK_0018	Chapter 3: Legal	64
CJK_0019	Chapter 4: Interviewing and Report Writing	56
CJK_0063	Chapter 5: Fundamentals of Patrol	40
CJK_0021	Chapter 6: Serving Your Community	34
CJK_0072	Chapter 7: Crimes Against Persons	48
CJK_0073	Chapter 8: Crimes Involving Property and Society	12
CJK_0079	Chapter 9: Crime Scene Follow-up Investigations	34
CJK_0400	Chapter 10: Traffic Incidents	12
CJK_0401	Chapter 11: Traffic Stops	24
CJK_0402	Chapter 12 Traffic Crash Investigations	30
CJK_0403	Chapter 13: DUI Traffic Stops	24
CJK_0093	Chapter 14: Critical Incidents	44
CJK_0394	Crossover Program Updates	10
CJK_0020	Chapter 1: Law Enforcement Vehicle Operations	48
CJK_0421	Chapter 5: Conducted Electrical Weapon/Dart-Firing Stun Gun	4
	Total program hours 520*	
**Students who completed correctional probation officer basic recruit training prior to July 1, 2022, will need to complete the 80-hour Criminal Justice Firearms Course, which will raise their total program hours to 600.*		

Proposed Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0393	Crossover Program Updates	8
	Total program hours 223	

BRT for Special Operations Forces program

The correctional officer BRT program for Special Operations Forces has been updated to reflect the revisions to the correctional officer BRT program.

Proposed Correctional Officer Basic Training Program for Special Operations Forces (Effective July 1, 2025)		
Course Number	**Course Title**	**Hours**
CJK_0301	Chapter 1: Introduction to Corrections	32
CJK_0355	Chapter 2: Legal for Correctional Officers	22
CJK_0306	Chapter 3: Communication for Correctional Officers	32
CJK_0111	Chapter 4: Interviewing and Report Writing in Corrections	16
CJK_0327	Chapter 5: Shift Management and Safety	20
CJK_0321	Chapter 6: Intake and Release	16
CJK_0324	Chapter 7: Supervision in a Correctional Facility	32
CJK_0326	Chapter 8: Supervising Correctional Populations	25
CJK_0336	Chapter 9: Incidents and Emergencies in Correctional Facilities	20
CJK_0031	Chapter 2: First Aid for Criminal Justice Officers (show proficiency only)	8
CJK_0040	Chapter 3: Criminal Justice Firearms (show proficiency only)	8
CJK_0051	Chapter 4: Criminal Justice Defensive Tactics (show proficiency only)	8
	Total program hours 239	

Correctional Officer
Discipline-specific Courses (2025.07)

CJK0301: Introduction to Corrections (32 hours)

Course Description: This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

Course Objectives:

CO111.1. Describe the responsibilities of a correctional officer
CO111.2. Identify the personal characteristics that are important for correctional officers
CO111.3. Explain the main roles of a correctional officer
CO111.4. Explain the importance of emotional intelligence for correctional officers
CO112.1. Explain the regulations that define a correctional officer's authority and job
CO112.2. Describe the role of the Criminal Justice Standards and Training Commission
CO112.3. List the requirements for completing the basic recruit training program
CO112.4. List the requirements for becoming a certified correctional officer in Florida
CO112.5. Identify the statutory conditions and penalties of the officer disciplinary process
CO113.1. Describe the basic structure of the U.S. criminal justice system
CO113.2. Identify the different levels of U.S. law enforcement agencies
CO113.3. Explain the structure and duties of the U.S. court system
CO113.4. Describe the role of the correctional officer as it relates to the court system
CO113.5. Describe the primary components of the U.S. correctional system
CO113.6. List the divisions that oversee inmates and offenders at the state level
CO114.1. Define the chain of command
CO114.2. Explain the importance of following the proper chain of command
CO114.3. Differentiate between vertical and lateral communication
CO114.4. Identify the consequences of not following the proper chain of command
CO114.5. Describe effective delegation of authority
CO121.1. Give examples of ethical decision-making and an officer's duty to intervene
CO121.2. Determine factors that have an influence on ethical decision-making
CO121.3. Give examples of unethical behavior for a correctional officer
CO121.4. Explain inappropriate disclosure of confidential information
CO121.5. Explain what conflict of interest means for a correctional officer
CO121.6. Describe sexual misconduct while on duty
CO121.7. Identify behaviors that constitute sexual harassment an officer should avoid
CO121.8. Identify appropriate responses to sexual harassment
CO121.9. Describe the consequences of engaging in sexual harassment
CO121.10. Describe how PREA relates to a correctional officer's duties
CO122.1. Describe the impact of biased behavior
CO122.2. Explain explicit and implicit bias and how each impacts a correctional officer
CO122.3. Discuss the relationship between stereotyping, prejudice, and discrimination

CO122.4. Describe the concept of procedural justice and its four pillars
CO131.1. Describe the challenges of shiftwork
CO131.2. Explain methods of adjusting to shiftwork
CO131.3. Describe helpful techniques for falling asleep
CO131.4. Discuss actions to avoid when adjusting to an irregular sleep schedule due to shiftwork
CO132.1. List the three primary responses to stress
CO132.2. Describe the three categories of stress
CO132.3. Describe the symptoms and effects of post-traumatic stress disorder that a correctional officer may experience
CO132.4. Explain how trauma impacts the brain
CO132.5. Describe indicators of stress
CO133.1. Explain strategies for coping with stress and building resilience
CO133.2. List available resources for managing mental and physical health
CO133.3. Identify signs that a fellow officer is coping poorly with stress
CO133.4. Discuss how to provide support to officers who are experiencing stress
CO133.5. Explain how to help officers who may experience suicidal ideation
CO133.6. Describe how to develop personal resilience against trauma, fatigue, and stigma for career longevity

CJK0355: Legal for Correctional Officers (22 hours)

Course Description: This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

Course Objectives:

CO211.1. Explain the role of constitutional law
CO211.2. Discuss criminal law and its relation to statutory law and ordinances
CO211.3. Describe the role of civil law
CO211.4. Identify the importance of staying current with case law
CO211.5. Explain how to find and read the Florida Statutes
CO211.6. Identify the importance of staying current with agency policies and procedures
CO212.1. Determine how the Constitution impacts the role of a correctional officer
CO212.2. Discuss the role of the amendments to the Constitution and the Bill of Rights in relation to corrections
CO213.1. Identify the different categories and classes of offenses
CO213.2. List the common crimes committed by inmates in a correctional facility
CO213.3. Discuss the common crimes committed by staff and visitors in a correctional facility
CO213.4. Explain the elements of crimes
CO213.5. Identify the major types of evidence found in a correctional facility
CO213.6. List the components of the chain of custody in a correctional facility
CO221.1. Identify the rights inmates retain while inside a correctional facility
CO221.2. Explain what a search is and how it relates to corrections
CO221.3. Explain what probable cause is and how it relates to corrections
CO221.4. Explain what a seizure is and how it relates to corrections
CO221.5. Identify what types of searches can be used for visitors entering and exiting a correctional facility
CO221.6. Determine how and when a *Miranda* warning is issued in a correctional setting
CO221.7. Describe how the requirements of the Health Insurance Portability and Accountability Act operate in a correctional setting
CO221.8. Discuss inmates' rights to privileged communication
CO222.1. Describe the purpose of the Prison Rape Elimination Act
CO222.2. Explain what sexual abuse is in the context of a correctional setting
CO222.3. Explain what voyeurism is in the context of a correctional setting
CO222.4. Describe how sexual abuse and harassment impact the safety and security of a correctional facility
CO222.5. Explain a correctional officer's role in enforcing PREA
CO223.1. Explain why contraband is a problem
CO223.2. Identify what items are regarded as contraband
CO223.3. Explain how the Florida Model Jail Standards and the Florida Administrative Code address managing contraband
CO223.4. Discuss how contraband is brought into a facility
CO224.1. Explain reasonable force and how it is applied in a correctional facility
CO224.2. Identify the questions to consider in any use of force situation
CO224.3. Discuss the Florida Statutes on a correctional officer's use of force

CO224.4. Identify the liabilities and penalties for excessive use of force
CO224.5. Identify the liabilities and penalties for failure to report use of force
CO231.1. Differentiate between the types of liabilities in a correctional setting
CO231.2. List the elements and examples of officer negligence
CO231.3. Differentiate between the two main categories of damages that may be awarded in a civil lawsuit
CO231.4. Describe officer actions that can lead to civil liability
CO231.5. Discuss civil liability under federal laws
CO231.6. Discuss what the consequences may be if an officer is found civilly or criminally liable
CO231.7. Describe how an agency may be liable for an officer's actions
CO232.1. Identify how to limit officer and agency liability
CO232.2. Discuss the concept of qualified immunity
CO232.3. Explain acting within the scope of employment
CO232.4. Describe the legal defenses that protect officers from civil and criminal liability

CJK0306: Communication for Correctional Officers (32 hours)

Course Description: This course provides students with the foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

Course Objectives:

CO311.1. Describe the elements of effective communication
CO311.2. Describe how to demonstrate professionalism
CO311.3. Explain how courtesy impacts an officer's behavior and interaction with inmates and others
CO311.4. Discuss how active listening is used in effective communication
CO311.5. List how the elements of active listening are used in communication
CO311.6. Describe the role of empathy in effective communication
CO311.7. Explain how trauma can affect communication
CO311.8. Discuss how to interact with inmates in a diverse environment while applying officer safety
CO311.9. Identify cultural influences that can affect interpersonal communications
CO312.1. Describe the differences between verbal and non-verbal communication
CO312.2. Discuss how to communicate using command presence and verbal command
CO313.1. Identify potential barriers to effective communication
CO313.2. Describe how to defuse a situation through conflict management
CO313.3. Describe how emotional intelligence is a valuable tool in conflict management
CO321.1. Explain the difference between manipulation and deception
CO321.2. Describe the methods inmates use to manipulate and deceive
CO321.3. Identify the behaviors that officers should display to minimize inmate manipulation and deception
CO321.4. Discuss the methods visitors and volunteers use to manipulate and deceive
CO321.5. Describe how officers can respond to potential boundary violations from inmates
CO321.6. Describe how officers can respond to potential boundary violations by their peers
CO322.1. Identify how self-talk, self-awareness, and self-de-escalation can help with communication
CO322.2. Describe the core communication competencies and how to use them when communicating

CJK0111: Interviewing and Report Writing in Corrections (16 hours)

Course Description: This course introduces students to the importance of documentation and report writing in a correctional environment.

Course Objectives:

CO411.1. Explain the importance of asking questions to gather information
CO411.2. Discuss the importance of building rapport with inmates
CO411.3. Explain the purpose of an interview
CO411.4. Explain when formal interviewing may be required
CO411.5. Identify when and how to obtain a written statement
CO412.1. Explain the purpose of note-taking
CO412.2. Identify the details of an incident and the basic questions that notes should address
CO412.3. List the types of critical information to record during note-taking
CO412.4. Describe strategies for taking effective notes
CO421.1. Explain the importance of preparing and submitting a well-written report
CO421.2. Identify potential readers of correctional reports
CO421.3. List the common types of reports that officers prepare
CO421.4. List common incidents and activities that may require a report
CO421.5. Identify what to include in a report
CO422.1. Explain the importance of reviewing notes before writing a report
CO422.2. Describe how to organize report information
CO422.3. Describe how to compose the three main parts of a report narrative
CO422.4. Explain the importance of reviewing facts in your report
CO422.5. Describe how to use clear and plain language to write complete and accurate reports
CO422.6. Explain the importance of using legible handwriting
CO422.7. Describe the importance of writing and submitting a report in a timely manner
CO422.8. Discuss the importance of avoiding unprofessional writing
CO422.9. Distinguish between professional and casual language
CO422.10. Identify strategies for improving vocabulary
CO423.1. Explain the importance of proper grammar when writing a report
CO423.2. Discuss the importance of using proper punctuation when writing a report
CO423.3. Describe how to use proper sentence structure when writing a report
CO423.4. Describe how to use verb tense correctly when writing a report
CO423.5. Explain how to use proper spelling and capitalization rules when writing a report
CO424.1. Explain how to edit and proofread a report for completeness and grammatical errors
CO424.2. Describe how to finalize and submit a report for a supervisor's approval

CJK0327: Shift Management and Safety (20 hours)

Course Description: This course teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

Course Objectives:

CO511.1. Define situational awareness
CO511.2. Describe situational awareness in the corrections setting
CO511.3. Identify the skills that can enhance officer safety
CO511.4. Explain when situational awareness is appropriate and how to disengage
CO512.1. Identify common equipment assigned to specific areas and activities in a facility
CO512.2. Describe the process of inspecting common equipment
CO512.3. Describe the process of issuing and receiving equipment
CO512.4. Discuss common equipment inventory processes
CO512.5. Explain how to store common equipment used in a facility
CO512.6. Identify the types of hazardous equipment used in a facility
CO512.7. Describe how firearms and ammunition are issued in a facility
CO513.1. Describe the role of radios for correctional officers
CO513.2. Explain how to properly transmit a message on a radio
CO513.3. Identify the types of radios used in correctional facilities
CO513.4. Discuss the purpose and types of radio codes
CO513.5. Explain the purpose of a radio base station
CO521.1. List the common equipment used in searches
CO521.2. Describe how to document details of an area search
CO522.1. Explain techniques for examining the property of any person entering a facility
CO522.2. Explain when to conduct a pat search of inmates
CO523.1. Identify types of areas to be searched in a facility
CO523.2. Describe how to conduct a systematic search of an area
CO523.3. Explain how to conduct a vehicle search
CO524.1. Explain the correctional officer's duty to control contraband
CO524.2. List the categories of contraband
CO524.3. Give examples of common inmate weapons
CO524.4. Describe common methods of introducing contraband into correctional facilities
CO524.5. Identify methods of detecting contraband
CO524.6. Describe the process of collecting, processing, and disposing of contraband
CO524.7. Describe the process of documenting contraband
CO524.8. Discuss the final disposition of contraband
CO524.9. Identify appropriate receptacles for contraband disposal
CO524.10. Identify contraband disposal methods
CO524.11. List contraband items that need special disposal
CO525.1. List the types of mail an inmate may receive in a correctional facility
CO525.2. Explain how inmates receive digital mail
CO525.3. Discuss ways to monitor digital mail
CO525.4. Explain how inmate mail is processed

CO525.5. Describe how to process legal and privileged mail
CO525.6. Explain how to process outgoing mail
CO525.7. Describe how to confiscate incoming and outgoing mail in a correctional facility
CO531.1. Discuss how correctional officers keep the facility safe using security equipment
CO531.2. Identify the different types of facility security equipment
CO531.3. Describe the procedures for operating entry and exit equipment in a facility
CO532.1. Explain the importance of security standards for the safety of inmates, officers, and visitors in a facility
CO532.2. Describe the guidelines for completing a basic inspection and inspecting for property damage
CO532.3. Describe how to conduct facility security inspections
CO532.4. Explain how to look for structural deficiencies
CO532.5. Describe how to conduct facility security checks
CO533.1. Explain how to maintain a secure facility perimeter
CO541.1. Identify the organizations that may govern a facility's safety standards
CO541.2. Explain the facility safety standards for emergency preparedness and response
CO541.3. Identify the possible hazards that can cause facility safety deficiencies
CO541.4. Describe the responsibilities for correcting facility safety deficiencies
CO542.1. List the elements of a facility sanitation plan
CO542.2. List the elements of a facility's environmental health program
CO542.3. Identify the common health hazards found in a facility

CJK0321: Intake and Release (16 hours)

Course Description: This course provides an overview of the intake and reception process in a correctional facility, classification and housing assignments, and explains the basic release process at county and state facilities.

Course Objectives:

CO601.1. Describe the medical tasks that are completed during admission at county and state correctional facilities
CO601.2. List ways to verify a person's identity during intake and reception
CO601.3. Identify the common features included in arrest papers
CO601.4. Identify the common features included in commitment papers
CO601.5. List the terminology used in court paperwork
CO601.6. Identify when arrest or commitment papers are complete
CO601.7. List which documents inmates are allowed to access while in custody
CO602.1. Describe how an inmate and their property should be searched during intake and reception
CO602.2. Describe the methods for handling inmate property
CO602.3. Give examples of the types of property inmates are allowed to keep while in custody
CO602.4. Explain how to inventory and accurately describe property that will be stored until an inmate's release
CO602.5. Identify what hygiene items are issued to an inmate when they enter a facility
CO603.1. Identify what information is available in the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC)
CO603.2. List the legal requirements for using FCIC and NCIC information
CO603.3. Describe how to obtain quality finger and palm prints
CO603.4. Explain the importance of the Biometric Identification Solution, LiveScan, and Rapid ID technologies
CO603.5. Identify where signatures are required on a fingerprint or palm print card
CO603.6. List the DNA requirements for convicted or charged felons according to the Florida Statutes
CO603.7. Identify the requirements for photographing a person
CO603.8. Describe what information to include when generating an inmate identification wristband or card
CO604.1. Explain the importance of classification when determining housing assignments
CO604.2. Distinguish the differences between the three security levels used in county correctional facilities
CO604.3. Distinguish the differences between the five custody grades used in state correctional facilities
CO604.4. Describe the categories of initial segregation and how housing is assigned
CO605.1. Describe how the release process works
CO605.2. Explain gain-time and when it is awarded
CO605.3. List the different types of releases
CO605.4. Describe the proper procedures before releasing an inmate
CO605.5. Identify what information is needed when transporting or arranging transport for an inmate's release
CO605.6. Describe the process for returning personal and stored property
CO605.7. Explain how gratuity applies to an inmate's release

CJK0324: Supervision in a Correctional Facility (32 hours)

Course Description: This course provides foundational knowledge of the processes for monitoring inmates in a variety of situations, transporting inmates, and addressing disciplinary issues.

Course Objectives:

CO711.1. Discuss the importance of observing inmate activity
CO711.2. Describe how to use the senses to ensure facility, inmate, and staff safety
CO711.3. Describe how to monitor inmate behavior
CO711.4. Explain how surveillance equipment can help monitor inmates
CO712.1. Explain the importance of an inmate count for safety and security
CO712.2. List the main types of inmate counts
CO712.3. Describe how to conduct an inmate count
CO712.4. Describe how to document an inmate count using a count slip
CO713.1. List the unusual occurrences that can disrupt the normal operations of a facility
CO713.2. Identify the indicators of a potential disturbance
CO713.3. Identify when to document usual and unusual occurrences
CO721.1. Distinguish between the different types of housing units
CO721.2. Describe how to monitor inmate behavior in the housing area
CO721.3. Describe how to monitor and log inmates entering or exiting the housing area
CO721.4. Discuss how to ensure the inmates keep themselves and the housing unit clean and orderly
CO722.1. Identify the different types of common areas in a facility
CO722.2. Explain how to conduct regular security checks of the common areas
CO723.1. Explain how to conduct a security check of the dining area prior to mealtime
CO723.2. Describe how to monitor food distribution during mealtime
CO723.3. Describe how to monitor inmates during mealtime
CO723.4. Discuss the importance of conducting a security check of the dining area after mealtime
CO724.1. Define what infirmary care is
CO724.2. Identify the requirements for infirmary-level care
CO724.3. Describe how inmates can ask for and receive medical care
CO724.4. Describe how to maintain inmate and medical staff safety while in the infirmary
CO724.5. Explain how to conduct a search of the inmates before and after admission into the infirmary
CO725.1. Differentiate between contact and non-contact visits
CO725.2. List the valid forms of identification and security equipment required for different types of visitors
CO725.3. Describe how to search the visitation area for safety hazards and security issues before a visitation
CO725.4. Describe how to search visitors for contraband before admitting them to the visitation area
CO725.5. Explain how to direct visitors to the visitation area while maintaining safety and security
CO725.6. Discuss the process for notifying an inmate of visitor arrival in the designated visitation area
CO725.7. Describe how to search an inmate before entering the visitation area
CO725.8. Describe how to monitor an inmate and visitor during a visitation
CO725.9. Explain how to complete inmate visitation while maintaining safety and security
CO726.1. Differentiate between inside and outside work squads
CO726.2. Describe how to verify an inmate's identity for a work detail

CO726.3. Describe how to search an inmate before and after a work detail
CO726.4. Discuss how to maintain accountability of a work detail
CO726.5. Discuss how to maintain inmate safety and security during a work detail
CO726.6. Describe how to monitor inmates during a work detail
CO726.7. Discuss how to maintain facility and inmate safety and security at the end of a work detail
CO727.1. Explain what to communicate to medical staff regarding inmate security concerns
CO727.2. Describe how to maintain inmate safety and hospital security
CO727.3. Identify the role of security restraint devices
CO727.4. Identify the role of clinical restraints and clinical seclusion
CO727.5. Describe how to maintain inmate safety and hospital security during an inmate medical emergency
CO731.1. Describe how to count and search inmates before an escort
CO731.2. Describe how to escort inmates while maintaining safety and security
CO731.3. Explain what actions to take after completing an inmate escort
CO732.1. Identify the function of each type of inmate transport vehicle
CO732.2. Describe how to inspect and search an inmate transport vehicle for safety and contraband
CO732.3. Describe what the security concerns are when loading and unloading inmates
CO732.4. Describe the functions of the different types of inmate transport vehicle security devices
CO732.5. Explain the role of inmate transport documents
CO732.6. Explain how to secure inmates in the transport vehicle while maintaining safety and security
CO732.7. Describe how to transport inmates while maintaining safety and security
CO741.1. List the different referral services available to inmates
CO741.2. Identify changes in inmate behavior that may require a referral
CO741.3. Explain the process of making an inmate referral
CO741.4. Describe an officer's responsibilities after making an inmate referral
CO741.5. Describe the safety and security considerations when moving an inmate after making a referral to services
CO741.6. Describe the notification and documentation process after making a referral
CO742.1. Explain the role of progressive discipline for an inmate rule violation or infraction
CO742.2. Describe the process of progressive discipline for minor and major rule violations, including inmate isolation
CO742.3. Identify corrective actions an officer can take as part of the inmate disciplinary process

CJK0326: Supervising Correctional Populations (25 hours)

Course Description: This course provides an introduction to the various populations within a correctional environment and includes information on legal aspects of providing care and custody for inmates under the Americans with Disabilities Act (ADA) and the Prison Rape Elimination Act (PREA).

Course Objectives:

CO811.1. Identify the categories of special populations
CO811.2. Discuss why inmates form unique societies
CO811.3. Describe the common types of societies inmates form
CO811.4. Explain the structural dynamics of inmate societies
CO812.1. Describe the Americans with Disabilities Act
CO812.2. Describe how a facility complies with ADA when providing a reasonable accommodation for an inmate with a disability
CO813.1. Describe the rights of people with mental illness in a correctional facility
CO813.2. List the different ways an inmate may gain access to mental health services
CO813.3. Identify factors that increase the risk of suicidal ideation for inmates
CO813.4. Describe what to do if an officer suspects an inmate has suicidal ideation
CO813.5. Describe some of the characteristics of psychosis
CO813.6. Explain how to communicate with inmates experiencing psychosis
CO813.7. Describe the possible signs of inmates experiencing mania
CO813.8. Describe how to communicate with inmates experiencing mania
CO813.9. Discuss some common signs of anxiety and panic attacks
CO813.10. Explain how to assist inmates experiencing a panic attack
CO813.11. Discuss the use of force options that can de-escalate a situation involving an inmate with mental illness
CO813.12. Explain the role of the Baker Act in county facilities as it relates to inmates with mental illness
CO814.1. Describe some common signs and symptoms of possible substance abuse
CO814.2. List possible indicators of substance withdrawal
CO814.3. Describe the housing considerations for and treatment available to an inmate with substance abuse issues
CO814.4. Explain an officer's role when monitoring an inmate who is participating in a court-ordered substance abuse treatment program
CO815.1. Describe the characteristics of a developmental disability
CO815.2. Describe the characteristics of autism spectrum disorder (ASD)
CO815.3. Identify challenges related to the safety of inmates with ASD in correctional facilities
CO815.4. Explain how to communicate with inmates with ASD
CO815.5. Describe effective de-escalation techniques when communicating with inmates with ASD
CO815.6. Describe the characteristics of an intellectual disability
CO815.7. Explain how to communicate effectively with inmates with an intellectual disability
CO816.1. Describe how to effectively supervise inmates with physical disabilities
CO816.2. List some of the common auxiliary aids and health-care appliances for inmates with physical disabilities
CO816.3. Explain how to monitor an inmate who has a personal care attendant
CO817.1. Describe how to monitor and assist inmates who are pregnant

CO817.2. List chronic diseases an inmate may have
CO817.3. List infectious diseases that may be found in a correctional facility
CO817.4. Explain how to prevent the spread of infectious diseases in a correctional facility
CO817.5. Describe how to respond to an inmate with a non-emergency or emergency medical need
CO817.6. Describe how to monitor inmates with a terminal illness
CO817.7. List the different medical conditions that may be aggravated by the use of chemical agents or ECDs
CO818.1. Identify the legal requirements for incarcerating juvenile inmates
CO818.2. Explain why an inmate may be designated as a youthful offender
CO818.3. Describe common characteristics of juveniles at correctional facilities
CO818.4. List the types of required programs and services available to juveniles and youthful offenders at correctional facilities
CO819.1. Describe some characteristics of elderly inmates
CO819.2. Describe how to effectively communicate with an elderly inmate
CO819.3. Identify when to make special considerations for an elderly inmate with physical limitations
CO819.4. Describe some health issues that elderly inmates may experience
CO819.5. Explain how to communicate with inmates with Alzheimer's disease or dementia
CO819.6. Discuss the special considerations to make when monitoring elderly inmates
CO8110.1. Discuss the common characteristics of female inmates
CO8110.2. Describe how to communicate effectively with female inmates
CO8110.3. Explain the types of health-care products available to female inmates
CO8111.1. Identify what the acronym LGBTQ+ stands for .
CO8111.2. Discuss effective approaches for managing inmates who are part of the LGBTQ+ community
CO8111.3. Explain how PREA affects searches of intersex and transgender inmates
CO8111.4. Explain the housing, programming, and safety issues unique to intersex and transgender inmates
CO8112.1. Explain consent and how it relates to PREA
CO8112.2. Identify populations that are at increased risk of sexual abuse while incarcerated
CO8112.3. Describe the importance of screening and housing inmates to prevent sexual abuse and harassment
CO8112.4. List possible signs an inmate is being sexually abused or harassed by other inmates
CO8112.5. Describe the reporting processes for inmates alleging sexual abuse or harassment
CO8112.6. Explain officers' requirements for reporting sexual abuse and harassment and safeguarding victims
CO8112.7. Identify the steps the first responding officer should make to preserve any physical evidence from an inmate allegation of sexual abuse
CO821.1. Describe what a security threat group (STG) is and how it impacts a correctional facility
CO821.2. Identify signs of possible STG presence in a facility
CO821.3. Explain possible indicators of pending escalation of STG activity
CO821.4. Explain how to deter STG activity
CO821.5. Describe how to document STG activity
CO822.1. Describe the reasons for administrative confinement and the possible conditions and privileges of inmates in administrative confinement

CO822.2. Describe the reasons for protective management and the possible conditions and privileges of inmates in protective management
CO822.3. Describe the reasons for disciplinary confinement and the possible conditions and privileges of inmates in disciplinary confinement a
CO822.4. Describe how to adjust the monitoring routine of inmates who are in confinement or protective management
CO822.5. Explain the housing and monitoring requirements unique to an inmate on death row

CJK0336: Incidents and Emergencies in Correctional Facilities (20 hours)

Course Description: This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

Course Objectives:

CO911.1. Identify what information to convey during a critical incident
CO911.2. Describe the protocols for chain of command during a critical incident
CO911.3. Determine when to call for assistance during a critical incident
CO911.4. Explain how to set up a perimeter during a critical incident
CO911.5. List guidelines for an evacuation
CO911.6. Explain how to help resolve a critical incident
CO911.7. Discuss how to document a critical incident
CO921.1. Differentiate between a disturbance and a riot
CO921.2. Describe the conditions that could prompt a disturbance or riot
CO921.3. Identify the necessary equipment for responding to a disturbance or riot
CO921.4. Explain standard procedures for responding to a disturbance or riot
CO922.1. Describe the signs of an escape attempt and how to prevent it
CO922.2. Identify the necessary equipment and resources for responding to an escape or escape attempt
CO922.3. Explain standard procedures for responding to an escape
CO923.1. Define what a hostage incident is
CO923.2. Identify the necessary equipment for responding to a hostage incident
CO923.3. Explain standard procedures for responding to a hostage incident
CO923.4. Explain standard procedures if you are taken hostage
CO924.1. Describe the indicators of a bomb threat
CO924.2. Identify the necessary equipment for responding to a bomb threat
CO925.1. Describe the indicators of a facility assault
CO925.2. Identify the necessary equipment for responding to a facility assault
CO925.3. Describe the measures used to prevent and resolve a facility assault
CO925.4. Explain standard procedures for responding to a facility assault
CO926.1. Explain the safety risks of hazardous materials
CO926.2. Describe what a safety data sheet is and why it is used
CO926.3. Identify the classes and dangers of hazardous materials described in the *Emergency Response Guidebook (ERG)*
CO926.4. Describe the indicators of hazardous materials
CO926.5. Identify the necessary equipment for responding to a hazardous materials incident
CO926.6. Explain standard procedures for responding to a hazardous materials incident
CO926.7. Explain how to store and move sensitive facility supplies
CO927.1. Explain what a medical emergency is and how to recognize signs and symptoms
CO927.2. Identify the necessary equipment and resources for responding to a medical emergency
CO927.3. Explain standard procedures for responding to a medical emergency
CO928.1. Describe the components and indicators of a facility fire
CO928.2. Identify the necessary equipment for responding to a facility fire
CO928.3. Differentiate between the types and uses of fire extinguishers

CO928.4. List the steps for using a portable fire extinguisher
CO928.5. Explain standard procedures for responding to a facility fire
CO929.1. Differentiate between natural disasters and human-instigated disasters
CO929.2. Identify the necessary equipment for responding to a disaster
CO929.3. Explain standard procedures for responding to a disaster
CO931.1. Identify which staff to notify when a crime has occurred
CO931.2. Explain how to control a crime scene
CO931.3. Identify how to enter a crime scene to administer first aid while not disturbing evidence
CO931.4. Explain how to secure, protect, and document a crime scene
CO931.5. State how to identify and properly collect evidence for a crime scene
CO932.1. Explain the importance of identifying and separating victims, witnesses, and suspects during an incident
CO932.2. Explain how to secure victims, witnesses, and suspects during an incident

PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: Summer 2025 (2025-3)

☑ Change in Program
☐ Deletion of Program
☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE	TOTAL NUMBER OF ☐ COLLEGE CREDIT TECHNICAL ☑ CREDIT HOURS
Internet Services Technology	60

Check Box for Program Type

☐ Advanced Technical Certificate (Post Associate in Science Degree)
☑ Associate in Science Degree
☐ Associate in Applied Science Degree
☐ Baccalaureate Degree
☐ College Credit Certificate
☐ Applied Technology Diploma
☐ Technical Credit Program

AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE:
If no CIP code, date submitted to DCC/DWE. 1511080103)

AA Common Course Prerequisite ☐ Yes ☑ No

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

General Education Requirements:

Arts and Sciences
From:

To:

Health Occupations
From:

To:

Workforce Development, Career, and Technical Education
From:

To:

Program Specified Elective(s) AS or AAS Degree only:
From:

To:

Program Requirement Changes:
From: CGS2827 Advanced Web Design

To: CNT2211C Enterprise Networking, Security and Automation

Total Current College Credit or Technical Credit Hours

From:	To:

JUSTIFICATION FOR CHANGE

Check Box for Change Justification

☐ Programmatic Accreditation Requirement
☐ Florida Department of Education Curriculum Framework Changes
☑ Program Review Recommendation
☐ Student Learning Outcome Assessment
☑ Other

Other Explanation: Faculty voted on change, see supporting documentation (8 for, 0 against). This was a program review where faculty have identified an area of opportunity to create value for students and increase completion rates. Students will now have a course that is offered year round and moreover, offers them a certification opportunity.

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Curtis Scaglione	11/26/24
Proposer's Signature	Date
Curtis Scaglione	11/26/24
Department Chair/Program Director's Signature	Date
	1/16/25
Academic Dean's Signature	Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

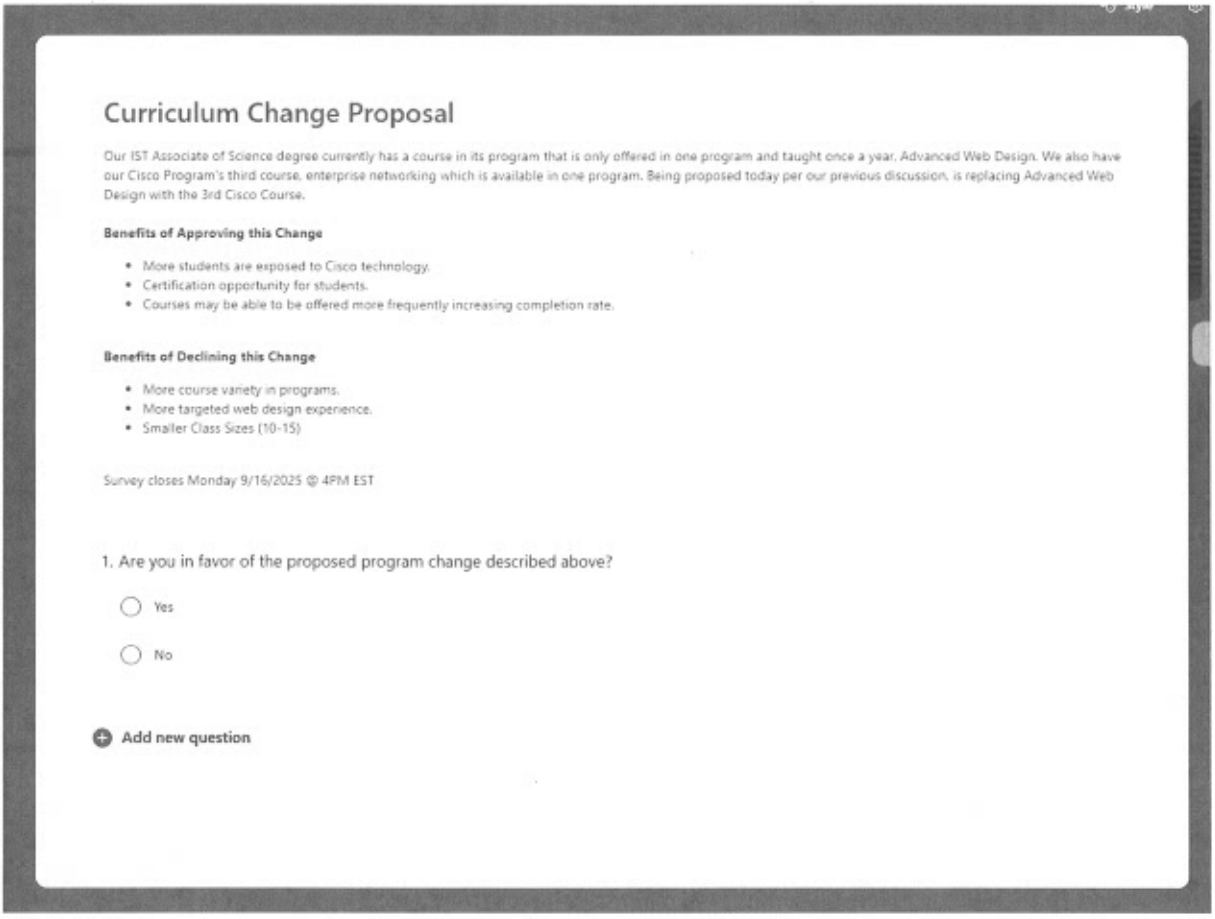
_____

_____Recommended _____Not Recommended

Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					



Curriculum Change Proposal

Our IST Associate of Science degree currently has a course in its program that is only offered in one program and taught once a year. Advanced Web Design. We also have our Cisco Program's third course, enterprise networking which is available in one program. Being proposed today per our previous discussion, is replacing Advanced Web Design with the 3rd Cisco Course.

Benefits of Approving this Change

- More students are exposed to Cisco technology.
- Certification opportunity for students.
- Courses may be able to be offered more frequently increasing completion rate.

Benefits of Declining this Change

- More course variety in programs.
- More targeted web design experience.
- Smaller Class Sizes (10-15)

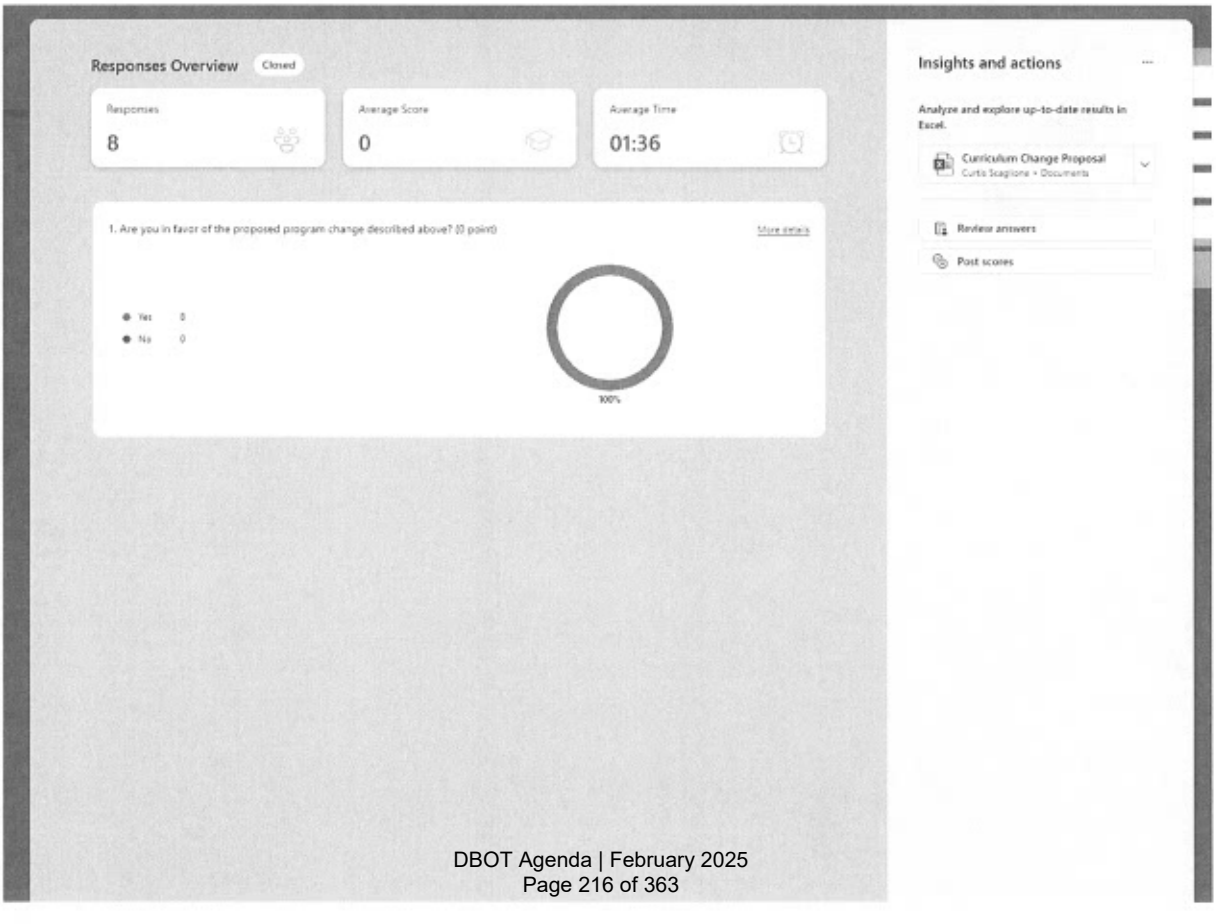
Survey closes Monday 9/16/2025 @ 4PM EST

1. Are you in favor of the proposed program change described above?

◯ Yes

◯ No

⊕ Add new question



Responses Overview Closed

Responses	Average Score	Average Time
8	0	01:36

1. Are you in favor of the proposed program change described above? (0 point) More details

● Yes 0
● No 0

100%

Insights and actions

Analyze and explore up-to-date results in Excel.

Curriculum Change Proposal
Curtis Scaglione » Documents

Review answers

Post scores

Internet Services Technology, Associate in Science

The purpose of this program is to prepare students to enter the workforce as Internet/Intranet technicians, web technicians, Internet/Intranet administrators, web administrators, Internet/Intranet developers, website developers, webmasters, Internet support specialists, Internet managers, web managers or to provide supplemental training for persons previously or currently employed in these occupations.

The content prepares individuals to work in Internet, Intranet and Extranet environments; installing, configuring, designing and managing intranet and web-based resources. Program completers will receive training that will prepare them to take the Network+ and A+ certification examinations. These exams are not offered on campus.

PHSC offers several certificates that can be earned as students work toward Associate in Science degree goals. The Associate in Science degree in Internet Services Technology includes certifications in Web Development Specialist and Information Technology Administration. Upon completion, students need to contact the Admissions and Student Records office to apply for certificate(s). Students are encouraged to complete courses in the AS degree program.

PROGRAM CODE: AS-IST / AS-ISTI

THE FOLLOWING PROGRAM CORE OF 15 HOURS APPLIES TO ALL IT AS DEGREE PROGRAMS:

CET 1179	Microcomputer Repair Essentials	3 cr.
CIS 2520	Project Management in IT	3 cr.
CNT 1000	Introduction to Networking	3 cr.
CTS 1110	Microcomputer Software Essentials	3 cr.
COP 1000	Introduction to Computer Programming - Python	3 cr.
	Total Credit Hours:	**15**

THE FOLLOWING 27 HOURS APPLY SPECIFICALLY TO THE INTERNET SERVICES TECHNOLOGY AS DEGREE:

CET 1020C	Introduction to Networks (CISCO Academy)	3 cr
CNT 1700C	Switching, Routing, and Wireless Essentials (Cisco Academy)	3 cr
CET 2793	Windows Server Administration	3 cr.
CGS 1820	Web Page Design	3 cr.
COP 2040	Programming for Cybersecurity	3 cr.
~~CGS 2827~~CNT 2211C	~~Advanced Web Page Design~~Enterprise Networking, Security, and Automation	3 cr.
CNT 1401	Principles of Information Security	3 cr.
COP 2801	JavaScript Programming	3 cr.
CIS 2941	Information Technology Internship	3 cr.

	or	
OST 2335	Business Communications	3 cr.
	Total Credit Hours:	**27**

THE FOLLOWING 18 HOURS MEET THE GENERAL EDUCATION REQUIREMENTS:

CGS 1100	Microcomputer Applications	3 cr.
ENC 1101	English Composition I	3 cr.
	Any Area II Mathematics course listed in the Associate in Science Degree Program Requirements	3 cr.
	Any Area III Natural Sciences course listed in the Associate in Science Degree Program Requirements	3 cr.
AMH 2020	History of the United States II	3 cr.
	or	
POS 2041	American Federal Government	3 cr.
	Any Area V Humanities course listed in the Associate in Science Degree Program Requirements	3 cr.
	Total Credit Hours:	**18**

Any Area II Mathematics course - Note: Students wishing to transfer to a bachelor program should take MAC 1105.

Note(s): ***Effective fall 1991, three (3) hours of credit will be granted toward an Associate in Science degree in Internet Services Technology for the successful completion with a "C" average or better in Web Internet Services at the Marchman Technical Center. Credit will be awarded for Computer Concepts (CGS 1000).***

Students must receive a high school diploma and successfully complete 15 hours of college-level credit in classroom instruction at PHSC before credit will be given. To be awarded credit, a student must send a copy of a completed Request for Credit for Articulated Programs from Marchman Technical Center (Form SAR-50) to the director of admissions and student records after the student has completed 15 hours. This form is available in the Student Affairs office on each campus.

Total Credit Hours: 60

PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

Effective Date: Fall 2026.1A

☑ Change in Program
☐ Deletion of Program
☐ Moratorium of Program (Moratorium cannot exceed five years and requires a program review)

CURRENT OR PROPOSED TITLE	TOTAL NUMBER OF ☐ COLLEGE CREDIT TECHNICAL ☑ CREDIT HOURS
RN to BSN	42

Check Box for Program Type

☐ Advanced Technical Certificate (Post Associate in Science Degree)
☐ Associate in Science Degree
☐ Associate in Applied Science Degree
☑ Baccalaureate Degree
☐ College Credit Certificate
☐ Applied Technology Diploma
☐ Technical Credit Program

AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE:
If no CIP code, date submitted to DCC/DWE.

AA Common Course Prerequisite ☐ Yes ☐ No

CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM

General Education Requirements:

Arts and Sciences
From:

To:

Health Occupations
From: Deletion of NUR3119 Nursing Theoretical Concepts

To: Addition of NUR3080C Professional Nursing Practice

Workforce Development, Career, and Technical Education
From:

To:

Program Specified Elective(s) AS or AAS Degree only:
From:

To:

Program Requirement Changes:
From:

To:

Total Current College Credit or Technical Credit Hours

From: | To:

JUSTIFICATION FOR CHANGE

Check Box for Change Justification

☑ Programmatic Accreditation Requirement
☐ Florida Department of Education Curriculum Framework Changes
☐ Program Review Recommendation
☐ Student Learning Outcome Assessment
☐ Other

Other Explanation:

PROGRAM OF STUDIES DETAILING COURSE SEQUENCING MUST BE ATTACHED FOR AS, AAS, BS AND TECHNICAL CREDIT PROGRAMS

ICU-1C (04/19)

SIGNATURE(S) OF DEPARTMENT CHAIR/PROGRAM DIRECTOR AND DEAN(S) OF ACADEMIC DIVISION(S) AFFECTED

Karen Lotz	01/17/2025
Proposer's Signature	Date
Department Chair/Program Director's Signature	Date
Billie Hubbard	1/22/25
Academic Dean's Signature	Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No Yes

_____

_____Recommended _____Not Recommended

Chair, Council on Academic Affairs' Signature	Date

ADMINISTRATIVE USE ONLY

Program Code		Audit		DBOT		Catalog	
Distribution:		Admissions		MIS		Advising	
		Fin. Aid					

ICU-1C (04/19)

Nursing and Health Programs Memorandum

Date: 01/17/2025

To: Council of Academic Affairs (CAA)

Via: Dr. Daniel Powell, Vice President/Chief Academic Officer and College Provost

From: Karen Lotz via Dean Gabbard, Dean of Nursing and Health Programs

Subject: Changes due to revised and updated AACN *Essentials* and CCNE Standards requirements. Revision of the program goals, learning outcomes, course descriptions, and course learning outcomes.

Please see the attached documents to this memorandum:

- CCNE Standards for Accreditation 2024
- AACN *The Essentials: Core Competencies for Professional Nursing Practice* 2021

Dear CAA Members:

The Standards for accreditation of The Bachelor's Degree in Nursing program have been extensively revised. Therefore, we are seeking approval to revise, delete, add, and update the Pasco Hernando State College BSN program to reflect the current Commission on Collegiate Nursing Education (CCNE) Standards for Accreditation (2024) and American Association of Colleges of Nursing (AACN) *The Essentials: Core competencies for Professional Nursing Education* (2021).

As addressed in the CCNE Standards and AACN *Essentials*:
CCNE Standards for Accreditation requires full implementation of the AACN *Essentials* in BSN nursing programs to be accredited by them.
Taken from the Introduction:

> *The Essentials: Core Competencies for Professional Nursing Education* (2021) provides a framework for preparing individuals as members of the discipline of nursing, reflecting expectations across the trajectory of nursing education and applied experience. The domains and competencies exemplify the uniqueness of nursing as a profession and reflect the diversity of practice settings yet share common language that is understandable across healthcare professions and by employers, learners, faculty, and the public. The competencies accompanying each domain are designed to be applicable across four spheres of care (disease prevention/promotion of health and wellbeing, chronic disease care, regenerative or restorative care, and hospice/palliative/supportive care), across the lifespan, and with diverse patient populations. While the domains and competencies are identical for both entry and advanced levels of education, the sub-competencies build from

entry into professional nursing practice to advanced levels of knowledge and practice. The intent is that any curricular model should lead to the ability of the learner to achieve the competencies. The *Essentials* also feature eight concepts that are central to professional nursing practice and are integrated within and across the domains and competencies.

Moreover, the change mandated by both agencies is to competency-based education. According to AACN (2021) "Competency based education is a process whereby students are held accountable to the mastery of competencies deemed critical for the area of study. Competency-based education is inherently anchored to the outputs of an educational experiences versus the inputs of the educational environment and system." Moreover, "advances in learning approaches and technologies, understanding of evolving student learning styles and preferences, and the move to outcome-driven education and assessment all point to a transition to competency-based education" (AACN, 2021). To accomplish this change there are explicit competencies required across 10 Domains with 45 Competencies and 231 sub-competencies plus 8 Concepts of Nursing that must be integrated and scaffolded throughout the curriculum.

These changes carry and support the BSN program well in our next CCNE review process in 2030.

Thank you,

Karen Lotz, MSN, BSN, RN
Interim Program Director
Essentials Champion

PHSC
PASCO-HERNANDO STATE COLLEGE

Council on Academic Affairs
District Board of Trustees Memo

TO: Dr. Jesse Pisors, President

FROM: Dr. Daniel Powell, Vice President of Academic Affairs & Chief Academic Officer
Dr. Gerene Thompson, Associate Vice President of Academic Affairs

SUBJECT: New Courses

DATE: Tuesday, February 18, 2025

This proposal is for new courses reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Friday, January 31, 2025.

CAA presents these new courses to the District Board of Trustees (DBOT) for final review and approval during its meeting on Tuesday, February 18, 2025.

New Course: College Credit

- Professional Nursing Practice – NUR3080C: Effective Fall 2025 (202601)

New Courses: Technical Credit

- Interviewing and Report Writing in Corrections – CJK0111: Effective Summer 2025 (202503)
- Introduction to Corrections – CJK0301: Effective Summer 2025 (202503)
- Communication for Correctional Officers – CJK0306: Effective Summer 2025 (202503)
- Intake and Release – CJK0321: Effective Summer 2025 (202503)
- Supervision in a Correctional Facility – CJK0324: Effective Summer 2025 (202503)
- Supervising Correctional Populations – CJK0326: Summer 2025 (202503)
- Shift Management and Safety – CJK0327: Effective Summer 2025 (202503)
- Incidents and Emergencies in Correctional Facilities – CJK0336: Effective Summer 2025 (202503)
- Legal for Correctional Officers – CJK0355: Effective Summer 2025 (202503)

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Professional Nursing Practice Prefix and Number: NUR3080C

Effective Date/Term for Offering Course: Fall 2026.1A Cluster: APP-BSN

Division No/School Code: 04 SCNS Discipline/Sort Code: _____

Type of Course: College Credit ✓ Technical Credit Developmental Ed ____ Contract Training Continuing Workforce Education (CWE) ____ Lifelong Learning ____ Course Type ____

Rationale for Course: BSN program revision to align with new CCNE Accredition Standards

Gen Ed.: Yes ____ No ✓ Pell Code: Yes ____ No Skill Code: ____ ____ ____

Bachelor Degree Elective: Yes ____ No ✓ Pass/Fail: Yes ✓ No

ICS Type: 1001 ICS Code: 1.11.12 Department Code: _____

Elective? Yes ____ No ✓ If no, the course is required in which program(s)? Bachelor of Science in Nursing

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)	Admission to BSN Program	
Corequisite(s)	None	

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: 3 Number of Technical Credit Hours: _____

Number of Contact Lecture Hours: _____ Number of Clock Lecture Hours: _____

Number of Contact Laboratory Hours: _____ Number of Clock Laboratory Hours: _____

Number of Contact Clinical Hours: _____ Number of Clock Clinical Hours: _____

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ____ No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests: Yes ____ No ✓

Permission of instructor required: Yes ____ No ✓

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes _____ No ✓

1. If no, explain: the BSN program uses OERs rather than textbooks

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title:_____ Edition:_____
   Author(s):_____ ISBN13:_____
   Publisher:_____ Year:_____ Cost to Student: $_____
   Title:_____ Edition:_____
   Author(s):_____ ISBN13:_____
   Publisher:_____ Year:_____ Cost to Student: $_____
   Title:_____ Edition:_____
   Author(s):_____ ISBN13:_____
   Publisher:_____ Year:_____ Cost to Student: $_____

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)
   Description:_____ Model Number:_____
   ISBN 13:_____ Vendor:_____
   UPC Number:_____ Cost to Student: $_____
   Description:_____ Model Number:_____
   ISBN 13:_____ Vendor:_____
   UPC Number:_____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification:_____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

Karen Lotz 1/17/2025
Proposer's Signature Date

Academic Dean's Signature 1/22/25
Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes ___X___

Recommended _____ Not Recommended _____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: NUR3080C

Course Title: Professional Nursing Practice

Credit Hours: 3

Course Description: Students develop a strong foundation in professional nursing. This course helps you refine your nursing identity, explore the political and social dimensions of healthcare, and delve into holistic nursing care and patient safety.

Course Pre-requisites: Admission to BSN Program

Course Corequisites: None

Course Objectives:

Upon completion of this course the student learner will have the knowledge and skills necessary to:

1. Identify and articulate core professional nursing competencies
2. Identify and articulate the eight concepts for nursing practice: clinical judgment; communication; compassionate care; diversity, equity, and inclusion; ethics; evidence-based practice; health policy; social determinants of health
3. Formulate a personal philosophy of nursing that aligns with professional standards
4. Analyze the impact of political and social factors on healthcare delivery
5. Critically evaluate Watson's Caring Theory and its application to patient care
6. Implement evidence-based patient safety measures to optimize outcomes

By the end of this course, you will be able to demonstrate a deep understanding of the professional nurse's role and its impact on patient care.

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Interviewing and Report Writing in Corrections Prefix and Number: CJK 0111

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27.02

Type of Course: College Credit ____ Technical Credit ✔ Developmental Ed ____ Contract Training ____ Continuing Workforce Education (CWE) ____ Lifelong Learning ____ Course Type ____

Rationale for Course: Addition of course due to programtic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025.

Gen Ed.: Yes ____ No ✔ Pell Code: Yes ____ No ____ Skill Code: ____

Bachelor Degree Elective: Yes ____ No ✔ Pass/Fail: Yes ____ No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code: ____

Elective? Yes ____ No ✔ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ____ Number of Technical Credit Hours: 0.53

Number of Contact Lecture Hours: ____ Number of Clock Lecture Hours: 16

Number of Contact Laboratory Hours: ____ Number of Clock Laboratory Hours: ____

Number of Contact Clinical Hours: ____ Number of Clock Clinical Hours: ____

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ____ No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests: Yes ____ No ____

Permission of instructor required: Yes ____ No ____

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $_____
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $_____
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $_____

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)
   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $_____
   Description: _____ Model Number _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1-16-25
Proposer's Signature Date

_____ 1/16/25
Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes _____

_____

Recommended _____ Not Recommended _____

_____
Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0111

Course Title: Interviewing and Report Writing in Corrections

Credit Hours: 0.53 Technical Credit Hours (16 Clock Hours)

Course Description: This course introduces students to the importance of documentation and report writing in a correctional environment.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:
CO411.1 Explain the importance of asking questions to gather information.
CO411.2 Discuss the importance of building rapport with inmates.
CO411.3 Explain the purpose of an interview.
CO411.4 Explain when formal interviewing may be required.
CO411.5 Identify when and how to obtain a written statement.
CO412.1 Explain the purpose of note-taking.
CO412.2 Identify the details of an incident and the basic questions that notes should address.
CO412.3 List the types of critical information to record during note-taking.
CO412.4 Describe strategies for taking effective notes.
CO421.1 Explain the importance of preparing and submitting a well-written report.
CO421.2 Identify potential readers of correctional reports.
CO421.3 List the common types of reports that officers prepare.
CO421.4 List common incidents and activities that may require a report.
CO421.5 Identify what to include in a report.
CO422.1 Explain the importance of reviewing notes before writing a report.
CO422.2 Describe how to organize report information.
CO422.3 Describe how to compose the three main parts of a report narrative.
CO422.4 Explain the importance of reviewing facts in your report.
CO422.5 Describe how to use clear and plain language to write complete and accurate reports.
CO422.6 Explain the importance of using legible handwriting.

CO422.7 Describe the importance of writing and submitting a report in a timely manner.
CO422.8 Discuss the importance of avoiding unprofessional writing.
CO422.9 Distinguish between professional and casual language.
CO422.10 Identify strategies for improving vocabulary.
CO423.1 Explain the importance of proper grammar when writing a report.
CO423.2 Discuss the importance of using proper punctuation when writing a report.
CO423.3 Describe how to use proper sentence structure when writing a report.
CO423.4 Describe how to use verb tense correctly when writing a report.
CO423.5 Explain how to use proper spelling and capitalization rules when writing a report.
CO424.1 Explain how to edit and proofread a report for completeness and grammatical errors.
CO424.2 Describe how to finalize and submit a report for a supervisor's approval.

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Introduction to Corrections Prefix and Number: CJK 0301

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27.02

Type of Course: College Credit ____ Technical Credit ✔ Developmental Ed ____ Contract Training ____ Continuing Workforce Education (CWE) ____ Lifelong Learning ____ Course Type____

Rationale for Course: Addition of course due to programatic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025.

Gen Ed.: Yes ____ No ✔ Pell Code: Yes____ No ____ Skill Code: ____ ____ ____

Bachelor Degree Elective: Yes ____ No ✔ Pass/Fail: Yes ____ No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code:____

Elective? Yes ____ No____ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ____ Number of Technical Credit Hours: 1.07

Number of Contact Lecture Hours: ____ Number of Clock Lecture Hours: 32

Number of Contact Laboratory Hours: ____ Number of Clock Laboratory Hours: ____

Number of Contact Clinical Hours: ____ Number of Clock Clinical Hours: ____

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ____ No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests: Yes ____ No ____

Permission of instructor required: Yes ____ No____

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $_____
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $_____
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $_____

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)
   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $_____
   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1-16-25
Proposer's Signature Date

_____ 1/16/25
Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes _____

_____

Recommended _____ Not Recommended _____

_____
Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0301

Course Title: Introduction to Corrections

Credit Hours: 1.07 Technical Credits (32 Clock Hours)

Course Description: This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:
CO111.1 Describe the responsibilities of a correctional officer.
CO111.2 Identify the personal characteristics that are important for correctional officers.
CO111.3 Explain the main roles of a correctional officer.
CO111.4 Explain the importance of emotional intelligence for correctional officers.
CO112.1 Explain the regulations that define a correctional officer's authority and job.
CO112.2 Describe the role of the Criminal Justice Standards and Training Commission.
CO112.3 List the requirements for completing the basic recruit training program.
CO112.4 List the requirements for becoming a certified correctional officer in Florida.
CO112.5 Identify the statutory conditions and penalties of the officer disciplinary process
CO113.1 Describe the basic structure of the U.S. criminal justice system.
CO113.2 Identify the different levels of U.S. law enforcement agencies.
CO113.3 Explain the structure and duties of the U.S. court system.
CO113.4 Describe the role of the correctional officer as it relates to the court system.
CO113.5 Describe the primary components of the U.S. correctional system.
CO113.6 List the divisions that oversee inmates and offenders at the state level.
CO114.1 Define the chain of command.
CO114.2 Explain the importance of following the proper chain of command.
CO114.3 Differentiate between vertical and lateral communication.
CO114.4 Identify the consequences of not following the proper chain of command.

CO114.5 Describe effective delegation of authority.
CO121.1 Give examples of ethical decision-making and an officer's duty to intervene.
CO121.2 Determine factors that have an influence on ethical decision-making.
CO121.3 Give examples of unethical behavior for a correctional officer.
CO121.4 Explain inappropriate disclosure of confidential information.
CO121.5 Explain what conflict of interest means for a correctional officer.
CO121.6 Describe sexual misconduct while on duty.
CO121.7 Identify behaviors that constitute sexual harassment and officer should avoid.
CO121.8 Identify appropriate responses to sexual harassment.
CO121.9 Describe the consequences of engaging in sexual harassment.
CO121.10 Describe how PREA relates to a correctional officer's duties.
CO122.1 Describe the impact of biased behavior.
CO122.2 Explain explicit and implicit bias and how each impacts a correctional officer.
CO122.3 Discuss the relationship between stereotyping, prejudice, and discrimination.
CO122.4 Describe the concept of procedural justice and its four pillars.
CO131.1 Describe the challenges of shiftwork.
CO131.2 Explain methods of adjusting to shiftwork.
CO131.3 Describe helpful techniques for falling asleep.
CO131.4 Discuss actions to avoid when adjusting to an irregular sleep schedule due to shiftwork.
CO132.1 List the three primary responses to stress.
CO132.2 Describe the three categories of stress.
CO132.3 Describe the symptoms and effects of post-traumatic stress disorder that a correctional officer may experience.
CO132.4 Explain how trauma impacts the brain.
CO132.5 Describe indicators of stress.
CO133.1 Explain strategies for coping with stress and building resilience.
CO133.2 List available resources for managing mental and physical health.
CO133.3 Identify signs that a fellow officer is coping poorly with stress.
CO133.4 Discuss how to provide support to officers who are experiencing stress.
CO133.5 Explain how to help officers who may experience suicidal ideation.
CO133.6 Describe how to develop personal resilience against trauma, fatigue, and stigma for career longevity.

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Communication for Correctional Officers Prefix and Number: CJK 0306

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27[illegible].02

Type of Course: College Credit ____ Technical Credit ✔ Developmental Ed ____ Contract Training ____ Continuing Workforce Education (CWE) ____ Lifelong Learning ____ Course Type ____

Rationale for Course: Addition of course due to programatic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025

Gen Ed.: Yes ____ No ✔ Pell Code: Yes ____ No ____ Skill Code: ____ ____ ____

Bachelor Degree Elective: Yes ____ No ✔ Pass/Fail: Yes ____ No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code: ____

Elective? Yes ____ No ✔ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ____ Number of Technical Credit Hours: ____

Number of Contact Lecture Hours: ____ Number of Clock Lecture Hours: ____

Number of Contact Laboratory Hours: ____ Number of Clock Laboratory Hours: ____

Number of Contact Clinical Hours: ____ Number of Clock Clinical Hours: ____

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ____ No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests: Yes ____ No ____

Permission of instructor required: Yes ____ No ____

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher _____ Year _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)
   Description: _____ Model Number: _____
   ISBN 13 _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

   Description: _____ Model Number: _____
   ISBN 13 _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1-16-25
Proposer's Signature Date

_____ 1/16/25
Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes _____

Recommended _____ Not Recommended _____

_____
Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0306

Course Title: Communication for Correctional Officers

Credit Hours: 1.07 Technical Credit Hours (32 Clock Hours)

Course Description: This course provides students with a foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:
CO311.1 Describe the elements of effective communication
CO311.2 Describe how to demonstrate professionalism
CO311.3 Explain how courtesy impacts an officer's behavior and interaction with inmates and others
CO311.4 Discuss how active listening is used in effective communication
CO311.5 List how the elements of active listening are used in communication
CO311.6 Describe the role of empathy and effective communication
CO311.7 Explain how trauma can affect communication
CO311.8 Discuss how to interact with inmates in a diverse environment while applying officer safety
CO311.9 Identify cultural influences that can affect interpersonal communications
CO312.2 Discuss how to communicate using command presence and verbal command
CO313.1 Identify potential barriers to effective communication
CO313.2 Describe how to diffuse a situation through conflict management
CO313.3 Describe how emotional intelligence is a valuable tool in conflict management
CO321.1 Explain the difference between manipulation and deception
CO321.2 Describe the methods inmates used to manipulate and deceive
CO321.3 Identify the behaviors that officers should display to minimize inmate manipulation and deception
CO321.4 Discuss the methods visitors and volunteers use to manipulate and deceive

CO321.5 Describe how officers can respond to potential boundary violations from inmates
CO321.6 Describe how officers can respond to potential boundary violations by their peers
CO322.1 Identify how self talk, self-awareness, and self de-escalation can help with communication
CO322.2 Describe communication competencies and how to use them when communicating

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Intake and Release Prefix and Number: CJK 0321

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27.02

Type of Course: College Credit ___ Technical Credit ✔ Developmental Ed ___ Contract Training ___ Continuing Workforce Education (CWE) ___ Lifelong Learning ___ Course Type ___

Rationale for Course: Addition of course due to programatic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025.

Gen Ed.: Yes ___ No ✔ Pell Code: Yes ___ No ___ Skill Code: ___

Bachelor Degree Elective: Yes ___ No ✔ Pass/Fail: Yes ___ No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code: ___

Elective? Yes ___ No ✔ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ___ Number of Technical Credit Hours: 0.53

Number of Contact Lecture Hours: ___ Number of Clock Lecture Hours: 16

Number of Contact Laboratory Hours: ___ Number of Clock Laboratory Hours: ___

Number of Contact Clinical Hours: ___ Number of Clock Clinical Hours: ___

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ___ No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests. Yes ___ No ___

Permission of instructor required: Yes ___ No ___

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Title: _____ Edition: _____
Author(s): _____ ISBN13: _____
Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____
Author(s): _____ ISBN13: _____
Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____
Author(s): _____ ISBN13: _____
Publisher: _____ Year: _____ Cost to Student: $_____

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)

Description: _____ Model Number: _____
ISBN 13: _____ Vendor: _____
UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____
ISBN 13: _____ Vendor: _____
UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1-16-25
Proposer's Signature Date

_____ 1/16/25
Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended _____ Not Recommended _____

_____
Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
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Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0321

Course Title: Intake and Release

Credit Hours: 0.53 Technical Credit Hours (16 Clock Hours)

Course Description: This provides an overview of the intake and reception process in a Correctional Facility, classification and housing assignments, and explains the basic release process at county and state facilities.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:
CO601.1 Describe the medical tasks that are completed during admission at county and state correctional facilities
CO601.2 List ways to verify a person's identity during intake and reception
CO601.3 Identify the common features included in arrest papers
CO601.4 Identify the common feature is included in commitment papers
CO601.5 List the terminology used in court paperwork
CO601.6 Identify the arrest or commitment papers are complete
CO601.7 List which documents inmates are allowed to access while in custody
CO602.1 Describe how an inmate and their property should be searched during intake and reception
CO602.2 Describe the methods for handling inmate property
CO602.3 Give examples of the types of property inmates are allowed to keep while in custody
CO602.4 Explain how to inventory and accurately describe property that will be stored until an inmate's release
CO602.5 Identify what hygiene items are issued to an inmate when they enter a facility
CO603.1 Identify what information is available in the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC)
CO603.2 List the legal requirements for using FCIC and NCIC information
CO603.3 Describe how to obtain quality finger and palm prints

CO603.4 Explain the importance of the Biometric Identification Solution, LiveScan, and Rapid ID technologies.
CO603.5 Identify where signatures are required on a fingerprint or palm print card
CO603.6 List the DNA requirements for convicted or charged felons according to the Florida Statutes
CO603.7 Identify the requirements for photographing a person
CO603.8 Describe what information to include when generating an inmate identification wristband or card
CO604.1 Explain the importance of classification when determining housing assignments
CO604.2 Distinguish the differences between the three security levels used in county correctional facilities
CO604.3 Distinguish the differences between the five custody grades used in state correctional facilities
CO604.4 Describe the categories of initial segregation and how housing is assigned
CO605.1 Describe how the release process works
CO605.2 Explain the gain-time and when it is awarded
CO605.3 List the different types of releases
CO605.4 Describe the proper procedures before releasing an inmate
CO605.5 Identify what information is needed when transporting or arranging transport for an inmates release
CO605.6 Describe the process for returning personal and stored property
CO605.7 Explain how gratuity applies to an inmate’s release

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Supervision in a Correctional Facility Prefix and Number: CJK 0324

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27.02

Type of Course: College Credit ____ Technical Credit ____ Developmental Ed ____ Contract Training ____ Continuing Workforce Education (CWE) ____ Lifelong Learning ____ Course Type ____

Rationale for Course: Addition of course due to programatic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025

Gen Ed.: Yes ____ No ✔ Pell Code: Yes ____ No ____ Skill Code: ____ ____ ____

Bachelor Degree Elective: Yes ____ No ✔ Pass/Fail: Yes ____ No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code: ____

Elective? Yes ____ No ✔ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ____ Number of Technical Credit Hours: 1.07

Number of Contact Lecture Hours: ____ Number of Clock Lecture Hours: 32

Number of Contact Laboratory Hours: ____ Number of Clock Laboratory Hours: ____

Number of Contact Clinical Hours: ____ Number of Clock Clinical Hours: ____

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ____ No ✔ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests: Yes ____ No ____

Permission of instructor required: Yes ____ No ____

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)
   Description: _____ Model Number: _____
   ISBN 13 _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1-16-25
Proposer's Signature Date

_____ 1/16/25
Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes _____

_____

Recommended _____ Not Recommended _____

_____
Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0324

Course Title: Supervision in a Correctional Facility

Credit Hours: 1.07 Technical Credits (32 Clock Hours)

Course Description: This course provides foundational knowledge of the processes for monitoring inmates in a variety of situations, transporting inmates, and addressing disciplinary issues.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:
CO711.1 Discuss the importance of observing inmate activity.
CO711.2 Describe how to use the senses to ensure facility, inmate, and staff safety
CO711.3 Describe how to monitor inmate behavior.
CO711.4 Explain how surveillance equipment can help monitor inmates.
CO712.1 Explain the importance of an inmate count for safety and security.
CO712.2. List the main types of inmates counts.
CO712.3 Describe how to conduct an inmate count.
CO712.4 Describe how to document an inmate count using a count slip.
CO713.1 List the unusual occurrences that can disrupt the normal operations of a facility.
CO713.2 Identify the indicators of a potential disturbance.
CO713.3 Identify when to document usual and unusual occurrences.
CO721.1 Distinguish between the different types of housing units.
CO721.2 Describe how to monitor inmate behavior in the housing area.
CO721.3 Describe how to monitor a11d log inmates entering or exiting the housing area.
CO721.4 Discuss how to ensure the inmates keep themselves and the housing unit clean and orderly.
CO722.1 Identify the different types of common areas in a facility.
CO722.2 Explain how to conduct regular security checks of the common areas.

CO723.1 Explain how to conduct a security check of the dining area prior to mealtime
CO723.2 Describe how to monitor food distribution during mealtime.
CO723.3 Describe how to monitor inmates during mealtime.
CO723.4. Discuss the importance of conducting a security check of the dining area after mealtime.
CO724.1 Define what infirmary care is.
CO724.2 Identify the requirements for infirmary-level care.
CO724.3 Describe how inmates can ask for and receive medical care.
CO724.4 Describe how to maintain inmate and medical staff safety while in the infirmary.
CO724.5 Explain how to conduct a search of the inmates before and after admission into the infirmary.
CO725.1 Differentiate between contact and non-contact visits.
CO725.2 List the valid forms of identification and security equipment required for different types of visitors.
CO725.3 Describe how to search the visitation area for safety hazards and security issues before a visitation.
CO725.4 Describe how to search visitors for contraband before admitting them to the visitation area.
CO725.5 Explain how to direct visitors to the visitation area while maintaining safety and security.
CO725.6 Discuss the process for notifying an inmate of visitor arrival in the designated visitation area.
CO725.7 Describe how to search an inmate before entering the visitation area.
CO725.8 Describe how to monitor an inmate and visitor during a visitation.
CO725.9 Explain how to complete inmate visitation while maintaining safety and security.
CO726.1 Differentiate between inside and outside work squads.
CO726.2 Describe how to verify an inmate's identity for a work detail.
CO726.3 Describe how to search an inmate before and after a work detail.
CO726.4 Discuss how to maintain accountability of a work detail.
CO726.5 Discuss how to maintain inmate safety and security during a work detail
CO726.6 Describe how to monitor inmates during a work detail.
CO726.7 Discuss how to maintain facility and inmate safety and security at the end of a work detail.
CO727.1 Explain what to communicate to medical staff regarding inmate security concerns.
CO727.2 Describe how to maintain inmate safety and hospital security.
CO727.3 Identify the role of security restraint devices.
CO727.4 Identify the role of clinical restraints and clinical seclusion.
CO727.5 Describe how to maintain inmate safety and hospital security during an inmate medical emergency.
CO731.1 Describe how to count and search inmates before an escort.
CO731.2 Describe how to escort inmates while maintaining safety and security
CO731.3 Explain what actions to take after completing an inmate escort.
CO732.1 Identify the function of each type of inmate transport vehicle.

CO732.2 Describe how to inspect and search an inmate transport vehicle for safety and contraband.
CO732.3 Describe what the security concerns are when loading and unloading inmates.
CO732.4 Describe the functions of the different types of inmate transport vehicle security devices.
CO732.5 Explain the role of inmate transport documents.
CO732.6 Explain how to secure inmates in the transport vehicle while maintaining safety and security.
CO732.7 Describe how lo transport inmates while maintaining safety and security.
CO741.1 List the different referral services available to inmates.
CO741.2 Identify changes in inmate behavior that may require a referral.
CO741.3 Explain the process of making an inmate referral.
CO741.4 Describe an officer's responsibilities after making an inmate referral.
CO741.5 Describe the safety and security considerations when moving an inmate after making a referral to services.
CO741.6 Describe the notification and documentation process after making a referral
CO742.1 Explain the role of progressive discipline for an inmate rule violation or infraction.
CO742.2 Describe the process of progressive discipline for minor and major rule violations, including inmate isolation.
CO742.3 Identify corrective actions an officer can take as part of the inmate disciplinary process.

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Supervising Correctional Populations Prefix and Number: CJK 0326

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27.02

Type of Course: College Credit ____ Technical Credit ✔ Developmental Ed ____ Contract Training ____ Continuing Workforce Education (CWE) ____ Lifelong Learning ____ Course Type ____

Rationale for Course: Addition of course due to programatic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025.

Gen Ed : Yes ____ No ✔ Pell Code: Yes ____ No ____ Skill Code: ____ ____ ____

Bachelor Degree Elective: Yes ____ No ✔ Pass/Fail: Yes ____ No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code: ____

Elective? Yes ____ No ____ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ____ Number of Technical Credit Hours: 0.83

Number of Contact Lecture Hours: ____ Number of Clock Lecture Hours: 25

Number of Contact Laboratory Hours: ____ Number of Clock Laboratory Hours: ____

Number of Contact Clinical Hours: ____ Number of Clock Clinical Hours: ____

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ____ No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests: Yes ____ No ____

Permission of instructor required: Yes ____ No ____

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)
   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1-16-25
Proposer's Signature Date

_____ 1/16/25
Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes _____

_____

Recommended _____ Not Recommended _____

_____
Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
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Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0326

Course Title: Supervising Correctional Populations

Credit Hours: 0.83 Technical Credit Hours (25 Clock Hours)

Course Description: This course provides an introduction to the various populations within a correctional environment and includes information on legal aspects of providing care and custody for inmates under the Americans with Disabilities Act (ADA) and the Prison Rape Elimination Act (PREA).

Course Pre-requisites: This is where you would put any courses that need to be taken before a student is eligible to take the course Ex: In the Financial Services program, FIN1100 and FIN1122 before they are eligible to take FIN2940, so you would put "FIN1100, FIN1122" here. If there are no prerequisites, you would just put "None" here.

Course Corequisites: This is where you would put any courses that need to be taken alongside another course. Ex: In the Professional Pilot Technology program, ATT2110 must be taken at the same time as ATF2201, so you would list "ATF2201" in this spot. If there are no corequisites, you would just put "None" here.

Course Objectives:
CO811.1 Identify the categories of special populations
CO811.2 Discuss why inmates form unique societies
CO811.3 Describe the common types of societies inmates form
CO811.4 Explain the structural dynamics of inmate societies
CO812.1 Describe the Americans with Disabilities Act
CO812.2 Describe how a facility complies with ADA when providing a reasonable accommodation for an inmate with a disability
CO813.1 Describe the rights of people with mental illness in a Correctional Facility
CO813.2 List the different ways an inmate may gain access to mental health services
CO813.3 Identify factors that increase the risk of suicidal ideation for inmates
CO813.4 Describe what to do if an officer suspects an inmate has suicidal ideation
CO813.5 Describe some of the characteristics of psychosis
CO813.6 Explain how to communicate with inmates experiencing psychosis
CO813.7 Describe the possible signs of inmates experiencing mania

CO813.8 Describe how to communicate with inmates experiencing mania
CO813.9 Discuss some common signs of anxiety and panic attacks
CO813.10 Explain how to assist inmates experiencing a panic attack
CO813.11 Discuss the use of force options that can de-escalate a situation involving an inmate with mental illness
CO813.12 Explain the role of the Baker Act in county facilities as it relates to inmates with mental illness
CO814.1 Describe some common signs and symptoms of possible substance abuse
CO814.2 List possible indicators of substance withdrawal
CO814.3 Describe the housing considerations for and treatment available to an inmate with substance abuse issues
CO814.4 Explain an officer's role when monitoring an inmate who is participating in a court-ordered substance abuse treatment program
CO815.1 Describe the characteristics of a developmental disability
CO815.2 Describe the characteristics of autism spectrum disorder (ASD)
CO815.3 Identify challenges related to the safety of inmates with ASD in correctional facilities
CO815.4 Explain how to communicate with inmates with ASD
CO815.5 Describe effective de-escalation techniques when communicating with inmates with ASD
CO815.6 Describe the characteristics of an intellectual disability
CO815.7 Explain how to communicate effectively with inmates with an intellectual disability
CO816.1 Describe how to effectively supervise inmates with physical disabilities
CO816.2 List some of the common auxiliary aids and health-care appliances for inmates with physical disabilities
CO816.3 Explain how to monitor an inmate who has a personal care attendant
CO817.1 Describe how to monitor and assist inmates who are pregnant
CO817.2 List chronic diseases an inmate may have
CO817.3 List infectious diseases that may be found in a correctional facility
CO817.4 Explain how to prevent the spread of infectious diseases in a correctional facility
CO817.5 Describe how to respond to an inmate with a non-emergency or emergency medical need
CO817.6 Describe how to monitor inmates with a terminal illness
CO817.7 List the different medical conditions that may be aggravated by the use of chemical agents or ECDs
CO818.1 Identify the legal requirements for incarcerating juvenile inmates
CO818.2 Explain why an inmate may be designated as a youthful offender
CO818.3 Describe common characteristics of juveniles at correctional facilities
CO818.4 List the types of required programs and services available to juveniles and youthful offenders at correctional facilities
CO819.1 Describe some characteristics of elderly inmates
CO819.2 Describe how to effectively communicate with an elderly inmate
CO819.3 Identify when to make special considerations for an elderly inmate with physical limitations
CO819.4 Describe some health issues that elderly inmates may experience

CO819.5 Explain how to communicate with inmates with Alzheimer's disease or dementia
CO819.6 Discuss the special considerations to make when monitoring elderly inmates
CO8110.1 Discuss the common characteristics of female inmates
CO8110.2 Describe how to communicate effectively with female inmates
CO8110.3 Explain the types of health-care products available to female inmates
CO8111.1 Identify what the acronym LGBTQ+ stands for
CO8111.2 Discuss effective approaches for managing inmates who are part of the LGBTQ+ community
CO8111.3 Explain how PREA affects searches of intersex and transgender inmates
CO8111.4 Explain the housing, programming, and safety issues unique to intersex and transgender inmates
CO8112.1 Explain consent and how it relates to PREA
CO8112.2 Identify populations that are at increased risk of sexual abuse when incarcerated
CO8112.3 Describe the importance of screening and housing inmates to prevent sexual abuse and harassment
CO8112.4 List possible signs an inmate is being sexually abused or harassed by other inmates
CO8112.5 Describe the reporting process for inmates alleging sexual abuse or harassment
CO8112.6 Explain officers requirements for reporting sexual abuse and harassment and safeguarding victims
CO8112.7 Identify the steps the first responding officer should make to preserve any physical evidence from an inmate allegation of sexual abuse
CO821.1 Describe what security threat group (STG) is and how it impacts a correctional facility
CO821.2 Identify signs of possible STG presence in a facility
CO821.3 Explain possible indicators of pending escalation of STG activity.
CO821.4 Explain how to deter STG activity
CO821.5 Describe how to document STG activity
CO822.1 Describe the reasons for administrative confinement and the possible conditions and privileges of inmates in administrative confinement
CO822.2 Describe the reasons for protective management and the possible conditions and privileges of inmates in protective management
CO822.3 Describe the reasons for disciplinary confinement and the possible conditions and privileges of inmates and just plenary confinement
CO822.4 Describe how to address the monitoring routine of inmates who are in confinement or protective management
CO822.5 Explain the housing and monitoring requirements unique to an inmate on death row

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Shift Management and Safety Prefix and Number: CJK 0327

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27.02

Type of Course: College Credit ___ Technical Credit ✔ Developmental Ed ___ Contract Training ___ Continuing Workforce Education (CWE) ___ Lifelong Learning ___ Course Type ___

Rationale for Course: Addition of course due to programatic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025.

Gen Ed.: Yes ___ No ✔ Pell Code: Yes ___ No ___ Skill Code: ___

Bachelor Degree Elective: Yes ___ No ✔ Pass/Fail: Yes ___ No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code: ___

Elective? Yes ___ No ✔ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ___ Number of Technical Credit Hours: 0.67

Number of Contact Lecture Hours: ___ Number of Clock Lecture Hours: 20

Number of Contact Laboratory Hours: ___ Number of Clock Laboratory Hours: ___

Number of Contact Clinical Hours: ___ Number of Clock Clinical Hours: ___

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ___ No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests: Yes ___ No ___

Permission of instructor required: Yes ___ No ___

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)
   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____
   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

Proposer's Signature 1-16-25
Date

Academic Dean's Signature 1/16/25
Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes _____

Recommended _____ Not Recommended _____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
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Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0327

Course Title: Shift Management and Safety

Credit Hours: 0.67 Technical Credits (20 Clock Hours)

Course Description: This teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:
CO511.1 Define situational awareness
CO511.2 Describe situational awareness in the corrections setting
CO511.3 Identify the skills that can enhance officer safety
CO511.4 Explain when situational awareness is appropriate and how to disengage
CO512.1 Identify common equipment assigned to specific areas and activities in a facility
CO512.2 Describe the process of inspecting common equipment
CO512.3 Describe the process of issuing and receiving equipment
CO512.4 Discuss common equipment inventory processes
CO512.5 Explain how to store common equipment used in a facility
CO512.6 Identify the types of hazardous equipment used in a facility
CO512.7 Describe how firearms and ammunition are issued in a facility
CO513.1 Describe the role of radios for correctional officers
CO513.2 Explain how to properly transmit a message on a radio
CO513.4 Discuss the purpose and types of radio codes
CO513.5 Explain the purpose of a radio base station
CO521.1 List the common equipment used in searches
CO521.2 Describe how to document details of an area search
CO522.1 Explain techniques for examining the property of any person entering a facility
CO522.2 Explain when to conduct a pat search of inmates
CO523.1 Identify types of areas to be searched in a facility

CO523.2 Describe how to conduct a systematic search of an area
CO523.3 Explain how to conduct a vehicle search
CO524.1 Explain the correctional officer's duty to control contraband
CO524.2 List the categories of contraband
CO524.3 Give examples of common inmate weapons
CO524.4 Describe common methods of introducing contraband into correctional facilities
CO524.5 Identify methods of detecting contraband
CO524.6 Describe the process of collecting, processing, and disposing of contraband
CO524.7 Describe the process of documenting contraband
CO524.8 Discuss the final disposition of contraband
CO524.9 Identify appropriate receptacles for contraband disposal
CO524.10 Identify contraband disposal methods
CO524.11 List contraband items that need special disposal
CI525.1 List the types of mail an inmate may receive in a correctional facility
CI525.2 Explain how inmates received digital mail
CO525.3 Discuss ways to monitor digital mail
CO525.4 Explain how inmate mail is processed
CO525.5 Describe how to process legal and privileged mail
CO525.6 Explain how to process outgoing mail
CO525.7 Describe how to compensate incoming and outgoing mail in a Correctional Facility
CO531.1 Discuss how correctional officer does it keep the facility safe using security equipment
CO531.2 Identify the different types of facility security equipment
CO531.3 Describe the procedures for operating entry and exit equipment in a facility
CO532.1 Explain the importance of security standards for the safety of inmates, officers, and visitors in a facility
CO532.2 Describe the guidelines for completing a basic inspection and inspecting for property damage
CO532.3 Describe how to conduct facility security inspections
CO532.4 Explain how to look for structural deficiencies
CO533.1 Explain how to maintain a secure facility perimeter
CO541.1 Identify the organizations that may govern a facility's safety standards
CO541.2 Explain the facility safety standards for emergency preparedness and response
CO541.3 Identify the possible hazards that can cause facility safety deficiencies
CO541.4 Describe the responsibilities for correcting facility safety deficiencies
CO542.1 List the elements of a facility sanitation plan
CO542.2 List the elements of a facility's environmental health program
CO542.3 Identify the common health hazards found in a facility

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Incidents and Emergencies in Correctional Facilities Prefix and Number: CJK 0336

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27.02

Type of Course: College Credit ___ Technical Credit ✔ Developmental Ed ___ Contract Training ___ Continuing Workforce Education (CWE) ___ Lifelong Learning ___ Course Type ___

Rationale for Course: Addition of course due to programatic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025.

Gen Ed.: Yes ___ No ✔ Pell Code: Yes ___ No ___ Skill Code: ___

Bachelor Degree Elective: Yes ___ No ✔ Pass/Fail: Yes ___ No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code: ___

Elective? Yes ___ No ✔ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ___ Number of Technical Credit Hours: 0.67

Number of Contact Lecture Hours: ___ Number of Clock Lecture Hours: 20

Number of Contact Laboratory Hours: ___ Number of Clock Laboratory Hours: ___

Number of Contact Clinical Hours: ___ Number of Clock Clinical Hours ___

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes ___ No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests. Yes ___ No ___

Permission of instructor required: Yes ___ No ___

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____
   ---

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)

   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

Proposer's Signature 1-16-25
Date

Academic Dean's Signature 1/16/25
Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes _____

_____

Recommended _____ Not Recommended _____

_____
Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0336

Course Title: Incidents and Emergencies in Correctional Facilities

Credit Hours: 0.67 Technical Credits (20 Credit Hours)

Course Description: This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:
CO911.1. Identify what information to convey during a critical incident CO911.2. Describe the protocols for chain of command during a critical incident CO911.3. Determine when to call for assistance during a critical incident CO911.4. Explain how to set up a perimeter during a critical incident
CO911.5. List guidelines for an evacuation
CO911.6. Explain how to help resolve a critical incident CO911.7. Discuss how to document a critical incident CO921.1. differentiate between a disturbance and a riot
CO921.2. Describe the conditions that could prompt a disturbance or riot CO921.3. Identify the necessary equipment for responding to a disturbance or riot CO921.4. Explain standard procedures for responding to a disturbance or riot CO922.1. Describe the signs of an escape attempt and how to prevent it
CO922.2. Identify the necessary equipment and resources for responding to an escape or escape attempt
CO922.3. Explain standard procedures for responding to an escape CO923.1. Define what a hostage incident is
CO923.2. Identify the necessary equipment for responding to a hostage incident
CO923.3. Explain standard procedures for responding to a hostage incident CO923.4. Explain standard procedures if you are taken hostage
CO924.1. Describe the indicators of a bomb threat
CO924.2. Identify the necessary equipment for responding to a bomb threat CO925.1. Describe the indicators of a facility assault

CO925.2. Identify the necessary equipment for responding to a facility assault CO925.3. Describe the measures used to prevent and resolve a facility assault CO925.4. Explain standard procedures for responding to a facility assault CO926.1. Explain the safety risks of hazardous materials
CO926.2. Describe what a safety data sheet is and why it is used
CO926.3. Identify the classes and dangers of hazardous materials described in the Emergency Response Guidebook (ERG)
CO926.4. Describe the indicators of hazardous materials
CO926.5. Identify the necessary equipment for responding to a hazardous materials incident CO926.6. Explain standard procedures for responding to a hazardous materials incident CO926.7. Explain how to store gnd move sensitive facility supplies
CO927.1. Explain what a medical emergency is and how to recognize signs and symptoms CO927.2. Identify the necessary equipment and resources for responding to a medical emergency CO927.3. Explain standard procedures for responding to a medical emergency
CO928.1. Describe the components and indicators of a facility fire CO928.2. Identify the necessary equipment for responding to a facility fire CO928.3. Differentiate between the types and uses of fire extinguishers

CO928.4. List the steps for using a portable fire extinguisher
CO928.5. Explain standard procedures for responding to a facility fire
CO929.1. Differentiate between natural disasters and human-instigated disasters
CO929.2. Identify the necessary equipment for responding to a disaster CO929.3. Explain standard procedures for responding to a disaster
CO931.1. Identify which staff to notify when a crime has occurred CO931.2. Explain how to control a crime scene
CO931.3. Identify how to enter a crime scene to administer first aid while not disturbing evidence CO931.4. Explain how to secure, protect, and document a crime scene
CO931.5. State how to identify and properly collect evidence for a crime scene
CO932.1. Explain the importance of identifying and separating victims, witnesses, and suspects during
an incident
CO932.2. Explain how to secure victims, witnesses, and suspects during an incident

PASCO-HERNANDO STATE COLLEGE
NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: Legal for Correctional Officers Prefix and Number: CJK 0355

Effective Date/Term for Offering Course: 2025-03 Cluster: Public Service

Division No/School Code: 03 SCNS Discipline/Sort Code: 1.27.02

Type of Course: College Credit ____ Technical Credit ✔ Developmental Ed Contract Training Continuing Workforce Education (CWE) Lifelong Learning ____ Course Type ____

Rationale for Course: Addition of course due to programatic changes enacted by the Criminal Justice Standards and Training Commission, effective July 1, 2025.

Gen Ed.: Yes No ✔ Pell Code: Yes No Skill Code: ____ ____ ____

Bachelor Degree Elective: Yes No ✔ Pass/Fail: Yes No ✓

ICS Type: 2002 ICS Code: 1.27.02 Department Code: ____

Elective? Yes No ✔ If no, the course is required in which program(s)? CC-CO, CC-LTC, CC-CSO, CC-PTC

REQUISITE(S)	LIST	RATIONALE
Prerequisite(s)		
Corequisite(s)		

Attach the completed Master Course Outline. The Master Course Outline template can be found on the Intranet.

Number of College Credit Hours: ____ Number of Technical Credit Hours: 0.73

Number of Contact Lecture Hours: ____ Number of Clock Lecture Hours: 22

Number of Contact Laboratory Hours: ____ Number of Clock Laboratory Hours: ____

Number of Contact Clinical Hours: ____ Number of Clock Clinical Hours: ____

Does this course require student laboratory fees, special fees, distance learning fees, and/or other user course fees?

Yes No ✓ If yes, complete and attach the Student Laboratory, Special, Distance Learning, and Other User Course Fees Calculation Form (ICU-10).

Student Laboratory Fees	$	Distance Learning Fees	$
Special Fees	$	Other User Course Fees	$

Eligible for Credit-by-Examination Tests: Yes No

Permission of instructor required: Yes No

ICU-1A (Rev. 02/19)

TEXTBOOK/ANCILLARY CONTENT INFORMATION

Will this course have a required textbook(s)/content information? Yes No

1. If no, explain: _____

2. If yes, list the required textbook(s). (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)
   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____

   Title: _____ Edition: _____
   Author(s): _____ ISBN13: _____
   Publisher: _____ Year: _____ Cost to Student: $ _____
   ---

3. Required Ancillary Content (CD'S, DVD'S, Course Packs, and Nursing Kits are examples of ancillary content.)

   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

   Description: _____ Model Number: _____
   ISBN 13: _____ Vendor: _____
   UPC Number: _____ Cost to Student: $ _____

Textbook(s)/Ancillary Content Verification: _____
Academic Dean's Signature Date

SIGNATURES/APPROVALS

Professor's Signature 1-16-25
Date

Academic Dean's Signature 1/16/25
Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, what substantive change procedures must be followed prior to implementation?
No _____ Yes _____

Recommended _____ Not Recommended _____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1A (Rev. 02/19)

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJK 0355

Course Title: Legal for Correctional Officers

Credit Hours: 0.73 Technical Credit Hours (22 Clock Hours)

Course Description: This provide students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:
CO211.1 Explain the role of constitutional law
CO211.2 Discuss criminal law and its relation to the statutory law and ordinances
CO211.3 Describe the role of civil law
CO211.4 Identify the importance of staying current with case law
CO211.5 Explain how to find and read the Florida Statutes
CO211.6 Identify the importance of staying current with agency policies and procedures
CO212.1 Determine how the Constitution impacts the role of a correctional officer
CO212.2 Discuss the role of the amendments of the Constitution and the Bill of Rights in relation to corrections
CO213.1 Identify the different categories and classes of offenses
CO213.2 List the common crimes committed by inmates in a correctional facility
CO213.3 Discuss the common crimes committed by staff and visitors in a correctional facility
CO213.4 Explain the elements of crimes
CO213.5 Identify the major types of evidence found in a correctional facility
CO213.6 List The components of the chain of custody in a correctional facility
CO221.1 Identify the rights inmates retain while inside a correctional facility
CO221.2 Explain what a search is and how it relates to corrections
CO221.3 Explain what probable cause is and how it relates to corrections
CO221.4 Explain what a seizure is and how it relates to corrections

CO221.5 Identify what types of searches can be used for visitors entering and exiting a correctional facility
CO221.6 Determine how and when a *Miranda* warning is issued in a correctional setting
CO221.7 Describe how the requirements of the Health Insurance Portability and Accountability Act operate in a correctional setting
CO221.8 Discuss inmates' rights to privileged communication
CO222.1 Describe the purpose of the Prison Rape Elimination Act
CO222.2 Explain what sexual abuse is in the context of a correctional setting
CO222.3 Explain what voyeurism is in the context of a correctional setting
CO222.4 Explain how sexual abuse and harassment impact the safety and security of a correctional facility
CO222.5 Explain a correctional officer's role in enforcing PREA
CO223.1 Explain why contraband is a problem
CO223.2 Identify what items are regarded as contraband
CO223.3 Explain how the Florida Model Jail Standards and the Florida Administrative Code address managing contraband.
CO223.4 Discuss how contraband is brought into a facility
CO224.1 Explain reasonable force and how it is applied in a correctional facility
CO224.2 Identify the questions to consider in any use of force situation
CO224.3 Discuss the Florida Statutes on a correctional officer's use of force
CO224.4 Identify the liabilities and penalties for excessive use of force.
CO224.5 Identify the liabilities and penalties for failure to report use of force.
CO231.1 Differentiate between the types of liabilities in a correctional setting
CO231.2 List the elements and examples of officer negligence
CO231.3 Differentiate between the two main categories of damages that may be awarded in a civil lawsuit
CO231.4 Describe officer actions that can lead to civil liability
CO231.5 Discuss civil liability under federal laws
CO231.6 Discuss what the consequences may be if an officer is found civilly or criminally liable
CO231.7 Describe how an agency may be liable for an officer's actions
CO232.1 Identify how to limit officer and agency liability
CO232.2 Discuss the concept of qualified immunity
CO232.3 Explain acting within the scope of employment
CO232.4 Describe the legal defenses that protect officers from civil and criminal liability

PHSC
PASCO-HERNANDO STATE COLLEGE

Council on Academic Affairs
District Board of Trustees Memo

TO: Dr. Jesse Pisors, President

FROM: Dr. Daniel Powell, Vice President of Academic Affairs & Chief Academic Officer
Dr. Gerene Thompson, Associate Vice President of Academic Affairs

SUBJECT: Course Revisions

DATE: Tuesday, February 18, 2025

This proposal is for course revisions reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Friday, January 31, 2025.

CAA presents these course revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Tuesday, February 18, 2025.

Course Revisions: College Credit

- College Geometry – MTG2206: Effective Fall 2025 (202601)
- Jogging and Distance Walking II – PEM2146: Effective Summer 2025 (202503)
- Pathways in Mathematical Literacy – MAT1100: Effective Fall 2025 (202601)
- Intermediate Algebra – MAT1033: Effective Fall 2025 (202601)
- Marketing for Managers – MAR3803: Effective Summer 2025 (202503)
- Webpage Design – CGS1820: Effective Summer 2025 (202503)
- Nursing Theoretical Concepts – NUR3119: Effective Fall 2025 (202601)
- Examination and Assessment – NUR3065C: Effective Fall 2025 (202601)
- Cultural Health Issues – NUR3655: Effective Fall 2025 (202601)
- Legal and Ethical Issues in Nursing – NUR3826: Effective Fall 2025 (202601)

Course Revisions: Technical Credit

- Facility and Equipment – CJK0315: Effective Summer 2025 (202503)
- Paramedic I – EMS2620: Effective Fall 2025 (202601)
- Paramedic III – EMS2624: Effective Fall 2025 (202601)

Course Revisions: Non-Credit | Continuing Workforce Education

- Primary Flight Training I – NCJ0028: summer 2025 (202503)

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: College Geometry Prefix and Number: MTG2206

Effective Date/Term: Fall 2025 (202601) Cluster/Program Code: Arts and Sciences: Mathematics

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

Course DELETION (Check, if applicable): ✓ Effective Date/Term: Fall 2025 (202601)

Rationale: Only PHSC and FAMU offer the course in FL, which limits transferability to any other FCS or SUS institution. This course is not part of the FLDOE pathway programs. Consistent low enrollment.

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ Explain: NO ☐	YES ☐ Explain: NO ☐
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 12/12/2024

Proposer's Signature Date

_____ 12/11/2024

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Jogging and Distance Walking II Prefix and Number: PEM2146

Effective Date/Term: Summer 2025 (202503) Cluster/Program Code: Arts and Sciences: Physical Education

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: Summer 2025 (202503)

Rationale: Adding prerequisite

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)		none	PEM2145 or consent of instructor
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

M ~ W 12/11/24

Proposer's Signature Date

Academic Dean's Signature 12/11/2024

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PEM 2146- Jogging and Distance Walking II

COURSE DESCRIPTION:

This course is the study and practice of walking, jogging, running and its effects on body systems. It is designed to provide the participant with opportunities for personal improvement. Emphasis is on cardiopulmonary training; secondary emphasis is on general fitness. 7 class hours and 24 laboratory hours.

Course Pre-requisites: PEM2145 or consent of instructor

Major Learning Outcomes:

The student will understand the cardiovascular system and the importance of cardiopulmonary training.
The student will understand the relationship between nutrition and the cardiovascular system.
The student will understand the relationship between exercise and the cardiovascular system.
The student will understand the importance of fitness and will adopt lifetime fitness goals.

Course Objectives:

1. The student will understand the cardiovascular system and the importance of cardiopulmonary training.
   1.1 The student will develop and improve his/her cardiovascular system through the adoption of specific cardiopulmonary training exercises.
2. The student will understand the relationship between nutrition and the cardiovascular system.
   2.1 The student will study the relationship between cardiovascular exercise and proper nutrition.
   2.2 The student will study the relationship between cardiovascular exercise and weight management.

3 The student will understand the relationship between exercise and the cardiovascular system.
   3.1 The student will design and implement a jogging and/or walking plan appropriate for his/her personal developmental level.
   3.2 The student will develop proper walking/jogging form.
   3.3 The student will develop skill in monitoring heart rate.
   3.4 The student will complete a cardiovascular workout a minimum of two (2) times per week.

4 The student will understand the importance of fitness and will adopt lifetime fitness goals.
   4.1 The student will develop skill in the selection of proper exercise gear.
   4.2 The student will create a list of lifetime fitness goals that are realistic and attainable based on his/her personal fitness level.
   4.3 The student will review and analyze progress of fitness goals periodically.

~~Criteria Performance Standard:~~

~~In order to obtain a grade of "C", the student must master the above objectives with a minimum 70o/o level, based on tests, homework and completion of all course requirements.~~

PHSC

PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: PEM 2146

Course Title: Jogging and Distance Walking II

Credit Hours: 1

Course Description: This course is the study and practice of walking, jogging, running and its effects on body systems. It is designed to provide the participant with opportunities for personal improvement. Emphasis is on cardiopulmonary training; secondary emphasis is on general fitness. 7 class hours and 24 laboratory hours.

Course Pre-requisites: PEM2145 or consent of instructor

Course Corequisites: None

Learning Outcomes:

- The student will understand the cardiovascular system and the importance of cardiopulmonary training.
- The student will understand the relationship between nutrition and the cardiovascular system.
- The student will understand the relationship between exercise and the cardiovascular system.
- The student will understand the importance of fitness and will adopt lifetime fitness goals.

Course Objectives:

1. The student will understand the cardiovascular system and the importance of cardiopulmonary training.
   1.1 The student will develop and improve his/her cardiovascular system through the adoption of specific cardiopulmonary training exercises.
2. The student will understand the relationship between nutrition and the cardiovascular system.
   2.1 The student will study the relationship between cardiovascular exercise and proper nutrition.
   2.2 The student will study the relationship between cardiovascular

exercise and weight management.

3 The student will understand the relationship between exercise and the cardiovascular system.
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   - 3.2 The student will develop proper walking/jogging form.
   - 3.3 The student will develop skill in monitoring heart rate.
   - 3.4 The student will complete a cardiovascular workout a minimum of two (2) times per week.

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   - 4.1 The student will develop skill in the selection of proper exercise gear.
   - 4.2 The student will create a list of lifetime fitness goals that are realistic and attainable based on his/her personal fitness level.
   - 4.3 The student will review and analyze progress of fitness goals periodically.

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Pathways in Mathematical Literacy Prefix and Number: MAT 1100

Effective Date/Term: 20261 (Fall 2025) Cluster/Program Code: Arts and Sciences: Mathematics

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✔ Effective Date/Term: 20261 (Fall 2025)

Rationale: Change in course description to remove courses no longer offered and include courses that are.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1/16/25

Proposer's Signature Date

_____ 1/16/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: MAT1100

Course Title: Pathways in Mathematical Literacy

Credit Hours: 3 credits/45 hours

Course Description:
This course is designed to prepare students for entry into non-STEM college level mathematics (MGF ~~1106~~ 1130, MGF ~~1107~~ 1131, and STA 2023). However, students who receive credit for this course are not eligible to enroll in STA2023 without meeting the course's prerequisites. This course builds the foundation for understanding selected concepts taken from topics which include: algebra, probability and statistics. Critical thinking skills, problem solving strategies, communicating mathematically and appropriate use of technology will be incorporated throughout the course. This course is for students who do not wish to major in science, technology, engineering, or mathematics (STEM) areas.

Course Pre-requisites:
MAT 0028 (completed with a grade of "C" or better or a grade of a "P") or MAT 0022 (completed with a grade of "P") or MAT0055 (completed with a grade of "P") or appropriate placement test score. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites. Students who already have credit for MAT1033 should not take this course.

Course Objectives:
The student will demonstrate knowledge and problem solving skills related to:
1. Fundamental Mathematical Properties
2. Algebraic Concepts
3. Linear and Non-linear Equations
4. Probability
5. Statistics
6. Scientific (non-graphing) calculator

Course Objectives:

1. The student will demonstrate knowledge and problem solving skills related to fundamental mathematical properties, as measured by the ability to:
   1.1 Use precise mathematical language.
   1.2 Convert between fractions, decimals and percents.
   1.3 Convert units of measurement within and across measurement systems.
   1.4 Use various divisibility rules.

2. The student will demonstrate knowledge and problem solving skills related to algebraic concepts, as measured by the ability to:
   2.1 Apply the order of operations to simplify and evaluate algebraic expressions.
   2.2 Solve applications of linear equations and linear inequalities in one variable.
   2.3 Solve real world problems, including, but not limited to, quadratic functions, ratios, rates, fractions, decimals, percentages, and financial applications.

3. The student will demonstrate knowledge and problem solving skills related to linear and non-linear equations as measured by the ability to:
   3.1 Interpret tables and graphs, including, but not limited to, quadratic functions, scatter plots, time series, pie charts, and bar graphs.
   3.2 Graph linear and non-linear functions, including, but not limited to, quadratic functions, using a table of coordinate values or intercepts.
   3.3 Find the slope of a line given: two points on the line or the graph of the line.
   3.4 Solve application problems using linear equations in two variables.
   3.5 Solve application problems using systems with two linear equations in two variables.

4. The student will demonstrate knowledge and problem solving skills related to basic concepts of probability, as measured by the ability to:
   4.1 Apply the fundamental counting principle to determine the number of outcomes in a sample space.
   4.2 Apply basic principles of probability, including, but not limited to, the law of large numbers through demonstration, such as flipping a coin, rolling a die or dice, or selecting a card from a deck of cards.
   4.3 Determine the probability of a single trial and its complement using both the empirical and theoretical approach.
   4.4 Determine the probability of the union of two events.
   4.5 Determine the probability of one event occurring and then a second event occurring.
   4.6 Determine the conditional probability using the intuitive approach.

5. The student will demonstrate knowledge and problem solving skills related to the basic concepts of statistics, as measured by the ability to:
   5.1 Differentiate between samples and populations.
   5.2 Use samples to make inferences about populations.
   5.3 Use critical thinking to determine whether a sampling procedure will produce a random sample that is representative of the population.
   5.4 Identify the correct use of the following sampling techniques: random, simple random, systematic, stratified, convenience, and cluster.
   5.5 Organize and present data as a frequency distribution given class limits.
   5.6 Construct and interpret visual displays including, but not limited to, scatter plots, time series, pie charts, histograms, frequency polygons, and stem-and-leaf plots.
   5.7 Calculate the three measures of central tendency: mean, median, and mode.

6. The student will demonstrate knowledge and problem solving skills related to the use of a scientific, (non-graphing) calculator, as measured by the ability to:
   6.1 Compute exponents and n^{th} roots.
   6.2 Use one- and two- variable statistics functions on the calculator.
   6.3 Describe the output of data that results from inputting paired data.

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: MAT1100

Course Title: Pathways in Mathematical Literacy

Credit Hours: 3 credits/45 hours

Course Description:
This course is designed to prepare students for entry into non-STEM college level mathematics (MGF 1130, MGF 1131, and STA 2023). However, students who receive credit for this course are not eligible to enroll in STA2023 without meeting the course's prerequisites. This course builds the foundation for understanding selected concepts taken from topics which include: algebra, probability and statistics. Critical thinking skills, problem solving strategies, communicating mathematically and appropriate use of technology will be incorporated throughout the course. This course is for students who do not wish to major in science, technology, engineering, or mathematics (STEM) areas.

Course Pre-requisites:
MAT 0028 (completed with a grade of "C" or better or a grade of a "P") or MAT 0022 (completed with a grade of "P") or MAT0055 (completed with a grade of "P") or appropriate placement test score. Students who are not required to take the common placement test or enroll in developmental education courses do not have to satisfy prerequisites. Students who already have credit for MAT1033 should not take this course.

Course Objectives:
The student will demonstrate knowledge and problem solving skills related to:
1. Fundamental Mathematical Properties
2. Algebraic Concepts
3. Linear and Non-linear Equations
4. Probability
5. Statistics
6. Scientific (non-graphing) calculator

Course Objectives:

1. The student will demonstrate knowledge and problem solving skills related to fundamental mathematical properties, as measured by the ability to:
   1.1 Use precise mathematical language.
   1.2 Convert between fractions, decimals and percents.
   1.3 Convert units of measurement within and across measurement systems.
   1.4 Use various divisibility rules.

2. The student will demonstrate knowledge and problem solving skills related to algebraic concepts, as measured by the ability to:
   2.1 Apply the order of operations to simplify and evaluate algebraic expressions.
   2.2 Solve applications of linear equations and linear inequalities in one variable.
   2.3 Solve real world problems, including, but not limited to, quadratic functions, ratios, rates, fractions, decimals, percentages, and financial applications.

3. The student will demonstrate knowledge and problem solving skills related to linear and non-linear equations as measured by the ability to:
   3.1 Interpret tables and graphs, including, but not limited to, quadratic functions, scatter plots, time series, pie charts, and bar graphs.
   3.2 Graph linear and non-linear functions, including, but not limited to, quadratic functions, using a table of coordinate values or intercepts.
   3.3 Find the slope of a line given: two points on the line or the graph of the line.
   3.4 Solve application problems using linear equations in two variables.
   3.5 Solve application problems using systems with two linear equations in two variables.

4. The student will demonstrate knowledge and problem solving skills related to basic concepts of probability, as measured by the ability to:
   4.1 Apply the fundamental counting principle to determine the number of outcomes in a sample space.
   4.2 Apply basic principles of probability, including, but not limited to, the law of large numbers through demonstration, such as flipping a coin, rolling a die or dice, or selecting a card from a deck of cards.
   4.3 Determine the probability of a single trial and its complement using both the empirical and theoretical approach.
   4.4 Determine the probability of the union of two events.
   4.5 Determine the probability of one event occurring and then a second event occurring.
   4.6 Determine the conditional probability using the intuitive approach.

5. The student will demonstrate knowledge and problem solving skills related to the basic concepts of statistics, as measured by the ability to:
   5.1 Differentiate between samples and populations.
   5.2 Use samples to make inferences about populations.
   5.3 Use critical thinking to determine whether a sampling procedure will produce a random sample that is representative of the population.
   5.4 Identify the correct use of the following sampling techniques: random, simple random, systematic, stratified, convenience, and cluster.
   5.5 Organize and present data as a frequency distribution given class limits.
   5.6 Construct and interpret visual displays including, but not limited to, scatter plots, time series, pie charts, histograms, frequency polygons, and stem-and-leaf plots.
   5.7 Calculate the three measures of central tendency: mean, median, and mode.

6. The student will demonstrate knowledge and problem solving skills related to the use of a scientific, (non-graphing) calculator, as measured by the ability to:
   6.1 Compute exponents and n^{th} roots.
   6.2 Use one- and two- variable statistics functions on the calculator.
   6.3 Describe the output of data that results from inputting paired data.

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Intermediate Algebra Prefix and Number: MAT 1033

Effective Date/Term: 20261 (Fall 2025) Cluster/Program Code: Arts and Sciences: Mathematics

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✔ Effective Date/Term: 20261 (Fall 2025)

Rationale: Change in course description to remove courses no longer offered and include courses that are.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1/16/25

Proposer's Signature Date

_____ 1/16/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: MAT1033

Course Title: Intermediate Algebra

Credit Hours: 4 Credits/60 Hours

Course Description:
This course is designed to prepare students for entry into college level mathematics (MAC 1105, MGF ~~1106~~ 1130, MGF ~~1107~~ 1131~~, MTG 2206~~). However, students who receive credit for this course are not eligible to enroll in STA2023 without meeting the course's prerequisites. Topics include linear equations and inequalities, quadratic equations, factoring polynomials, rational expressions, rational equations, graphing first-degree equations and inequalities, exponents, radical expressions and equations, complex numbers, systems of linear equations and inequalities, and functions.

Course Pre-requisite:
MAT0022 or MAT0055 completed with a grade of "P", MAT0028 completed with a "P" or a grade of "C" or higher or appropriate placement test score. Students who are not required to take the common placement test or enroll in developmental math courses do not have to satisfy prerequisites.

Course Learning Outcomes:

The student will demonstrate knowledge and problem solving skills related to:
1. factoring polynomials
2. rational expressions
3. radicals and rational exponents
4. complex numbers
5. polynomial equations
6. rational equations
7. linear equations and inequalities in two variables and their graphs
8. systems of linear equations and inequalities
9. introduction to functions

Course Objectives:
1. The student will demonstrate knowledge and problem solving skills related to factoring polynomials, as measured by the ability to:
   1.1 Factor a common factor from a polynomial.
   1.2 Factor a second degree polynomial.

CAA: 02/19
DBOT: 04/19

1.3 Factor polynomials by recognizing the patterns of a perfect square trinomial, the difference of squares and the sum and difference of cubes.
1.4 Factor polynomial expressions which are quadratic in form.
1.5 Factor polynomials using grouping techniques.

2. The student will demonstrate knowledge and problem solving skills related to rational expressions, as measured by the ability to:
   2.1 Determine values for which a rational expression is undefined.
   2.2 Add, subtract, multiply, and divide rational expressions and write in simplest form.
   2.3 Simplify complex rational expressions.

3. The student will demonstrate knowledge and problem solving skills related to radicals and rational exponents, as measured by the ability to:
   3.1 Simplify radical expressions.
   3.2 Define rational exponents.
   3.3 Simplify expressions containing rational exponents.
   3.4 Perform operations with radical expressions and simplify.
   3.5 Rationalize denominators of radical expressions.
   3.6 Solve radical equations.
   3.7 Solve application problems that contain radical expressions.

4. The student will demonstrate knowledge and problem solving skills related to complex numbers, as measured by the ability to:
   4.1 Define complex numbers.
   4.2 Perform operations with complex numbers and simplify to a + bi form.
   4.3 Simplify powers of i.

5. The student will demonstrate knowledge and problem solving skills related to polynomial equations, as measured by the ability to:
   5.1 Solve first degree equations.
   5.2 Solve absolute value equations and inequalities.
   5.3 Solve quadratic equations by factoring, taking roots, and using the quadratic formula.
   5.4 Use the discriminant to determine the number and type of solutions of a quadratic equation.
   5.5 Solve application problems using quadratic equations.

6. The student will demonstrate knowledge and problem solving skills related to rational equations, as measured by the ability to:
   6.1 Solve equations containing rational expressions.
   6.2 Solve application problems that contain rational expressions.

7. The student will demonstrate knowledge and problem solving skills related to linear equations and inequalities in two variables and their graphs, as measured by the ability to:
   7.1 Find the slope of a line, given two points on the line, the equation or the graph of the line.
   7.2 Graph linear equations and inequalities.
   7.3 Write the equation of a line given various criteria (such as slope, y-intercept, two points, or parallel or perpendicular to another linear equation).
   7.4 Express the equation of a line in various forms (standard, slope-intercept).
   7.5 Solve application problems using linear equations in two variables.

8. The student will demonstrate knowledge and problem solving skills related to systems of linear equations and inequalities, as measured by the ability to:
   8.1 Solve systems of equations graphically and algebraically.
   8.2 Solve systems of inequalities graphically.
   8.3 Solve application problems using systems of linear equations.

9. The student will demonstrate knowledge and problem solving skills related to an introduction to functions, as measured by the ability to:
   9.1 Define a function.
   9.2 Express functions numerically, symbolically, and graphically.
   9.3 Find the domain and range of a function, and function values.

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: MAT1033

Course Title: Intermediate Algebra

Credit Hours: 4 Credits/60 Hours

Course Description:
This course is designed to prepare students for entry into college level mathematics (MAC 1105, MGF 1130, MGF 1131). However, students who receive credit for this course are not eligible to enroll in STA2023 without meeting the course's prerequisites. Topics include linear equations and inequalities, quadratic equations, factoring polynomials, rational expressions, rational equations, graphing first-degree equations and inequalities, exponents, radical expressions and equations, complex numbers, systems of linear equations and inequalities, and functions.

Course Pre-requisite:
MAT0022 or MAT0055 completed with a grade of "P", MAT0028 completed with a "P" or a grade of "C" or higher or appropriate placement test score. Students who are not required to take the common placement test or enroll in developmental math courses do not have to satisfy prerequisites.

Course Learning Outcomes:

The student will demonstrate knowledge and problem solving skills related to:
1. factoring polynomials
2. rational expressions
3. radicals and rational exponents
4. complex numbers
5. polynomial equations
6. rational equations
7. linear equations and inequalities in two variables and their graphs
8. systems of linear equations and inequalities
9. introduction to functions

Course Objectives:
1. The student will demonstrate knowledge and problem solving skills related to factoring polynomials, as measured by the ability to:
   1.1 Factor a common factor from a polynomial.
   1.2 Factor a second degree polynomial.

1.3 Factor polynomials by recognizing the patterns of a perfect square trinomial, the difference of squares and the sum and difference of cubes.
1.4 Factor polynomial expressions which are quadratic in form.
1.5 Factor polynomials using grouping techniques.

2. The student will demonstrate knowledge and problem solving skills related to rational expressions, as measured by the ability to:
   2.1 Determine values for which a rational expression is undefined.
   2.2 Add, subtract, multiply, and divide rational expressions and write in simplest form.
   2.3 Simplify complex rational expressions.

3. The student will demonstrate knowledge and problem solving skills related to radicals and rational exponents, as measured by the ability to:
   3.1 Simplify radical expressions.
   3.2 Define rational exponents.
   3.3 Simplify expressions containing rational exponents.
   3.4 Perform operations with radical expressions and simplify.
   3.5 Rationalize denominators of radical expressions.
   3.6 Solve radical equations.
   3.7 Solve application problems that contain radical expressions.

4. The student will demonstrate knowledge and problem solving skills related to complex numbers, as measured by the ability to:
   4.1 Define complex numbers.
   4.2 Perform operations with complex numbers and simplify to a + bi form.
   4.3 Simplify powers of i.

5. The student will demonstrate knowledge and problem solving skills related to polynomial equations, as measured by the ability to:
   5.1 Solve first degree equations.
   5.2 Solve absolute value equations and inequalities.
   5.3 Solve quadratic equations by factoring, taking roots, and using the quadratic formula.
   5.4 Use the discriminant to determine the number and type of solutions of a quadratic equation.
   5.5 Solve application problems using quadratic equations.

6. The student will demonstrate knowledge and problem solving skills related to rational equations, as measured by the ability to:
   6.1 Solve equations containing rational expressions.
   6.2 Solve application problems that contain rational expressions.

7. The student will demonstrate knowledge and problem solving skills related to linear equations and inequalities in two variables and their graphs, as measured by the ability to:
   7.1 Find the slope of a line, given two points on the line, the equation or the graph of the line.
   7.2 Graph linear equations and inequalities.
   7.3 Write the equation of a line given various criteria (such as slope, y-intercept, two points, or parallel or perpendicular to another linear equation).
   7.4 Express the equation of a line in various forms (standard, slope-intercept).
   7.5 Solve application problems using linear equations in two variables.

8. The student will demonstrate knowledge and problem solving skills related to systems of linear equations and inequalities, as measured by the ability to:
   8.1 Solve systems of equations graphically and algebraically.
   8.2 Solve systems of inequalities graphically.
   8.3 Solve application problems using systems of linear equations.

9. The student will demonstrate knowledge and problem solving skills related to an introduction to functions, as measured by the ability to:
   9.1 Define a function.
   9.2 Express functions numerically, symbolically, and graphically.
   9.3 Find the domain and range of a function, and function values.

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Marketing for Managers Prefix and Number: MAR 3803

Effective Date/Term: 06/01/2025;Summer 2025 Cluster/Program Code: MAR 3803-BAS Workforce

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: 2025-03

Rationale: Master Course Outline Revision, Prerequisite Update

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)		MAR 1011	None
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

Dr. Ashley K. Cobb 01/08/2025

Proposer's Signature Date

Academic Dean's Signature 1/16/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No X Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

MAR 3803 Marketing for Managers

Master Course Outline

Course Description:
This course helps develop the marketing knowledge and skills necessary for the successful management of an organization. Students will research and discuss marketing concepts, including the development and execution of marketing strategies. The course focuses on formulating a marketing strategy for a variety of enterprises including business-to-business, business-to-government, consumer and public service organizations

45 hours 3cr

*Prerequisites(s) MAR 1011 or equivalent(s) or Permission of Depart Chair permission

Course Objectives:

To provide the students with a thorough review of principles of supervision in a business environment through a wide variety of different learning approaches that may include in-class/online discussions textbook, readings, assignments, case studies and presentations, teamwork, videos, and podcasts based on theoretical and real life examples.

Student Learning Outcomes; upon completion of this course student will be able to

- Analyze the role of marketing in a global environment
- Assess how the growth of the internet has shifted power to customers and has made customer relationships management increasingly important
- Evaluate and examine the global competition faced by marketers resulting from an increase in the number of consumer products available in the marketplace
- Interpret the shifting consumer demand patterns for certain product categories
- Comparing and contrast strategic, tactical, and functional level marketing plans/programs
- Analyze and identify the factors affecting consumer behavior and the consumer buying process in business to consumer markets
- Evaluate privacy and security concerns related to the gathering of customer information and the use of technology

Employable Skills

Communication 1.0

Coordinates thoughts to create and provide context sustaining a concept; variety of thoughts are integrated to present meaning via a critical interpretation of evidence; while incorporating and interpreting multiple viewpoints; via reading/research and can interpret and critically evaluate others meaning to make judgments about an argument and can negotiate with one or more collaborators to

advance an argument or articulate an approach to resolving a social, personal, or ethical dilemma in an appropriate tone

Critical Thinking 2.0

Demonstrates coherent logic to interpret, understand, and explain ideas. Differentiates and evaluates theories and approaches to selected complex problems.

Digital Fluency 3.0

Uses relevant Microsoft office tools, social media, digital material, and online tools; Compare digital resources for internal validation (cross references) as well as external validation (support or sponsorship from recognized organizations).

Organizational Planning 5.0

Synthesize plans to organize thoughts in a detailed method to successfully complete objectives and projects while simultaneously managing alternative objectives and projects within specific time constraints.

Information Literacy 6.0

Articulates the use of advanced database research and search engine search techniques and tools to locate and evaluate high quality, credible resources and information based upon the credibility and expertise of the author(s) to evaluate, critique and devise solutions to complex problems

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: MAR 3803

Course Title: Marketing for Managers

Credit Hours: **3**

Course Description This course helps develop the marketing knowledge and skills necessary for the successful management of an organization. Students will research and discuss marketing concepts, including the development and execution of marketing strategies. The course focuses on formulating a marketing strategy for various enterprises, including business-to-business, business-to-government, consumer, and public service organizations.

Course Pre-requisites None

Course Corequisites None

Course Objectives

To provide the students with a thorough review of principles of supervision in a business environment through various learning approaches that may include in-class/online discussions, textbooks, readings, assignments, case studies and presentations, teamwork, videos, and podcasts based on theoretical and real-life examples.

Student Learning Outcomes; upon completion of this course student will be able to

- Analyze the role of marketing in a global environment
- Assess how the growth of the internet has shifted power to customers and has made customer relationships management increasingly important
- Evaluate and examine the global competition faced by marketers resulting from an increase in the number of consumer products available in the marketplace
- Interpret the shifting consumer demand patterns for certain product categories
- Comparing and contrast strategic, tactical, and functional level marketing plans/programs

- Analyze and identify the factors affecting consumer behavior and the consumer buying process in business to consumer markets
- Evaluate privacy and security concerns related to the gathering of customer information and the use of technology

Employable Skills

Communication 1.0

Coordinates thoughts to create and provide context sustaining a concept; variety of thoughts are integrated to present meaning via a critical interpretation of evidence; while incorporating and interpreting multiple viewpoints; via reading/research and can interpret and critically evaluate others meaning to make judgments about an argument and can negotiate with one or more collaborators to advance an argument or articulate an approach to resolving a social, personal, or ethical dilemma in an appropriate tone

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Demonstrates coherent logic to interpret, understand, and explain ideas. Differentiates and evaluates theories and approaches to selected complex problems.

Digital Fluency 3.0

Uses relevant Microsoft office tools, social media, digital material, and online tools; Compare digital resources for internal validation (cross references) as well as external validation (support or sponsorship from recognized organizations).

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Synthesize plans to organize thoughts in a detailed method to successfully complete objectives and projects while simultaneously managing alternative objectives and projects within specific time constraints.

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Articulates the use of advanced database research and search engine search techniques and tools to locate and evaluate high quality, credible resources and information based upon the credibility and expertise of the author(s) to evaluate, critique and devise solutions to complex problems

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Web Page Design Prefix and Number: CGS 1820

Effective Date/Term: ~~01/13/2025 Spring 2025~~ Summer 2025 Cluster/Program Code: Workforce 03/Computers:General Studies

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✔ Effective Date/Term: ~~01/13/2025~~ Summer 2025 (202503)

Rationale: The master course syllabus currently lists 10 main objectives and 64 subjectives. I recommend keeping the main objectives and eliminating the sub-objectives

Course DELETION (Check, if applicable): ☐ Effective Date/Term:

Rationale:

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ Explain: NO ☐	YES ☐ Explain: NO ☐
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

Hanan Hanna 1/17/25

Proposer's Signature Date

Academic Dean's Signature 1/17/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

Recommended_____ Not Recommended_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CGS 1820

Course Title: Web Page Design

Credit Hours: 3

Course Description: A course for the beginner and the intermediate user of web authoring software. The student will learn the various concepts and elements required to create webpages. Topics will include website planning and design, Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), responsive web design, links, images, tables, forms, audio, video, animation, the use of scripting languages, website maintenance, website accessibility, and an introduction to web frameworks. Lab fee required. 45 class hours

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:

1. The student will demonstrate knowledge and skills related to website planning, design, and maintenance:
   1.1 Understand the purpose of a website.
   1.2 Understand how to design a website.
   1.3 Create a wireframe.
   1.4 Understand website accessibility standards.
   1.5 Understand the website development life cycle.
   1.6 Understand search engine optimization.
   1.7 Understand how to publish and promote a website.
2. The student will demonstrate knowledge and skills related to using Hypertext Markup Language (HTML):
   2.1 Understand the basic concepts of HTML.
   2.2 Create a basic website.
   2.3 Understand how to use HTML 5 elements.
   2.4 Understand and use proper HTML structure.
   2.5 Create and understand the purpose of comments in HTML.

2.6 Validate an HTML file.
2.7 Understand and demonstrate file management best practices.

3. The student will demonstrate knowledge and skills related to using Cascading Style Sheets (CSS):
   3.1 Understand the basic concepts of CSS.
   3.2 Create an external style sheet.
   3.3 Create a style rule.
   3.4 Understand and describe the CSS box model.
   3.5 Understand the purpose of a CSS reset style rule.
   3.6 Create and understand the purpose of comments in CSS.
   3.7 Understand ID and class selectors.
   3.8 Use a CSS grid layout.
   3.9 Create a gradient using CSS.
   3.10 Understand how to apply color using CSS.
   3.11 Integrate custom fonts using CSS.
   3.12 Use opacity and shadows.
   3.13 Validate a CSS file.
4. The student will demonstrate knowledge and skills related to responsive web design:
   4.1 Understand how to design for various device sizes.
   4.2 Create a media query.
   4.3 Understand media query breakpoints.
   4.4 Add style rules to a media query.
   4.5 Create a fluid layout.
   4.6 Understand the purpose of the meta viewport element.
   4.7 Describe a mobile-first strategy.
   4.8 Use a mobile simulator.
5. The student will demonstrate knowledge and skills related to using links and images:
   5.1 Understand the difference between a relative and an absolute link.
   5.2 Create and format a link on a webpage.
   5.3 Add and format an image to a webpage.
   5.4 Add a link to an image.
   5.5 Use the figure element.
   5.6 Use the alt attribute for web accessibility.
6. The student will demonstrate knowledge and skills related to tables:
   6.1 Understand when to add a table to a webpage.
   6.2 Use table elements to create a table.
   6.3 Use CSS to format a table.
7. The student will demonstrate knowledge and skills related to form:
   7.1 Design a form.
   7.2 Understand how to use various form elements.
   7.3 Create a web form.
   7.4 Use CSS to format a form.
8. The student will demonstrate knowledge and skills related to audio, video social media, and animation:
   8.1 Add audio to a website using HTML 5.
   8.2 Add video to a website using HTML 5.

8.3 Create video captions and descriptions for web accessibility.
8.4 Understand how to use the track element.
8.5 Understand how to create and add animation to a webpage.
8.6 Understand how to integrate social media.

9. The student will demonstrate knowledge and skills related to scripting languages:
   9.1 Understand basic JavaScript terminology.
   9.2 Understand the purpose of using JavaScript within a website.
   9.3 Create a JavaScript statement.
   9.4 Create a JavaScript functions.
   9.5 Create a JavaScript file.
   9.6 Add a script element to a webpage.
   9.7 Understand jQuery.
10. The student will demonstrate knowledge and skills related to a web framework:
   9.1 Describe a web framework.
   9.2 Understand the basics of Bootstrap.
   9.3 Create a webpage using Bootstrap.

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CGS 1820

Course Title: Web Page Design

Credit Hours: 3

Course Description: A course for the beginner and the intermediate user of web authoring software. The student will learn the various concepts and elements required to create webpages. Topics will include website planning and design, Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), responsive web design, links, images, tables, forms, audio, video, animation, the use of scripting languages, website maintenance, website accessibility, and an introduction to web frameworks. Lab fee required. 45 class hours

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:

1. The student will demonstrate knowledge and skills related to website planning, design, and maintenance.
2. The student will demonstrate knowledge and skills related to using Hypertext Markup Language (HTML).
3. The student will demonstrate knowledge and skills related to using Cascading Style Sheets (CSS).
4. The student will demonstrate knowledge and skills related to responsive web design.
5. The student will demonstrate knowledge and skills related to using links and images.
6. The student will demonstrate knowledge and skills related to tables.
7. The student will demonstrate knowledge and skills related to form.
8. The student will demonstrate knowledge and skills related to audio, video social media, and animation.
9. The student will demonstrate knowledge and skills related to scripting languages.
10. The student will demonstrate knowledge and skills related to a web framework.

~~Last revised: 01/17/2025; CAA 01/2025; DBoT 01/2025~~

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Nursing Theoretical Concepts Prefix and Number: NUR3119

Effective Date/Term: Fall 2026.1A Cluster/Program Code: APP-BSN

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: Revised to meet current CCNE Accreditation Standards; Change to Competency Based Education

Course DELETION (Check, if applicable): ✓ Effective Date/Term: Fall 2026.1A

Rationale: Program curricula revision related to CCNE 2024 Standards mandating AACN 2021 Essentials/CBE

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13
N/A				

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title: N/A Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description: _____ Model Number:

ISBN-13: _____ Vendor: _____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13: _____ Vendor: _____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

Karen Lotz 1/17/2025

Proposer's Signature Date

Billie Gabbard 1/22/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes __X_____

Recommended_____ Not Recommended_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Examination and Assessment Prefix and Number: NUR3065C

Effective Date/Term: Fall 2026.1A Cluster/Program Code: APP-BSN

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: 2Fall 026.1A

Rationale: Revised to meet update to current CCNE Accreditation Standards

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Health Assessment
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term: _____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13
N/A				

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title: N/A Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description: _____ Model Number:

ISBN-13: _____ Vendor: _____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13: _____ Vendor: _____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

Karen Lotz 1/17/2025

Proposer's Signature Date

Billie Gabbard 1/22/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No ✓ Yes _____

Recommended _____ Not Recommended _____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: NUR3065C

Course Title: ~~Examination and Assessment~~ Health Assessment

Credit Hours: 4 ~~(3.5 theory +0.5 Lab)~~ (3 theory + 1 Lab/Practice Experience)

Course Description: ~~This course provides the RN to BSN student with applicable frameworks to systematically perform physical assessments and analyze health histories in the context of delivering patient care. Attention is focused on examination of body systems, interpretation of pertinent lab/diagnostic findings, communication methods, and electronic health record documentation. Analysis of data is used to help improve patient outcomes that are respectful of cultural competence~~.

Students develop advanced clinical skills in health assessment across the lifespan. This course enhances your ability to conduct comprehensive health history interviews, perform focused physical examinations, and implement effective health promotion strategies.

By the end of this course, you will be able to demonstrate competency in these areas to address the complex health needs of diverse patient populations

Course Pre-requisites: Admission to BSN Program

Course Corequisites: None

Course Objectives:

1. ~~Compare methods of data collection and health screening tools for their relevant use in clinical practice.~~
~~2. Discuss implications of documentation with regard to HIPAA compliance and meeting required guidelines.~~
~~3. Interpret and analyze pertinent lab and related diagnostic findings affecting body systems using critical thinking techniques.~~
~~4. Examine the concept of differential diagnosis.~~
~~5. Apply concepts of physical examination techniques to show mastery of concepts.~~

1. Actively listen to patients and elicit comprehensive health histories

2. Compare methods of data collection and health screening tools for their relevant use in clinical practice.
3. Address patient safety concerns
4. Develop and implement individualized health promotion plans
5. Develop quality care plans for diverse health conditions across the lifespan including appropriate health screenings.
6. Develop quality teaching plan addressing health promotion, illness prevention, and illness management.
7. Conduct focused physical examinations, prioritizing key findings to show mastery of concepts.

Last revised: 10/7/2019; CAA 10/2019; DBoT 11/2019

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: NUR3065C

Course Title: Health Assessment

Credit Hours: 4 (3.5 theory +0.5 Lab/Practice Experience)

Course Description: Students develop advanced clinical skills in health assessment across the lifespan. This course enhances your ability to conduct comprehensive health history interviews, perform focused physical examinations, and implement effective health promotion strategies.

By the end of this course, you will be able to demonstrate competency in these areas to address the complex health needs of diverse patient populations.

Course Pre-requisites: Admission into the BSN Program

Course Corequisites: None

Course Objectives:

Upon completion of this course the student learner will be able to:

1. Actively listen to patients and elicit comprehensive health histories
2. Compare methods of data collection and health screening tools for their relevant use in clinical practice.
3. Address patient safety concerns
4. Develop and implement individualized health promotion plans
5. Develop quality care plans for diverse health conditions across the lifespan including appropriate health screenings.
6. Develop quality teaching plan addressing health promotion, illness prevention, and illness management.
7. Conduct focused physical examinations, prioritizing key findings to show mastery of concepts.

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Cultural Health Issues Prefix and Number: NUR3655

Effective Date/Term: Fall 2026.1A Cluster/Program Code: APP-BSN

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: Fall 2026.1A

Rationale: Revised to meet current CCNE Accreditation Standards; AACN Essentials, Change to Competency Based Education

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Professionalism: Culturally Competent and Sensitive Practice
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ Explain: NO ☐	YES ☐ Explain: NO ☐
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13
N/A				

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title: N/A Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description: _____ Model Number:

ISBN-13: _____ Vendor: _____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13: _____ Vendor: _____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

Karen Lotz 1/17/2025

Proposer's Signature Date

Billie Gabbard 1/22/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No ✓ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: NUR3655

Course Title: ~~Cultural Health Issues~~ Professionalism: Culturally Competent Practice

Credit Hours: 3

Course Description: ~~Examination of culture as it affects perception and management of health is explored in this course. Basic health concepts are explored across diverse population groups so as to build a suitable knowledge base from which to develop health promotion methods. Concepts related to health beliefs are identified within the impact of relevant issues such as health literacy, health disparities, and cultural competence as they affect delivery of care~~

Students develop cultural competence to provide effective care across the lifespan. This course enhances your ability to deliver culturally competent care in diverse healthcare settings. By addressing health literacy, health disparities, health promotion, and preventing disease in various settings, you enhance your ability to implement culturally sensitive interventions that demonstrate competence in meeting the diverse needs of your patients.

Course Pre-requisites: Admission to the BSN Program

Course Corequisites: None

Course Objectives:

1. ~~Explore concepts related to cultural assessment that influence health care such as health, illness, environment, values, and beliefs.~~
2. ~~Describe patterns of cultural involvement across diverse populations that impact health care such as health literacy, health disparities, and cultural competence.~~
3. ~~Identify available resources that can be used to improve health literacy in patient populations.~~
4. ~~Formulate health promotion methods that can facilitate improved outcomes for culturally diverse population groups.~~

Last revised: 10/7/2019; CAA 10/2019;DBoT 11/2019

The RN to BSN student will gain a deep understanding of cultural diversity and its impact on healthcare. Upon completion of this course the student learner will be able to:

1. Explore your own cultural biases and assumptions
2. Recognize the cultural beliefs, values, and practices of diverse patient populations
3. Communicate effectively with patients from different cultural backgrounds
4. Provide culturally appropriate and respectful care
5. Advocate for health equity and elimination of health disparities
6. Map patterns of cultural involvement across diverse populations that impact health care such as health literacy, health disparities, and cultural competence.
7. Identify available resources that can be used to improve health literacy in patient populations

By the end of this course, you will be able to demonstrate cultural competence and provide high-quality care to patients from diverse backgrounds.

Last revised: 10/7/2019; CAA 10/2019;DBoT 11/2019

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: NUR3655

Course Title: Professionalism: Culturally Competent Practice

Credit Hours: 3

Course Description: Students develop cultural competence to provide effective care across the lifespan. This course enhances your ability to deliver culturally competent care in diverse healthcare settings. By addressing health literacy, health disparities, health promotion, and preventing disease in various settings, you enhance your ability to implement culturally sensitive interventions that demonstrate competence in meeting the diverse needs of your patients.

Course Pre-requisites: Admission to the BSN Program

Course Corequisites: None

Course Objectives:

The RN to BSN student will gain a deep understanding of cultural diversity and its impact on healthcare. Upon completion of this course the student learner will be able to:

1. Explore your own cultural biases and assumptions
2. Recognize the cultural beliefs, values, and practices of diverse patient populations
3. Communicate effectively with patients from different cultural backgrounds
4. Provide culturally appropriate and respectful care
5. Advocate for health equity and elimination of health disparities
6. Map patterns of cultural involvement across diverse populations that impact health care such as health literacy, health disparities, and cultural competence.
7. Identify available resources that can be used to improve health literacy in patient populations

By the end of this course, you will be able to demonstrate cultural competence and provide high-quality care to patients from diverse backgrounds.

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Legal and Ethical Issus in Nursing Prefix and Number: NUR3826 3824

Effective Date/Term: _____ Cluster/Program Code: APP-BSN

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: 2026.1A

Rationale: Revised to meet current CCNE Accreditation Standards; AACN Essentials, and Change to Competency Based Education

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Professionalism: Legal and Ethical Practice
COURSE Prefix and NUMBER		Refer to Course Information	NUR3824
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13
N/A				

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title: N/A Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description: _____ Model Number:

ISBN-13: _____ Vendor: _____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13: _____ Vendor: _____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

Karen Lotz 01/17/2025

Proposer's Signature Date

Billie Gabbard 1/22/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No ✓ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: ~~NUR3826~~ NUR3824

Course Title: ~~Legal and Ethical Issues in Nursing~~ Professionalism: Legal and Ethical Practice

Credit Hours: 4

Course Description: ~~This course examines legal and ethical concepts as they apply to professional nursing practice. Standards of care and the Nurse Practice Act serve as the framework for discussion. Analysis of case issues will serve as the forum for legal and ethical decision making processes~~

Students develop a strong foundation in legal and ethical nursing practice. This course enhances your understanding of key legal and ethical principles, enabling you to make informed decisions in complex healthcare situations.

.**Course Pre-requisites**: ~~NUR3065C and PHI 1630~~ NUR3065C

Course Corequisites: None

Course Objectives:

~~1. Explore legal concepts related to healthcare such as: negligence, malpractice, beneficence and nonmaleficence.~~
~~2. Discuss ethical dilemmas related to nursing practice.~~
~~3. Discuss differences between situational and moral based ethics in the context of healthcare delivery.~~
~~4. Examine different ethical decision making models.~~
~~5. Analyze variables, including Nurse Practice Act and Standards of Care that may affect professional decision making related to legal and ethical issues in the context of nursing practice.~~

The RN to BSN student will become a confident and ethical nursing professional. Upon completion of this course the student learner will be able to:

1. Utilize decision making models to enhance critical thinking/clinical judgment in practice

Last revised: 10/7/2019; CAA 10/2019; DBoT 11/2019

2. Identify potential legal and ethical risks in nursing practice
3. Analyze complex legal and ethical dilemmas in nursing practice
4. Apply standards of care and the Nurse Practice Act to specific clinical scenarios
5. Collaborate with healthcare teams to resolve ethical dilemmas
6. Protect your professional license and maintain ethical integrity

By the end of this course, you will be able to navigate the legal and ethical complexities of modern healthcare.

Last revised: 10/7/2019; CAA 10/2019; DBoT 11/2019

PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: NUR3824

Course Title: Professionalism: Legal and Ethical Practice

Credit Hours: 4

Course Description: Students develop a strong foundation in legal and ethical nursing practice. This course enhances your understanding of key legal and ethical principles, enabling you to make informed decisions in complex healthcare situations.

.**Course Pre-requisites**: NUR3065C

Course Corequisites: None

Course Objectives:

The RN to BSN student will become a confident and ethical nursing professional. Upon completion of this course the student learner will be able to:

1. Utilize decision making models to enhance critical thinking/clinical judgment in practice
2. Identify potential legal and ethical risks in nursing practice
3. Analyze complex legal and ethical dilemmas in nursing practice
4. Apply standards of care and the Nurse Practice Act to specific clinical scenarios
5. Collaborate with healthcare teams to resolve ethical dilemmas
6. Protect your professional license and maintain ethical integrity

By the end of this course, you will be able to navigate the legal and ethical complexities of modern healthcare.

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Facility and Equipment Prefix and Number: CJK 0315

Effective Date/Term: 2025-03 Cluster/Program Code: Public Safety

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

Course DELETION (Check, if applicable): ✔ Effective Date/Term: 2025-03

Rationale: Course not used in our programs after programtic changes made by the Criminal Justice Standards & Training Commision

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ Explain: NO ☐	YES ☐ Explain: NO ☐
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

ICU-1B (Rev. 02/19)

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 1-16-25

Proposer's Signature Date

_____ 1/14/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

ICU-1B (Rev. 02/19)

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: PARAMEDIC I Prefix and Number: EMS2620

Effective Date/Term: FALL 202601 Cluster/Program Code: CCC-PARA

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: 202601

Rationale: FISDAP Fee increase with additional testing added to packet.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees	$189.00	$216.75
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ Explain: NO ☐	YES ☐ Explain: NO ☐
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

01.21.2025

Proposer's Signature Date

Billie Gaddard 1/21/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

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Dist. Learn. Fee		CRS		PRQST		SCNS	

Products: packages

You can save money by ordering one of our packages. If you prefer to customize your own package, continue to our "a la carte" ordering option ordering option. If you are looking to purchase Competency Tracker, please select any package that includes Skills Tracker. If you have already bought exams with Enhanced Security for your student(s), we highly recommend maintaining this level of security by continuing to purchase exams that feature Enhanced Security.

Packages for your students: Paramedics, graduating 12/2025

○ Internship Package With our classic package, you can manage students' internship schedules, and they can document all of their skills practice and patient interactions.	Includes: Scheduler, Skills Tracker	$99.75 $84.00
○ Accreditation Package If accreditation is your priority, these are the products that will help you meet the requirements of the CoAEMSP.	Includes: Scheduler, Skills Tracker, Comprehensive Exams, Unit Exams	$216.75 $201.00
○ Assessment Package Get all three of our testing products at a great discounted price.	Includes: Comprehensive Exams, Unit Exams, Study Tools	$153.75 $123.00
○ The Whole Shebang Package Everything Fisdap has to offer--with a savings of $40!	Includes: Scheduler, Skills Tracker, Comprehensive Exams, Unit Exams, Study Tools	$253.50
○ **NEW!Paramedic Whole Shebang Package with Enhanced Security** **Purchase the full Fisdap suite of products which now includes the new Enhanced Security exams.**	Includes: Scheduler, Skills Tracker, New Paramedic Comprehensive Exams with Enhanced Security, New Paramedic Unit Exams with Enhanced Security, Study Tools	$253.50
○ **NEW!Fisdap Paramedic Accreditation Package with Enhanced Security** **If accreditation is your priority, these are the products that will help you meet the requirements of the CoAEMSP. Now includes the new Enhanced Security exams.**	Includes: Scheduler, Skills Tracker, New Paramedic Comprehensive Exams with Enhanced Security, New Paramedic Unit Exam with Enhanced Security	$216.75 $201.00
○ **NEW!Fisdap Paramedic Assessment Package with Enhanced Security** **Assess for success with Fisdap's new suite of exams with Enhanced Security.**	Includes: New Paramedic Comprehensive Exams with Enhanced Security, New Paramedic Unit Exam with Enhanced Security, Study Tools	$153.75 $123.00

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651-690-9241 | info@fisdap.net

PASCO-HERNANDO STATE COLLEGE
STUDENT LABORATORY, SPECIAL, DISTANCE LEARNING, AND OTHER USER COURSE FEES CALCULATION FORM

Calculation of Fees:
Please identify all student laboratory, special, distance learning, and other user course fees associated with this course. Show the specific process used to determine the total fee. Attach documentation, if applicable, to support the calculation of fees. Provide a total fee which includes all areas identified on the form.

Course: Paramedics III

Course Number: EMS 2624

I. STUDENT LABORATORY FEES

Materials/Supplies (cost of textbooks if included in fee):

Software:

Personnel (non-instructional):

Total Cost Per Student $_____

II. SPECIAL FEES

Technical Support (non-instructional):

Laboratory Assistants:

Contracted Services:

Testing: FISDAP

Professional Liability Insurance:

Student Health Insurance:

Miscellaneous costs:

Total Cost Per Student $216.75

III. DISTANCE LEARNING FEES

Type of fee:

Justification for the fee:

Total Cost Per Student, Per Credit Hour $_____

IV. OTHER USER COURSE FEES

Type of fee:

Justification for the fee:

Total Cost Per Student $_____

V. FOR FEE INCREASES REQUIRED BY VENDOR:

Yes Y No___ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: The fee was negotiated to the lowest rate New competency based testing for registry exam.FISDAP has adjusted their packages offered to meet the requirements for new National Registry testing standards. New exams offered in preparation to support student success on testing outcomes. The pricing in the quote reflects a one time offer set to expire in 6 months at a reduced price of $201.00. This is why the change reflects higher rate.

Yes ___ No X The proposer has identified alternative materials that are more cost effective, but equally beneficial to students.

Describe: _____

Yes___ No X The proposer has identified other recent cost-saving activities/fee reductions that might offset the proposed fee increase.

Describe: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: $_____

Recommended Special Fees: $216.75

Recommended Distance Learning Fees: $_____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: $_____

Total Recommended Fees: $_____

Proposer Phillip Borum Date 01/21/25

Approved_____ Not Approved_____

_____ _____
Chair, Council on Academic Affairs Date

ICU-10 (Rev. 6/17)

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: PARAMEDIC III Prefix and Number: EMS2624

Effective Date/Term: FALL 202601 Cluster/Program Code: CCC-PARA

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: 202601

Rationale: Paramedic Exam review course new fee. To prepare students for National Registry exams.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		$135.00
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

01-21-2025

Proposer's Signature Date

Academic Dean's Signature 1/21/25

Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

TCMI
Treasure Coast Medical Institute

Phone: 772.672-4251
www.treasurecoastmi.com

Contract for Service
Statement of Work for Pasco Hernando State College

Treasure Coast Medical Institute, Inc agrees to provide the Paramedic Exam Review Class at the end of each paramedic cohort. The responsibilities and service provided by Treasure Coast Medical Institute, Inc are described below:

- The Paramedic classes will be scheduled from 9a-5p on 2 days. The class will have approximately one hour for lunch.

- A comprehensive Study Guide authored by Dr. Bowers will be provided for each student. It will include the most current information available from the National Registry and is based on the National Educational Standards. It also includes an expanded section on test-taking strategies.

- Each student will be given a unique code to access the on-line test bank site LCReady.com "EMT Review Plus" or "Paramedic Review Plus" which has over 1100 practice items/questions similar to the NREMT questions.

- Instructional, travel, and accommodation expenses paid for by Treasure Coast Medical Institute, Inc.

- Treasure Coast Medical Institute, Inc will submit invoices @ $135.00 per paramedic student who attends any portion of the day. Payment to be made upon completion of provided service. (For December 2024 classes, the students will cover their own fees for review classes. After December 2024, Pasco Hernando State College will be responsible for payment.)

- Payment for services will be made to:
  Treasure Coast Medical Institute, Inc
  4172 Okeechobee Rd. Fort Pierce, FL 34947
  Phone: (772)672-4251
  Email: kevin.franklin@treasurecoastmi.com

Provided service on the following dates: December 4th and 5th.

Kevin Franklin
President
Treasure Coast Medical Institute, Inc

September 16, 2024

PASCO-HERNANDO STATE COLLEGE
STUDENT LABORATORY, SPECIAL, DISTANCE LEARNING, AND OTHER USER COURSE FEES CALCULATION FORM

Calculation of Fees:
Please identify all student laboratory, special, distance learning, and other user course fees associated with this course. Show the specific process used to determine the total fee. Attach documentation, if applicable, to support the calculation of fees. Provide a total fee which includes all areas identified on the form.

Course: Paramedics III

Course Number: EMS 2624

I. STUDENT LABORATORY FEES

Materials/Supplies (cost of textbooks if included in fee):

Software:

Personnel (non-instructional):

Total Cost Per Student $_____

II. SPECIAL FEES

Technical Support (non-instructional):

Laboratory Assistants:

Contracted Services:

Testing: TCMI Parmedic Exam Review Class

Professional Liability Insurance:

Student Health Insurance:

Miscellaneous costs:

Total Cost Per Student $135.00

III. DISTANCE LEARNING FEES

Type of fee:

Justification for the fee:

Total Cost Per Student, Per Credit Hour $_____

IV. OTHER USER COURSE FEES

Type of fee:

Justification for the fee:

Total Cost Per Student $_____

V. FOR FEE INCREASES REQUIRED BY VENDOR:

Yes Y No___ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: The fee was negotiated to the lowest rate.

New competency based testing for NREMT exam. This review course is necessary for National Registry exam preparations to support student success on testing outcomes.

Yes ___ No X The proposer has identified alternative materials that are more cost effective, but equally beneficial to students.

Describe: _____

Yes___ No X The proposer has identified other recent cost-saving activities/fee reductions that might offset the proposed fee increase.

Describe: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: $_____

Recommended Special Fees: $135.00

Recommended Distance Learning Fees: $_____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: $_____

Total Recommended Fees: $_____

Proposer Phillip Borum Date 01/21/25

Approved_____ Not Approved_____

_____ _____
Chair, Council on Academic Affairs Date

ICU-10 (Rev. 6/17)

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Primary Flight Training 1 (should be "2") Prefix and Number: NCJ0028

Effective Date/Term: October 2023 Cluster/Program Code: Workforce

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✔ Effective Date/Term: 2025-3

Rationale: Course title is duplicate of NCJ0027 (copy/paste error) and requires a pre-requisite for serial training.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Primary Flight Training 2
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)		None	NCJ0027 Primary Flight Training 1
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ Explain: NO ☐	YES ☐ Explain: NO ☐
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

Aviation Program Director, Rob Trsek Jan 9, 2025

Proposer's Signature Date

Academic Dean's Signature 1/16/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No X Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
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PHSC
PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: NCJ0028

Course Title: Primary Flight Training II

Credit Hours: 27 hours

Course Description:

This course comprises required training to obtain the Federal Aviation Administration's (FAA) Private Pilot Certificate, a pre-requisite to professional pilot training. **This course contains Stage 2 and Stage 3 training in accordance with the Jeppesen Guided Flight Discovery (GFD) syllabus**. It includes 13 hours of dual flight instruction, 10 hours of solo flight, and 4 hours of ground instruction and pre-/post-flight briefings with an FAA-approved flight instructor.

Students must pass the Private Pilot Airplane *Airman Knowledge Test* (AKT) before taking the private pilot practical test. The cost of the AKT is included in the course. Course requirements are met when the student earns his or her Private Pilot Certificate through the practical test.

The hours above are based on FAA-approved syllabus minimums, and students will likely exceed these minimum hours. The costs for these additional flight hours, additional ground instruction, and FAA designated pilot examiner practical test ("checkride" flight) costs are *not* covered by the course fee. Student pilots are expected to fly at least 3 flights per week.

Conditions: Students must:
1. Hold a minimum of an FAA 3rd Class medical certificate
2. Be a U.S. citizen or have TSA authorization for flight training, and
3. Meet with the Program Manager to verify documentation, review course requirements, and flight training costs.

Required Textbook: None

Course Pre-requisites: ATT 1100 and NCJ0027

Course Co-requisites: None

Course Objectives: Course objectives mirror current FAA *Airman Certification Standards* (ACS). When there is discrepancy between this MCO and the current ACS, current ACS objectives prevail.

1. Pilot Qualifications: To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with airman and medical certificates including privileges, limitations, currency, and operating as pilot-in-command (PIC) as a private pilot.

2. Airworthiness Requirements: To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with airworthiness requirements, including airplane certificates.
3. Weather Information: To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with weather information for a flight under VFR.
4. Cross-Country Flight Planning: To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with cross-country flights and VFR flight planning.
5. National Airspace System: To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with the National Airspace System (NAS) operating under VFR as a private pilot.
6. Performance and Limitations: To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with operating an airplane safely within the parameters of its performance capabilities and limitations.
7. Operation of Systems: To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with the safe operation of systems on the airplane provided for the flight test.
8. Human Factors: To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with personal health, flight physiology, aeromedical and human factors, as it relates to safety of flight.
9. To determine that the student exhibits satisfactory knowledge, risk management, and skills associated with:
    a. Preflight Preparation
    b. Preflight Procedures
    c. Airport Base Operations
    d. Takeoffs, Landing and Go-Arounds
    e. Performance and Ground-Reference Maneuvers
    f. Navigation
    g. Slow Flight and Stalls
    h. Basic Instrument Maneuvers
    i. Emergency Operations
    j. Night Operations
    k. Postflight Procedures

PHSC
PASCO-HERNANDO STATE COLLEGE

Council on Academic Affairs
District Board of Trustees Memo

TO: Dr. Jesse Pisors, President

FROM: Dr. Daniel Powell, Vice President of Academic Affairs & Chief Academic Officer
Dr. Gerene Thompson, Associate Vice President of Academic Affairs

SUBJECT: Course Fee Revisions

DATE: Tuesday, February 18, 2025

This proposal is for course fee revisions reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Friday, January 31, 2025.

CAA presents these course fee revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Tuesday, February 18, 2025.

Course Fee Revisions: Technical Credit

Course	From	To	Rationale	Effective
EMS2620 Paramedic I	$189.00	$216.75	FISDAP Fee increase with additional testing added to packet	Fall 2025 (202601)
EMS2624 Paramedic III	$0.00	$315.00	Paramedic Exam Review Course new fee to prepare students for National Registry Exams	Fall 2025 (202601)
*FFP0030 Firefighter I	$0.00	$155.00	Replaces the in-house PAT with the CPAT which is a better predictor of an applicants ability to perform basic firefighting tasks	Summer 2025 (202503)

**This item was presented and approved as part of the Course Revisions Memo at January DBOT. However, best practice is for a Fee Changes Memo to be presented separately as well; including with the February DBOT Fee Changes Memo for the record.*

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: PARAMEDIC I Prefix and Number: EMS2620

Effective Date/Term: FALL 202601 Cluster/Program Code: CCC-PARA

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: 202601

Rationale: FISDAP Fee increase with additional testing added to packet.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees	$189.00	$216.75
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ Explain: NO ☐	YES ☐ Explain: NO ☐
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 01.21.2025

Proposer's Signature Date

Billie Gaddard 1/21/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

Products: packages

You can save money by ordering one of our packages. If you prefer to customize your own package, continue to our "a la carte" ordering option ordering option. If you are looking to purchase Competency Tracker, please select any package that includes Skills Tracker. If you have already bought exams with Enhanced Security for your student(s), we highly recommend maintaining this level of security by continuing to purchase exams that feature Enhanced Security.

Packages for your students: Paramedics, graduating 12/2025

○ Internship Package With our classic package, you can manage students' internship schedules, and they can document all of their skills practice and patient interactions.	Includes: Scheduler, Skills Tracker	$99.75 $84.00
○ Accreditation Package If accreditation is your priority, these are the products that will help you meet the requirements of the CoAEMSP.	Includes: Scheduler, Skills Tracker, Comprehensive Exams, Unit Exams	$216.75 $201.00
○ Assessment Package Get all three of our testing products at a great discounted price.	Includes: Comprehensive Exams, Unit Exams, Study Tools	$153.75 $123.00
○ The Whole Shebang Package Everything Fisdap has to offer--with a savings of $40!	Includes: Scheduler, Skills Tracker, Comprehensive Exams, Unit Exams, Study Tools	$253.50
○ **NEW!Paramedic Whole Shebang Package with Enhanced Security** **Purchase the full Fisdap suite of products which now includes the new Enhanced Security exams.**	Includes: Scheduler, Skills Tracker, New Paramedic Comprehensive Exams with Enhanced Security, New Paramedic Unit Exams with Enhanced Security, Study Tools	$253.50
○ **NEW!Fisdap Paramedic Accreditation Package with Enhanced Security** **If accreditation is your priority, these are the products that will help you meet the requirements of the CoAEMSP. Now includes the new Enhanced Security exams.**	Includes: Scheduler, Skills Tracker, New Paramedic Comprehensive Exams with Enhanced Security, New Paramedic Unit Exam with Enhanced Security	$216.75 $201.00
○ **NEW!Fisdap Paramedic Assessment Package with Enhanced Security** **Assess for success with Fisdap's new suite of exams with Enhanced Security.**	Includes: New Paramedic Comprehensive Exams with Enhanced Security, New Paramedic Unit Exam with Enhanced Security, Study Tools	$153.75 $123.00

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Next (Products - a la carte) >>
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PASCO-HERNANDO STATE COLLEGE
STUDENT LABORATORY, SPECIAL, DISTANCE LEARNING, AND OTHER USER COURSE FEES CALCULATION FORM

Calculation of Fees:
Please identify all student laboratory, special, distance learning, and other user course fees associated with this course. Show the specific process used to determine the total fee. Attach documentation, if applicable, to support the calculation of fees. Provide a total fee which includes all areas identified on the form.

Course: Paramedics III

Course Number: EMS 2624

I. STUDENT LABORATORY FEES

Materials/Supplies (cost of textbooks if included in fee):

Software:

Personnel (non-instructional):

Total Cost Per Student $_____

II. SPECIAL FEES

Technical Support (non-instructional):

Laboratory Assistants:

Contracted Services:

Testing: FISDAP

Professional Liability Insurance:

Student Health Insurance:

Miscellaneous costs:

Total Cost Per Student $216.75

III. DISTANCE LEARNING FEES

Type of fee:

Justification for the fee:

Total Cost Per Student, Per Credit Hour $_____

IV. OTHER USER COURSE FEES

Type of fee:

Justification for the fee:

Total Cost Per Student $_____

V. FOR FEE INCREASES REQUIRED BY VENDOR:

Yes Y No___ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: The fee was negotiated to the lowest rate New competency based testing for registry exam.FISDAP has adjusted their packages offered to meet the requirements for new National Registry testing standards. New exams offered in preparation to support student success on testing outcomes. The pricing in the quote reflects a one time offer set to expire in 6 months at a reduced price of $201.00. This is why the change reflects higher rate.

Yes ___ No X The proposer has identified alternative materials that are more cost effective, but equally beneficial to students.

Describe: _____

Yes___ No X The proposer has identified other recent cost-saving activities/fee reductions that might offset the proposed fee increase.

Describe: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: $_____

Recommended Special Fees: $216.75

Recommended Distance Learning Fees: $_____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: $_____

Total Recommended Fees: $_____

Proposer Phillip Borum Date 01/21/25

Approved_____ Not Approved_____

_____ _____
Chair, Council on Academic Affairs Date

ICU-10 (Rev. 6/17)

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: PARAMEDIC III Prefix and Number: EMS2624

Effective Date/Term: FALL 202601 Cluster/Program Code: CCC-PARA

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✓ Effective Date/Term: 202601

Rationale: Paramedic Exam review course new fee. To prepare students for National Registry exams.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees		$135.00
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 01-21-2025

Proposer's Signature Date

_____ 1/21/25

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

TCMI
Treasure Coast Medical Institute

Phone: 772.672-4251
www.treasurecoastmi.com

Contract for Service
Statement of Work for Pasco Hernando State College

Treasure Coast Medical Institute, Inc agrees to provide the Paramedic Exam Review Class at the end of each paramedic cohort. The responsibilities and service provided by Treasure Coast Medical Institute, Inc are described below:

- The Paramedic classes will be scheduled from 9a-5p on 2 days. The class will have approximately one hour for lunch.

- A comprehensive Study Guide authored by Dr. Bowers will be provided for each student. It will include the most current information available from the National Registry and is based on the National Educational Standards. It also includes an expanded section on test-taking strategies.

- Each student will be given a unique code to access the on-line test bank site LCReady.com "EMT Review Plus" or "Paramedic Review Plus" which has over 1100 practice items/questions similar to the NREMT questions.

- Instructional, travel, and accommodation expenses paid for by Treasure Coast Medical Institute, Inc.

- Treasure Coast Medical Institute, Inc will submit invoices @ $135.00 per paramedic student who attends any portion of the day. Payment to be made upon completion of provided service. (For December 2024 classes, the students will cover their own fees for review classes. After December 2024, Pasco Hernando State College will be responsible for payment.)

- Payment for services will be made to:
  Treasure Coast Medical Institute, Inc
  4172 Okeechobee Rd. Fort Pierce, FL 34947
  Phone: (772)672-4251
  Email: kevin.franklin@treasurecoastmi.com

Provided service on the following dates: December 4th and 5th.

Kevin Franklin
President
Treasure Coast Medical Institute, Inc

September 16, 2024

PASCO-HERNANDO STATE COLLEGE
STUDENT LABORATORY, SPECIAL, DISTANCE LEARNING, AND OTHER USER COURSE FEES CALCULATION FORM

Calculation of Fees:
Please identify all student laboratory, special, distance learning, and other user course fees associated with this course. Show the specific process used to determine the total fee. Attach documentation, if applicable, to support the calculation of fees. Provide a total fee which includes all areas identified on the form.

Course: Paramedics III

Course Number: EMS 2624

I. STUDENT LABORATORY FEES

Materials/Supplies (cost of textbooks if included in fee):

Software:

Personnel (non-instructional):

Total Cost Per Student $_____

II. SPECIAL FEES

Technical Support (non-instructional):

Laboratory Assistants:

Contracted Services:

Testing: TCMI Parmedic Exam Review Class

Professional Liability Insurance:

Student Health Insurance:

Miscellaneous costs:

Total Cost Per Student $135.00

III. DISTANCE LEARNING FEES

Type of fee:

Justification for the fee:

Total Cost Per Student, Per Credit Hour $_____

IV. OTHER USER COURSE FEES

Type of fee:

Justification for the fee:

Total Cost Per Student $_____

V. FOR FEE INCREASES REQUIRED BY VENDOR:

Yes Y No___ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: The fee was negotiated to the lowest rate.

New competency based testing for NREMT exam. This review course is necessary for National Registry exam preparations to support student success on testing outcomes.

Yes ___ No X The proposer has identified alternative materials that are more cost effective, but equally beneficial to students.

Describe: _____

Yes___ No X The proposer has identified other recent cost-saving activities/fee reductions that might offset the proposed fee increase.

Describe: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: $_____

Recommended Special Fees: $135.00

Recommended Distance Learning Fees: $_____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: $_____

Total Recommended Fees: $_____

Proposer Phillip Borum Date 01/21/25

Approved_____ Not Approved_____

_____ _____
Chair, Council on Academic Affairs Date

ICU-10 (Rev. 6/17)

PASCO-HERNANDO STATE COLLEGE
COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Fire Fighter I Prefix and Number: FFP 0030

Effective Date/Term: Summer 20025 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ✔ Effective Date/Term: Summer 2025

Rationale: _____

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	
COURSE Prefix and NUMBER		Refer to Course Information	
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		
	Clock		
TOTAL HOURS	Contact		
	Clock		
FEES (Attach Student Laboratory, Distance Learning, and Other User Course Fees Calculation Form (ICU-10 Rev. 7/08)	Student Laboratory Fees		
	Special Fees	$0	$155
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES ☐ NO ☐ Explain:	YES ☐ NO ☐ Explain:
TYPE OF CREDIT			

Attach the revised Master Course Outline. The Master Course Outline template can be found on the Intranet.

Textbook/Ancillary Content Deletion: (Complete section, if applicable): Effective Date/Term:_____

DELETED TITLE(s)	AUTHOR(S)	EDITION	YEAR	ISBN13

Textbook/Ancillary Content Addition: (Complete section, if applicable, and attach Textbook Evaluation Form, ICU-3)

Effective Date/Term: _____

Title:_____ Edition:_____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title:_____ Edition: _____

Author(s): _____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Title: _____ Edition: _____

Author(s):_____ ISBN13:_____

Publisher: _____ Year: _____ Cost to Student: $_____

Required Ancillary Content: (CD'S, DVD'S, Course Packs, and Nursing Kits, are examples of ancillary content.)

Description:_____ Model Number:

ISBN-13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Description: _____ Model Number: _____

ISBN 13:_____ Vendor:_____

UPC Number: _____ Cost to Student: $_____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature Date

SIGNATURES/APPROVALS

_____ 10-22-24

Proposer's Signature Date

_____ 10/28/24

Academic Dean's Signature Date

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

If this proposal is approved by the Council on Academic Affairs, President's Administrative Leadership Team, and District Board of Trustees, will it constitute a substantive change as defined by the Commission on Colleges of the Southern Association of Colleges and Schools? If yes, identify the substantive change procedures that must be followed prior to implementation?

No _____ Yes _____

_____

_____

_____

Recommended_____ Not Recommended_____

_____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQST		SCNS	

PASCO-HERNANDO STATE COLLEGE
STUDENT LABORATORY, SPECIAL, DISTANCE LEARNING, AND OTHER USER COURSE FEES CALCULATION FORM

Calculation of Fees:
Please identify all student laboratory, special, distance learning, and other user course fees associated with this course. Show the specific process used to determine the total fee. Attach documentation, if applicable, to support the calculation of fees. Provide a total fee which includes all areas identified on the form.

Course: Fire Fighter I

Course Number: FFP 0030

I. STUDENT LABORATORY FEES

Materials/Supplies (cost of textbooks if included in fee):

Software:

Personnel (non-instructional):

Total Cost Per Student $_____

II. SPECIAL FEES

Technical Support (non-instructional):

Laboratory Assistants:

Contracted Services:

Testing:

Professional Liability Insurance:

Student Health Insurance:

Miscellaneous costs: Replace the in house PAT with the CPAT. This test is a good predictor of an applicant's ability to perform basic firefighting tasks. Total Cost Per Student $155.00

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: $_____

Recommended Special Fees: $155.00

Recommended Distance Learning Fees: $_____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: $_____

Total Recommended Fees: $_____

Proposer _____ Date 10-22-24

Approved_____ Not Approved_____

_____ _____
Chair, Council on Academic Affairs Date

ICU-10 (Rev. 6/17)

III. DISTANCE LEARNING FEES

Type of fee:

Justification for the fee:

Total Cost Per Student, Per Credit Hour $_____

IV. OTHER USER COURSE FEES

Type of fee:

Justification for the fee:

Total Cost Per Student $_____

V. FOR FEE INCREASES REQUIRED BY VENDOR:

Yes___ No___ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: _____

_____

_____

Yes ___ No___ The proposer has identified alternative materials that are more cost effective, but equally beneficial to students.

Describe: _____

_____

_____

Yes___ No___ The proposer has identified other recent cost-saving activities/fee reductions that might offset the proposed fee increase.

Describe: _____

_____

_____

CHAPTER 5
CPAT EVENTS

PRE-TEST PROCEDURES

The CPAT consists of eight separate events. This test is a sequence of events that requires the candidate to progress along a predetermined path from event to event in a continuous manner. This is a pass/fail test based on a maximum total time of 10 minutes and 20 seconds.

In these events, the candidate wears a 50-pound (22.68-kg) vest to simulate the weight of self-contained breathing apparatus (SCBA) and fire fighter protective clothing. An additional 25 pounds (11.34 kg), using two 12.5-pound (5.67-kg) weights that simulate a high-rise pack (hose bundle), is added for the stair climb event.

Throughout all events, the candidate must wear long pants, a hard hat with chin strap, work gloves and footwear with no open heel or toe. Watches and loose or restrictive jewelry are not permitted.

All props were designed to obtain the necessary information regarding the candidate's physical ability. The tools and equipment were chosen to provide the highest level of consistency, safety and validity in measuring the candidate's physical abilities. Schematic drawings and specifications for each prop and specific product information and product numbers are provided in Appendix C. Modification of props or substitution of tools/equipment may alter the content of the test and therefore are not permitted. The entire test is designed to be portable and allow for either indoor or outdoor setup. The floor of the venue must be consistent for all events and for all candidates.

The events are placed in a sequence that best simulates their use in a fire scene while allowing an 85-foot (25.91-m) walk between events. To ensure the highest level of safety and to prevent candidate from exhaustion, no running is allowed between events. This walk allows the candidate approximately 20 seconds to recover and regroup before each event. If the candidate runs between events they receive one warning. A second infraction constitutes a failure, the test time is concluded and the candidate fails the test.

To ensure scoring accuracy by eliminating timer failure, two stopwatches are used to time the CPAT. One stopwatch is designated as the official test time stopwatch, the second is the backup stopwatch. If mechanical failure occurs on the official stopwatch, the time on the backup stopwatch is used. The stopwatches are set to the pass/fail time and count down from 10 minutes and 20 seconds. If time elapses prior to the completion of the test, the test is concluded and the candidate fails the test.

TEST PROCEDURES

The CPAT includes eight sequential events as follows:

- Stair Climb
- Hose Drag
- Equipment Carry
- Ladder Raise and Extension
- Forcible Entry
- Search
- Rescue
- Ceiling Breach and Pull

EVENT 1 STAIR CLIMB

EQUIPMENT

StairMaster StepMill — NOTE: Position the unit with one side up against a wall and the specified elevated platform on the side opposite the wall. The handrail on the side opposite the wall is to be removed. The handrail on the wall side is left in place for the candidate to grasp while mounting and dismounting the StepMill. Additional steps are to be placed at the base of the StepMill to reduce the height needed to mount the StepMill.

PURPOSE OF EVALUATION

This event is designed to simulate the critical tasks of climbing stairs in full protective clothing while carrying a high-rise pack (hose bundle) and climbing stairs in full protective clothing carrying fire fighter equipment. This event challenges the candidate's aerobic capacity, lower body muscular endurance and ability to balance. This event affects the aerobic energy system as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, and lower back stabilizers.

EVENT

During this event, the candidate is required to wear two 12.5-pound (5.67-kg) weights on the shoulders to simulate the weight of a high-rise pack (hose bundle). Prior to the initiation of the timed CPAT, the candidate has a 20-second warm-up on the StepMill at a set stepping rate of 50 steps per minute [Level 3]. During this warm-up period, the candidate is permitted to dismount, grasp the rail or hold the wall to establish balance and cadence. If the candidate falls or steps off the StepMill during the 20-second warm-up period, the candidate is required to remount the StepMill and restart the entire 20-second warm-up period. The candidate is allowed to restart the warm-up period twice. There is no break in time between the warm-up period and the actual timing of the test. The timing of the test begins at the end of this warm-up period when the proctor calls out "START." For the test, the candidate is re-

quired to walk on the StepMill at a set stepping rate of 60 steps per minute [Level 4] for 3 minutes. This concludes the event. The two 12.5-pound (5.67-kg) weights are removed from the candidate's shoulders. The candidate walks 85 feet (25.91 m) within the established walkway to the next event.

The following practices are allowed:
- The candidate is allowed to ***briefly*** touch the handrails or wall for balance
- The candidate is given up to two warnings for grabbing the handrails or bearing their body weight on the handrails / wall
- The candidate is allowed to restart the warm-up period twice

The following practices constitute a failure:
- The candidate falls or voluntarily dismounts the Step Mill three times during the warm up.
- The candidate falls or voluntarily dismounts the Step Mill after the start of the test.
- The candidate commits a third infraction for grasping the handrails or bearing weight on the handrails / wall after the start on the test.

Reasons for failure
- Falling demonstrates poor balance or muscular endurance and could cause injury to the candidate.
- Using the handrails or wall for weight bearing gives the candidate a mechanical advantage that may not be available to them on the fire ground or demonstrates poor balance, conditioning or muscular endurance.

EVENT 2 HOSE DRAG

EQUIPMENT
- 200 feet (60 m) of double jacketed 1 3/4-inch (44-mm) hose - hose is marked at 8 feet (2.44 m) past the coupling at the nozzle and at 50 feet (15.24 m) past the coupling at the nozzle
- Automatic Nozzle - 6 lbs (± 1lb), 3 kg (± .5 kg)
- Two 55-gallon (US) (208.2-liter) Drums secured together - bottom drum is filled with water or other ballast for weight

PURPOSE OF EVALUATION
This event is designed to simulate the critical tasks of dragging an uncharged hoseline from the fire apparatus to the fire occupancy and pulling an uncharged hoseline around obstacles while remaining stationary. This event challenges the candidate's aerobic capacity, lower body muscular strength and endurance, upper back muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, calves, lower back stabilizers, biceps, deltoids, upper back, and muscles of the forearm and hand (grip).

EVENT
During this event, the candidate grasps an automatic nozzle attached to 200 feet (60 m) of 1 3/4-inch (44-mm) hose. The candidate places the hoseline over the shoulder or across the chest, not exceeding the 8-foot (2.44-m) mark. The candidate is permitted to run during the hose drag. The candidate drags the hose 75 feet (22.86 m) to a prepositioned drum, makes a 90° turn around the drum and continues an additional 25 feet (7.62 m). The candidate then stops within the marked 5 foot x 7 foot (1.52 m x 2.13m) box, drops to at least one knee and pulls the hoseline until the hoseline's 50-foot (15.24-m) mark is across the finish line. During the hose pull, the candidate must keep at least one knee in contact with the ground and knee(s) must remain within the marked boundary lines. This concludes the event. The candidate walks 85 feet (25.91 m) within the established walkway to the next event.

The following practices are allowed:
- The candidate is given one warning to keep one knee down.
- The candidate is given one warning to keep the knees in bounds.
- The candidate is given one warning for taking one step out of the box.
- The candidate is permitted to run during the hose drag

The following practices constitute a failure:
- The candidate fails to go around the drum.
- The candidate travels outside of the marked path.
- The candidate takes two steps out of the back of the box
- The candidate commits a second infraction for not keeping one knee in contact with the ground.
- The candidate commits a second infraction for the knees being outside of the marked boundary.

Reasons for failure:
- Running beyond the marked path gives the candidate a mechanical advantage by decreasing the distance required to pull the hose by hand. This advantage may not be available on the fire ground. This demonstrates a lack of upper body strength by using lower body strength to compensate.
- By not keeping their knee on the floor a candidate could compensate for a deficiency in grip and upper body strength by standing up.

EVENT 3 EQUIPMENT CARRY

EQUIPMENT

- Rescue Circular Saw 32 ± 3 lbs (14.5 ± 1.3 kg); Chain Saw 28 ± 3 lbs (12.7 ± 1.3 kg) (blades guarded, fluids drained, spark plugs removed)
- Tool Cabinet
- 55-gallon [US] (208.2-liter) weighted drum

Purpose of Evaluation

This event is designed to simulate the critical tasks of removing power tools from a fire apparatus, carrying them to the emergency scene and returning the equipment to the fire apparatus. This event challenges the candidate's aerobic capacity, upper body muscular strength and endurance, lower body muscular endurance, grip endurance, and balance. This event affects the aerobic energy system as well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand (grip), glutes, quadriceps, and hamstrings.

EVENT

During this event, the candidate removes the two saws from the tool cabinet, one at a time, and places them on the ground. The candidate then picks up both saws, one in each hand, and carries them while walking 75 feet (22.86 m) around the drum, then back to the starting point. The candidate is permitted to place the saw(s) on the ground and adjust the grip. Upon return to the tool cabinet, the candidate places both saws on the ground, then picks up each saw one at a time, and replaces the saw in the designated space in the cabinet. This concludes the event. The candidate walks 85 feet (25.91 m) within the established walkway to the next event.

The following practice is allowed:

- The candidate is given one warning for running.
- The candidate is allowed to set the tools on the ground to adjust and re-establish the grip.

The following practices constitute a failure:

- The candidate drops either saw during the carry.
- The candidate commits a second infraction for running with the saws.

Reasons for failure

- Dropping the saws could injure the candidate and demonstrates poor grip strength or muscular endurance.
- Running with saws could cause injury if the candidate trips.

EVENT 4 LADDER RAISE AND EXTENSION

EQUIPMENT

Two 24-foot (7.32-m) aluminum ground ladders
Pivoting bracket for ladder raise
Retractable Safety Lanyard for ladder raise
Attaching brackets for ladder extension

PURPOSE OF EVALUATION

This event is designed to simulate the critical tasks of placing a ground ladder at a fire structure and extending the ladder to the roof or window. This event challenges candidate's aerobic capacity, upper body muscular strength, lower body muscular strength, balance, grip strength, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: biceps, deltoids, upper back, trapezius, muscles of the forearm and hand (grip), glutes, quadriceps, and hamstrings.

EVENT

During this event, the candidate walks to the top rung of the 24-foot (7.32-m) aluminum extension ladder, lifts the first rung at the unhinged end from the ground, and walks it up until it is stationary against the wall. This must be done in a hand over hand fashion, using each rung until the ladder is stationary against the wall. The candidate must not use the ladder rails to raise the ladder. The candidate immediately proceeds to the pre-positioned and secured 24-foot (7.32-m) aluminum extension ladder, stands with both feet within the marked box of 36 inches x 36 inches (91.44 cm x 91.44 cm) and extends the fly section hand over hand until it hits the stop. The candidate then lowers the fly section hand over hand in a controlled fashion to the starting position. This concludes the event. The candidate walks 85 feet (25.91 m) within the established walkway to the next event.

The following practices are allowed:

- The candidate is given one warning for missing any rung during the raise.
- The candidate is given one warning for a boundary violation during the ladder extension.

The following practices constitute a failure:

- The candidate commits a second infraction for missing any rung during the raise.
- The candidate allows the ladder to fall to the ground during the raise.
- The candidate releases their grip on the ladder and the safety lanyard activates.
- The candidate commits a second infraction for not remaining within the marked boundary during the ladder extension.
- The candidate does not control the halyard in a hand over hand manner.
- The candidate allows the halyard to slip in an uncontrolled manner.

Reasons for failure

- Skipping rungs would give a taller candidate an advantage over a shorter candidate and is therefore not permitted. It would also allow the candidate to throw the ladder up in the air which is both unsafe and unavailable to the candidate at a fire scene when the base of the ladder is not hinged to the ground.
- Failure to completely raise the ladder demonstrates poor grip and muscular strength.
- A candidate could gain an advantage by walking the halyard backward to compensate for poor upper body strength. This compensation is not available on the fire ground where the ladder is not bolted to the fire structure.
- Failure to control the ladder indicates poor grip strength as well as muscular strength and endurance.

EVENT 5 FORCIBLE ENTRY

EQUIPMENT

- Forcible Entry Machine
- 10-pound (4.54-kg) Sledgehammer
- Toe-Box

PURPOSE OF EVALUATION

This event is designed to simulate the critical tasks of using force to open a locked door or to breach a wall. This event challenges the candidate's aerobic capacity, upper body muscular strength and endurance, lower body muscular strength and endurance, balance, grip strength and endurance, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, glutes, triceps, upper back, trapezius, and muscles of the forearm and hand (grip).

EVENT

During this event, the candidate uses a 10-pound (4.54-kg) sledgehammer and strikes the measuring device in the target area until the buzzer signal is activated. The candidate's feet must remain outside the toe-box. After the buzzer is activated, the candidate places the sledgehammer on the ground. This concludes the event. The candidate walks 85 feet (25.91 m) within the established walkway to the next event.

The following practice is allowed:

- The candidate is given one warning for stepping inside the toe-box.

The following practices constitute a failure:

- The candidate fails to maintain control of the hammer while swinging.
- The candidate commits a second infraction for stepping inside the toe-box.

Reason for failure:

- Failure to maintain control of the hammer indicates poor grip strength and muscular endurance and could cause injury to the candidate and proctors.

EVENT 6 SEARCH

EQUIPMENT

- Search Maze

PURPOSE OF EVALUATION

This event is designed to simulate the critical task of searching for a fire victim with limited visibility in an unpredictable area. This event challenges the candidate's aerobic capacity, upper body muscular strength and endurance, agility, balance, anaerobic endurance, and kinesthetic awareness. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: muscles of the chest, shoulder, triceps, quadriceps, abdominals, and lower back.

EVENT

During this event, the candidate crawls on hands and knees through a tunnel maze that is approximately 3 feet (91.44 cm) high, 4 feet (121.92 cm) wide and 64 feet (19.51 m) in length with two 90° turns. At a number of locations in the tunnel, the candidate navigates around, over and under obstacles. In addition, at two locations, the candidate crawls through a narrowed space where the dimensions of the tunnel are reduced. The movement is monitored/listened to as the candidate advances through the maze. If for any reason, the candidate chooses to end the event, the candidate calls out or raps sharply on the wall or ceiling and the candidate is then assisted out. Upon exit from the maze, the event is concluded. The candidate walks 85 feet (25.91 m) within the established walkway to the next event.

The following practices are allowed:

- The candidate can return into the tunnel if they exit through the entrance.

The following practices constitute a failure:

- The candidate requests assistance from the proctor requiring the opening of an escape hatch or the entrance/exit covers.

Reasons for failure:

- Failure to finish the event indicates a lack of confidence in dark or confined spaces.

EVENT 7 RESCUE

EQUIPMENT

- 165-pound (74.84-kg) Mannequin (unclothed)
- Mannequin harness
- 55-gallon [US] (208.2-liter) weighted drum

PURPOSE OF EVALUATION

This event is designed to simulate the critical task of removing a victim or injured partner from a fire scene. This event challenges the candidate's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, abdominals, torso rotators, lower back stabilizers, trapezius, deltoids, latissimus dorsi, biceps, and muscles of the forearm and hand (grip).

EVENT

During this event, the candidate grasps a 165-pound (74.84-kg) mannequin by the handle(s) on the shoulder(s) of the harness (either one or both handles are permitted), drags it 35 feet (10.67 m) to a pre-positioned drum, makes a 180° turn around the drum, and continues an additional 35 feet (10.67 m) to the finish line. The candidate is not permitted to grasp or rest on the drum. It is permissible for the mannequin to touch the drum. The candidate is permitted to lower the mannequin to the ground to adjust their grip. The entire mannequin must be dragged past the marked finish line. This concludes the event. The candidate walks 85 feet (25.91 m) within the established walkway to the next event.

The following practices are allowed:

- The candidate receives one warning for grabbing or resting on the drum.
- The candidate is permitted to grab either one or both handles when dragging the mannequin
- The candidate is permitted to lower the mannequin to the ground to adjust their grip

The following practices constitute a failure:

- The candidate commits a second infraction for grabbing or resting on the drum.

Reasons for failure

- Use of the drum by either grasping or resting on it indicates a lack of muscular strength and endurance.

EVENT 8 CEILING BREACH AND PULL

EQUIPMENT

- Ceiling Breach and Pull Device
- 6-foot (1.83-m) Pike Pole

PURPOSE OF EVALUATION

This event is designed to simulate the critical task of breaching and pulling down a ceiling to check for fire extension. This event challenges the candidate's aerobic capacity, upper and lower body muscular strength and endurance, grip strength and endurance, and anaerobic endurance. This event affects the aerobic and anaerobic energy systems as well as the following muscle groups: quadriceps, hamstrings, glutes, abdominals, torso rotators, lower back stabilizers, deltoids, trapezius, triceps, biceps, and muscles of the forearm and hand (grip).

EVENT

During this event, the candidate removes the pike pole from the bracket, stands within the boundary established by the equipment frame, and places the tip of the pole on the painted area of the hinged door in the ceiling. The candidate fully pushes up the 60-lb hinged door in the ceiling with the pike pole three times. The candidate then hooks the pike pole to the 80-lb ceiling device and pulls the pole down five times. Each set consists of three pushes and five pulls. The candidate repeats the set four times. The candidate is permitted to stop and, if needed, adjust the grip. Releasing the grip or slipping from pike pole handle, without the pike pole falling to ground, does not result in a warning or constitute a failure. The candidate may re-establish the grip and resume the event. If the candidate does not successfully complete a repetition (i.e. complete the up and down motion), the proctor calls out "MISS" and the candidate must push or pull the apparatus again to complete the repetition. The event and the total test time ends when the applicant completes the final pull stroke repetition as indicated by the proctor who calls out "TIME".

The following practices are allowed:

- The candidate receives one warning for dropping the pike pole on the ground.
- The candidate receives one warning for stepping out of bounds.
- The candidate is permitted to stop and to re-establish grip

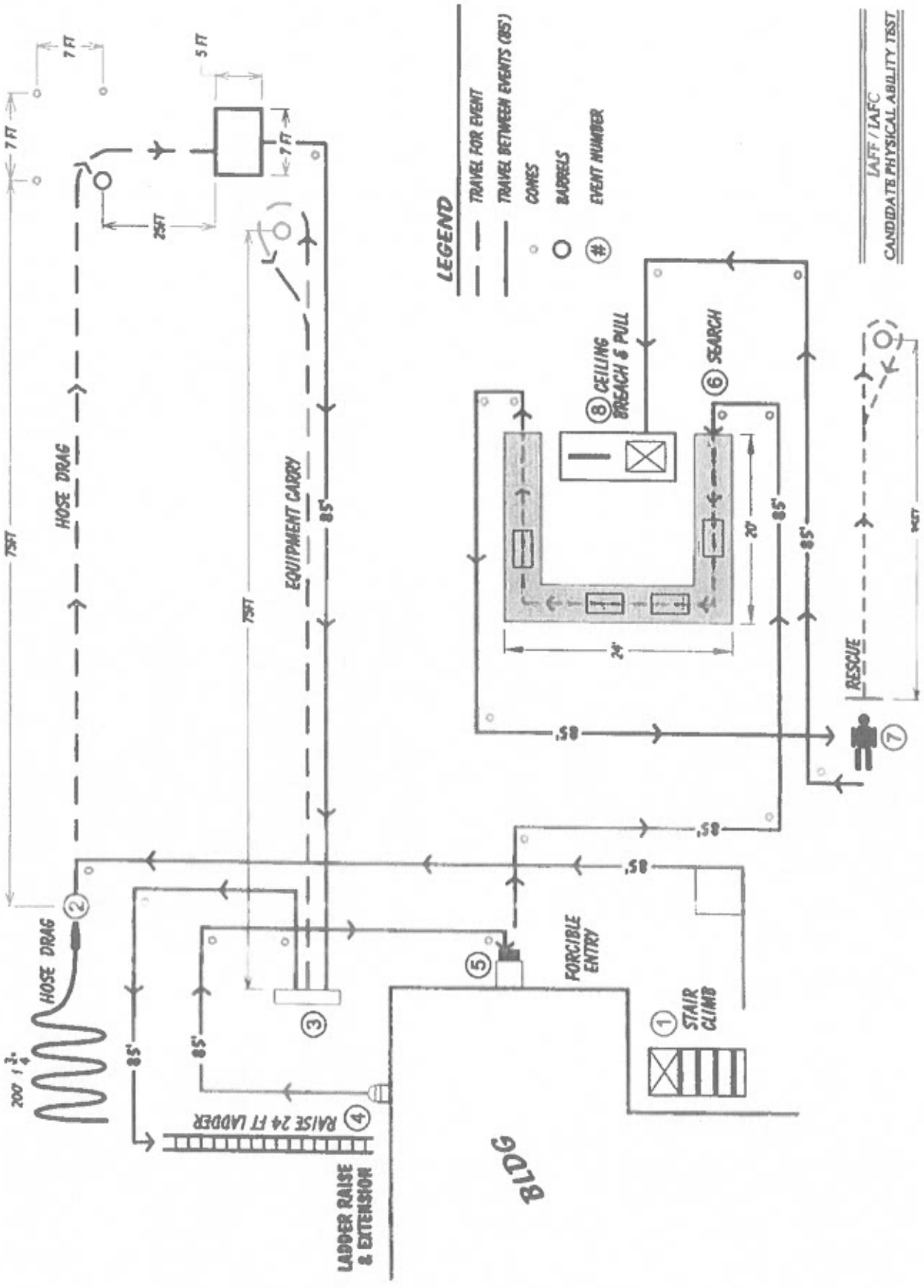
The following practices constitute a failure:

- The candidate commits a second infraction for stepping outside of the boundary marked by the testing apparatus.
- The candidate commits a second infraction for dropping the pike pole.

Reasons for failure:

- Stepping out of bounds allows the candidate to use body weight to compensate for poor upper body strength, an advantage by that may not be an option on the fire ground.
- Failure to maintain control of the pike pole indicates poor grip strength and muscular endurance. ■

CPAT COURSE LAYOUT EXAMPLE



NATIONAL TESTING NETWORK

Candidate Pricing

Open and Continuous Testing

Exam	Fee
Firefighter	$65
Firefighter/EMT	$80
Law Enforcement	$65
Communications	$46
Adult and Juvenile Corrections	$41
Transit Operator	$45
CPAT (Candidate Physical Abilities Test)	$155
ORPAT (Physical Abilities Test)	$90
Firefighter Mile (Physical Abilities Test)	$105
Transfer Test Scores	$15

- Testing is open to candidates for a minimum of six months.
- Candidate pricing is designed to reduce testing costs for both clients and candidates.
- Candidates can take the test at their convenience, reducing costs such as time off work.
- NTN's recommended open and continuous testing program is designed to deliver increased diversity, quality, and volume to the candidate pool.

Budget Amendment Approval Request
Pasco-Hernando State College

Budget Amendment Number **255-017** **Fiscal Year** **2024-2025**
Fund Name: Current Restricted **Fund 2**

Be it Resolved that the Board of Trustees of Pasco-Hernando State College, State of Florida, in meeting assembled, Pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716, Florida Administrative Code hereby requests the State Board of Education to approve amendments to the State college budget for the fiscal year as follows:

Category	Current Budget	Increase	Decrease	Change	Revised Budget
Fund Balance(1)	$1,159,848.84	$0.00	$0.00	$0.00	$1,159,848.84
Reserve for Encumbrance	$339,500.00	$0.00	$0.00	$0.00	$339,500.00
Total Reserve and Fund Balance	**$1,499,348.84**	**$0.00**	**$0.00**	**$0.00**	**$1,499,348.84**
Budgeted Revenue	$5,143,674.83	$75,675.20	$0.00	$75,675.20	$5,219,350.03
Available Fund Balance/Revenue	**$6,643,023.67**	**$75,675.20**	**$0.00**	**$75,675.20**	**$6,718,698.87**
Personnel	$1,733,351.80	$27,366.14	$0.00	$27,366.14	$1,760,717.94
Current Expense	$2,105,453.13	$48,309.06	$0.00	$48,309.06	$2,153,762.19
Capital Outlay	$2,804,218.74	$0.00	$0.00	$0.00	$2,804,218.74
Total Budgeted Expenditures	**$6,643,023.67**	**$75,675.20**	**$0.00**	**$75,675.20**	**$6,718,698.87**
Total Reserve & Unallocated Fund Balance	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

(1) excluding amount expected to be financed in future year

Justification (Budget Requisition #)

	Fund	Revenue	Personnel	Current	Capital	Total
Add: 2025 CROP Grant Budget (9/1/2024 to 8/31/2025)						
	$0.00	$75,675.20	$27,366.14	$48,309.06	$0.00	$75,675.20
Total	**$0.00**	**$75,675.20**	**$27,366.14**	**$48,309.06**	**$0.00**	**$75,675.20**

President Date Adopted

PHSC | PASCO-HERNANDO STATE COLLEGE

Inter-Office Memorandum

To: Jesse Pisors, Ed.D., President

From: Brian S. Horn, Executive Vice President of Administration and Chief Financial Officer

Date: February 4, 2025

Subject: Request Approval for Disposal/Write-off of Equipment

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The following equipment item is obsolete, damaged, destroyed, broken /not repairable and is recommended for write-off and disposal in accordance with the College's Property Procedures Manual. Write-off and disposal of this item requires approval from the President's Administrative Leadership Team and the District Board of Trustees.

Decal #	Description	Inventory Date	Cost
20602	Advanced Life Support Simulator	2/27/17	$6,037.21
	Total obsolete, damaged, destroyed, broken not repairable:		$6,037.21
	Total amount to write-off:		**$6,037.21**

Pasco Hernando State College
Current Funds-Unrestricted (Operating Budget)
Period Ending 1/31/25

Percentage of Year Complete 0.58%

Revenues	FY 2024-2025 Original Budget	FY 2024-2025 Current Budget	FY 2024-2025 Actual 01/31/25	% Collected	FY 2024-2025 Year-End Estimated Total	% To budget	Estimated Budget Variance
Student Fees							
Tuition	12,458,508	12,458,508	10,633,079	85.35%	12,458,508	100.00%	0
Lab & Other Fees	2,602,500	2,602,500	1,702,473	65.42%	2,602,500	100.00%	0
Student Technology Fees	623,133	623,133	597,074	95.82%	623,133	100.00%	0
Total Student Fees	**15,684,141**	**15,684,141**	**12,932,626**	**82.46%**	**15,684,141**	**100.00%**	**0**
State Support							
State Appropriation	42,837,979	42,837,979	24,988,731	58.33%	42,837,979	100.00%	0
STEM	2,306,271	2,306,271	1,345,320	58.33%	2,306,271	100.00%	0
Nursing Pipeline	2,453,045	2,453,045	1,833,650	74.75%	2,453,045	100.00%	0
Performance Funding	656,969	656,969	383,230	58.33%	656,969	100.00%	0
Lottery	6,373,548	6,373,548	0	0.00%	6,373,548	100.00%	0
Industrial Certificates	374,774	374,774	0	0.00%	374,774	100.00%	0
Dual Enrollment	0	0	0	0.00%	0	0.00%	0
Other	5,000	5,000	0	0.00%	5,000	100.00%	0
Total State Support	**55,007,586**	**55,007,586**	**28,550,931**	**51.90%**	**55,007,586**	**100.00%**	**0**
Other Revenue							
Local Support-Dual Enrollment	1,396,530	1,396,530	705,932	50.55%	1,410,015	100.97%	13,485
Other Revenue	493,843	518,843	841,096	162.11%	649,268	125.14%	130,425
Federal Support	60,000	60,000	266	0.44%	60,000	100.00%	0
Total Other Revenue	**1,950,373**	**1,975,373**	**1,547,293**	**78.33%**	**2,119,283**	**107.29%**	**143,910**
Total Revenue	**72,642,100**	**72,667,100**	**43,030,850**	**59.22%**	**72,811,010**	**100.20%**	**143,910**
Fund Balance PO Carryforward		**1,284,186**			**1,284,186**		
Total Revenue & Carryforward	**72,642,100**	**73,951,286**			**74,095,196**		
Expenditures							
Personnel	47,331,078	48,060,309	24,559,196	51.10%	46,930,835	97.65%	(1,129,474)
Current	18,829,416	20,927,564	8,768,808	41.90%	20,927,564	100.00%	0
Captial	1,046,392	1,515,776	760,246	50.16%	1,515,776	100.00%	0
Contingency	5,429,214	3,447,637	0	0.00%	3,447,637	100.00%	0
Year End Transfers	0	0	0	0.00%	0	0.00%	0
Total Expenditures	**72,636,100**	**73,951,286**	**34,088,250**	**46.10%**	**72,821,812**	**98.47%**	**(1,129,474)**

Revenue/Expense Change including PO Carryfoward **1,273,384**

Fund Balance	Oriiginal 7/1/24	%	Estimated Change	%	6/30/2024
College Required Balance	4,301,617	5.00%	146,301	5.00%	4,447,918
College Spending Plan	11,845,232	13.77%	1,127,082	14.58%	12,972,315
Student Technology Fee	-	0.00%	0	0.00%	0
Total Fund Balance	16,146,849	18.77%	1,273,384	19.58%	17,420,233

Prepared by: Brian S. Horn
H:\Budget\Budgeting\3-Fund 1 Monthly Budget Analysis\1-Monthly Budget Analysis_FY2024-2025\1-31-25 APPNAV FY24-25 Monthly Analysis.xlsx 2/4/2025, 10:12 PM