



Excellence • Integrity • Success • Welcoming • Community

**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING
THURSDAY, APRIL 24, 2025 – 11:00 AM**

**FACILITATED FROM THE NORTH CAMPUS, CONFERENCE ROOM B-104/105
11415 PONCE DE LEON BOULEVARD, BROOKSVILLE**

JOIN VIA ZOOM:

<https://phsc.zoom.us/j/84167499650?pwd=XulWahN6tY9Auvo805NBflISEDOWtF.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 Ethan Post, In Recognition of Being Selected the March Student of the Month by the Florida College System Activities Association Student Government
- 1.5 Hearing of Citizens and Petitions
- 1.6 Approvals
 - 1.6.1 Minutes, February 18, 2025
 - 1.6.2 Consent Items
 - 1.6.3 Hand-Out Agenda Items
- 1.7 Presentation by Chairwoman Marilyn Pearson-Adams on DOGE and DBOT Oversight Responsibilities.
- 1.8 Lodging of Board Rules/Policies
 - 1.8.1 6Hx19-2.39 Resolution of Employee/Applicant Grievances
 - 1.8.2 6Hx19-2.26 Personnel Definitions
 - 1.8.3 6Hx19-2.29 Classification and Pay Plans for Personnel
- 1.9 President's Report
 - Informational
 - 1.9.1 Personnel Updates
 - 1.9.2 Executive Order 25-44
 - 1.9.3 State Reporting on Earnings of Florida College and University Grads Presentation
 - 1.9.4 Athletics Video

1.10 Trustee Functions

- 1.10.1 Approval, 2025 Assessment Form for the Evaluation of the President by the District Board of Trustees

APPROVAL/RATIFICATION & INFORMATION ITEMS

B. ACADEMIC AFFAIRS

Approvals

- 2.3 Program Revisions
2.4 New Courses
2.5 Course Revisions
2.6 Course Fee Revisions

Informational

- 2.7 Update on Recruiting Initiatives for Home School Dual Enrollment Presentation

C. FACILITIES

Approval

- 3.8 West Campus Ballfield ADA Upgrades – GMP Narrative

D. FINANCIAL SERVICES

Approvals

- 4.5 Budget Amendments, 2024-2025
4.5.1 Fund 2 Current Restricted
4.6 Financial Statement Audit

Informational

- 4.7 Monthly Budget Summary
4.8 Fund Balance Comparison

E. STUDENT AFFAIRS

Informational

- 5.1 Retention Snapshot

F. ENROLLMENT MANAGEMENT

Informational

- 6.1 Enrollment Report

G. ADVANCEMENT, INNOVATION & STRATEGIC PARTNERSHIPS/FOUNDATION

Approval

- 7.1 2025 Distinguished Alumni Award

H. GOVERNMENT RELATIONS AND GENERAL COUNSEL

Informational

- 8.1 Legislative Updates

I. TRUSTEE REMARKS

J. ADJOURNMENT



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.



FLORIDA COLLEGE SYSTEM ACTIVITIES ASSOCIATION

P.O. Box 8 • Tallahassee, Florida 32302
(850) 222-2949

March 25, 2025

Dr. Jesse Pisors
Pasco Hernando State College
10230 Ridge Road
New Port Richey, FL 34654-5199

Dear Dr. Pisors,

I am pleased to inform you that one of your students, Ethan Post, has been selected as a Florida College System Activities Association Student Government Division Student of the Month for March. He was nominated by his advisor, Sandre Lyons. Here is what Sandre shared with us about Ethan:

“Ethan is a remarkable individual whose contributions have made a significant impact on the experiences of students. His commitment to providing assistance in planning events on campus has made the academic and student life environments a better place, which has earned him recognition among his peers, faculty, and students alike. Ethan is well-regarded for his kindness, always demonstrating a friendly and approachable demeanor. He maintains a calm and respectful attitude in all interactions, ensuring that students feel supported, heard and valued. His willingness to go above and beyond in offering help speaks volumes about his character and his genuine care for others.”

Congratulations to this outstanding student, and our thanks to Ms. Lyons for taking the time to nominate him for this recognition! Ethan will be receiving a medal from our office recognizing his accomplishments.

Cordially,

Kelly Warren
Executive Director

cc: Sandre Lyons



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**DISTRICT BOARD OF TRUSTEES
REGULAR MEETING *DRAFT MINUTES*
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=XulWahN6tY9Auvo805NBflISEDOWtF.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, Mr. Lee Maggard, Mrs. Nicole Newlon, Mr. Ryan Brady, Mr. John Allocco Jr., 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: Dr. Becky Shulkowski, Vice Chair, Mr. John Mitten, and Dr. Gino Collura.

College administrators and staff present: Raven Dixon, Rachel Varro, Thomas Hull, Courtney Boettcher, Ryan Truitt, Dr. Amy Anderson, Dr. Dennis Feltwell, Dr. Gerene Thompson, Gina Philips, Courtney Higgins, Chris Bibbo, Dr. Bob Bade, Brian Horn, Chiquita Henderson, Dr. Alysén Heil, Luther Buie, Jessica White, Nicole Miller, Shauna Kincade, Tyler Claassen, Dr. Daniel Powell, Joy Raulerson, Dr. Joy Moore, Dr. Yongmei Li, Dr. Billie Gabbard, Patricia Stewart, Teresa Montanez, Thomas Mothershed, John Fey, Matt Neadly, Melissa Dresser, Harold Hedrick, 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 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

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

Mrs. Newlon made a motion to approve the January 14, 2025 Minutes and the Consent and Hand-Out Agenda Items. The motion was seconded by Mr. Brady and unanimously approved.

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

Mr. Maggard made a motion to approve the Public Hearing and Adoption of Board Rules/ Policies 2.56 Educational and Workplace Harassment, 6.35 Educational Equity and 6.40 Accommodations for Students with Disabilities. The motion was seconded by Mr. Brady and unanimously approved.

1.8 Trustee Functions

Approvals

1.8.1 Request for Emeritus Status

Mrs. Newlon made a motion to approve the Requests for Emeritus Status for Maria Witherell, Dr. Lydia Massias and Dr. Rafael Sanchez. The motion was seconded by Mr. Brady and unanimously approved.

1.8.2 Recommendation for Work Week Modification – Summer 2025

Mr. Allocco made a motion to approve the Recommendation for Work Week Modification- Summer 2025. The motion was seconded by Mr. Maggard and was unanimously approved.

1.8.3 Nomination and Naming of New Vice Chair

Mr. Maggard made a motion to approve the Nomination and Naming of the New Vice Chair, Mrs. Nicole Newlon effective March 1, 2025. The motion was seconded by Mr. Brady and was unanimously approved.

1.9 President's Report

- Reviewed the travel with the Trustees to Tallahassee and met with numerous Representatives and Senators.
- Discussed Accreditation Commission for Education in Nursing (ACEN) site visit.

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

Dr. Daniel Powell reviewed the program revisions. Mrs. Newlon made a motion to approve the Program Revisions. The motion was seconded by Mr. Brady and was unanimously approved.

2.3 New Courses

Dr. Daniel Powell reviewed the College Credit New Courses. Mrs. Newlon made a motion to approve the New Courses. The motion was seconded by Mr. Maggard and was unanimously approved.

2.4 Course Revisions

Dr. Daniel Powell reviewed the Course Revisions, most changes were to remove the prerequisites to streamline the course. Mr. Brady made a motion to approve the Course Revisions. The motion was seconded by Mrs. Newlon and was unanimously approved.

2.5 Course Fee Revisions

Dr. Daniel Powell reviewed the Course Fee Revisions. Mr. Brady made a motion to approve the Course Fee Revisions. The motion was seconded by Mr. Maggard and was unanimously approved.

C. FINANCIAL SERVICES

Approvals

3.4 Budget Amendments, 2024-2025

3.4.1 Fund 2 Current Restricted

Brian Horn presented the Budget Amendments for 2024-2025, Fund 2 Current Restricted. Mr. Maggard made a motion to approve the Budget Amendments, 2024-2025. The motion was seconded by Mrs. Newlon and was passed unanimously.

3.5 Disposal/Write Off Request

Brian Horn reviewed the Disposal/Write Off Request. Mr. Brady called a motion to approve the Disposal/Write Off Requests. The motion was seconded by Mr. Allocco and was unanimously.

Informational

3.6 Monthly Budget Summary

D. ENROLLMENT MANAGEMENT

Informational

4.1 Enrollment Report

E. TRUSTEE REMARKS

- Ms. Krista Knowles thanked Dr. Bade for his years of service and dedication at the College.
- Mr. Ryan Brady also thanked Dr. Bade and the staff as well for the Dual Enrollment and Homeschool data that was provided.
- Mr. Lee Maggard thanked Dr. Bade for his years of service and dedication at the College.
- Mrs. Nicole Newlon thanked Dr. Bade for his years of service and dedication at the College. She also thanked her fellow Trustees for her nomination as the Vice Chair.
- Mr. John Allocco Jr. thanked Dr. Bade for his years of service and dedication at the College and the staff for their reports. He looks forward to hearing more regarding the Dual Enrollment efforts.
- Ms. Marilyn Pearson-Adams thanked Dr. Bade for his years of service and dedication at the College. She also commented on the wonderful Welding Lab Ribbon Cutting event on February 14.

F. ADJOURNMENT

There being no further business, Chair Pearson-Adams adjourned the meeting at 12:59 pm.

MARILYN PEARSON-ADAMS, CHAIR

ATTEST:

DR. JESSE PISORS, SECRETARY



District Board of Trustees Meeting
April 24, 2025 – 11:00 AM

Consent Agenda Items

B. ACADEMIC AFFAIRS

- 2.1 Home School Dual Enrollment Articulation Agreement for College Level Instruction 2025-2026
- 2.2 Non-Public/Private School Dual Enrollment Articulation Agreement for College Level Instruction 2025-2026

C. FACILITIES

- 3.1 A.D. Morgan Gowers Corner Apprenticeship Program Prime Contract Change Order
- 3.2 Florida Architects Fire Academy Invoice
- 3.3 Skanska WC Hydro Tank Replacement Contract Change Order
- 3.4 Skanska EC Fire Academy Contract Change Orders
- 3.5 Skanska Gowers Corner Contract Change Order
- 3.6 Skanska EC Building A Mini-Split Prime Contract Change Order
- 3.7 Skanska EC Burn Building Prime Contract Change Orders

D. FINANCIAL SERVICES

- 4.1 State Board of Administration Investment (SBA) April
- 4.2 Special Purpose Investment Account Report (SPIA) April
- 4.3 Equipment Write-Off Request
- 4.4 Student Write-Off



PASCO-HERNANDO STATE COLLEGE

**Dual Enrollment Agreement
Non-Public/Private and Home Schools**

TO: Dr. Jesse Pisors, President

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

SUBJECT: 2025-2026 Home School and Private School Dual Enrollment Agreement

DATE: April 24, 2025

I am submitting the attached proposed Dual Enrollment Articulation Agreements for review and approval by Pasco-Hernando State College's District Board of Trustees at its April 24, 2025 meeting:

- 2025-2026 Home School Dual Enrollment Articulation Agreement
- 2025-2026 Non-Public/Private School Dual Enrollment Articulation Agreement

Once approved by the District Board of Trustees, a signed Articulation Agreement will be forwarded to the Department of Education.

**HOME SCHOOL DUAL ENROLLMENT
ARTICULATION AGREEMENT FOR
COLLEGE LEVEL INSTRUCTION
2024~~5~~ - 202~~6~~~~5~~**

This Agreement is made and entered into by and between

(parent/guardian as defined in Section 1000.21, Florida Statutes)

on behalf of

(hereafter collectively referred to as "Student"),

and the District Board of Trustees of Pasco-Hernando State College (hereafter referred to as "PHSC"). The Student and PHSC hereafter shall collectively be referred to as the "Parties."

Whereas the Student wishes to be dually enrolled and pursue college level instruction at the campuses of PHSC, and

Whereas PHSC wishes to offer certain college level courses to students of the School on a dual enrollment basis,

Now Therefore, in consideration of the mutual promises contained herein, the parties agree to the following terms and conditions.

I. Authority for and Purpose of this Agreement

This Agreement is entered into pursuant to the authority of Chapters 1002, 1004 and 1007, Florida Statutes.

The purpose of this Agreement is to shorten the time necessary for a student to complete the requirements for obtaining a degree, broaden the scope of curricular options available to students, and to increase the depth of study available for a particular subject.

II. Term of this Agreement

This Agreement shall be effective for the 12-month period beginning August 1, 2024~~5~~ until July 31, 202~~5~~~~6~~. If the Student wishes to renew this arrangement for an additional period, the Student must submit the required documentation (found on the PHSC website) to PHSC by the published deadline, evidencing continuing compliance with Chapters 1002, 1004, and 1007, Florida Statutes. A current valid articulation agreement must be in effect before a student will be permitted to register for courses pursuant to this arrangement.

III. Student Eligibility Requirements and Responsibilities

Pasco-Hernando State College's District Board of Trustees may establish additional initial student eligibility requirements to ensure student readiness for postsecondary instruction (Section 1007.271(3), Florida Statutes).

Initial and Continued Eligibility Requirements, Testing, and Advisement:

Initial Eligibility Requirements: To be eligible to enroll at PHSC as a dual enrollment student under this Agreement, the student must meet the following eligibility requirements:

1. The student must meet the requirements of Sections 1002.41, 1007.27(4) and 1007.271(13), Florida Statutes.
2. Provide written verification from the school board office of student's enrollment in a home education program in the Pasco or Hernando County school district.
3. Students who plan to enroll in dual enrollment academic college credit courses must achieve a minimum score on a common placement test approved by the Florida Department of Education (FLDOE) which will demonstrate a student's readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement score (all subjects: English, Reading, and Mathematics) must be on file with PHSC prior to the student registering for classes.
4. The Home School must submit, for each dual enrollment student, a Home School Dual Enrollment Grade Level Certification Form (found on the PHSC website) to be used to accurately verify a student's grade level. This form must be submitted for each student along with the dual enrollment articulation agreement.

The student's eligibility for number of credit hours taken per semester with PHSC is based on their recorded grade level.

Sixth grade through ninth grade: students who are eligible to take dual enrollment courses may enroll in one class offered *online only* by PHSC per semester. They may take classes in any term available.

Tenth grade: students who are eligible to take dual enrollment courses may enroll in up to seven (7) credit hours offered on PHSC campuses, or online, per semester. They may take classes in any term available.

Eleventh grade: students who are eligible to take dual enrollment courses may enroll in up to sixteen (16) credit hours offered on PHSC campuses, or online, in fall and spring semesters and up to eight (8) credit hours in summer semester. They may take classes in any term available.

Twelfth grade: students who are eligible to take dual enrollment courses may enroll in up to sixteen (16) credit hours offered on PHSC campuses, or online, in fall and spring semesters and up to eight (8) credit hours in summer semester. They may take classes in any term available in fall and spring, but only term III or IIIA in the summer semester.

Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

Maximum Course Loads

The maximum student course load in fall (Term I) and spring (Term II) is sixteen (16) credit hours. The maximum course load in summer (Term III) is determined by grade level.

Students will be permitted one attempt per dual enrollment course. A withdrawal from a dual enrollment course will count as an attempt at the course. Dual enrollment students will **NOT** be permitted to audit any dual enrollment course.

Testing

At PHSC testing sites, students are permitted two (2) attempts to achieve a minimum common placement test score. Additionally, dual enrollment students whose college placement test scores have not placed them into college level coursework in mathematics may take a maximum of 12 college credits that do not have a mathematics prerequisite before providing adequate college placement mathematics test scores. If college levels in mathematics are not achieved by the time the student completes 12 college credits, the student will be restricted from continuing as a dual enrollment student. Students who do not achieve a minimum score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education will not be eligible for any dual enrollment academic college credit course.

Advisement

Each dual enrollment student must meet with a PHSC academic advisor prior to registration at least once per semester that the student plans to enroll in dual enrollment courses. Dual enrollment students are limited to taking only those courses in their chosen program of study. For additional information on program(s) of study, please refer to the Academic Programs section in the current PHSC catalog. In addition, students must have the approval of a parent or legal guardian and/or their school's designee.

Academic advising will include, but is not limited to, requirements for PHSC programs, prerequisites for classes, common university transfer requirements, information regarding the College's established and approved registration, drop/add, and withdrawal dates which will not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm; that General Education courses require completion with a grade of "C" or higher; and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript.

It should also be noted that the curriculum offered is a college level curriculum. College course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses and as such may contain content deemed to be controversial or of an adult nature. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

Requests for late add, late drop, or late withdrawal

Under exceptional circumstances, a dual enrollment student may request a late add, late drop or late withdrawal in accordance with College policy and DBOT Rule 6Hx19-5.08. The student must contact the Assistant Dean of Student Affairs and Enrollment Management and submit the Exception Request form, a letter of explanation, and needed documentation.

If the request is approved by the Assistant Vice President and Dean of Student Affairs, the student will be added, dropped, or withdrawn from the class. The College will notify the student once the process has been completed, regardless of outcome.

Civic Literacy Requirement

Effective fall 2021, Florida Rule 6A-10.04213 will be updated to align with SB 1108 which amends s. 1007.25, F.S. This amendment will require students initially entering an FCS institution in 2021-22 and thereafter to demonstrate competency in civic literacy by completing a course and passing an approved assessment.

The civic literacy requirement can be met as outlined below.

Option 1 - complete a. (course) and b. (assessment)

a. Complete one of the following:

- Successfully pass POS 2041 American Federal Government
- Successfully pass AMH 2020 History of the United States II
- Successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments. Meets both the course and assessment requirement

- Advanced Placement (AP) Test – Government & Politics: U.S. (Passing Score = 3)
- Advanced Placement (AP) Test – U.S. History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure.

High school students who are dually enrolled (including dual enrollment students who are completing the requirements towards an Associates in Arts degree while in high school) are **not** required to demonstrate postsecondary civic literacy competency. As a result, the postsecondary civic literacy competency requirement is neither a condition of high school graduation nor a requirement for all dual enrollment students (public school, home education, and private school). However, if dual enrollment students plan to matriculate after high school graduation to a Florida College System (FCS) or State University System (SUS) institution to pursue an associate or baccalaureate degree, then they will have to comply with the postsecondary civic literacy competency requirement to obtain those degrees.

Attendance

Students taking classes on PHSC campuses, or online with PHSC, should be aware that faculty are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are reported as a

W2 using the attendance verification process. This effectively removes the student from the class and the student will not see the course as active in Canvas or have access to the course. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean. Students should contact the Student Affairs/Academic Advising office for guidance.

Continued Eligibility Requirements:

Student eligibility requirements for continued enrollment in college credit dual enrollment courses include the maintenance of good academic standing, which is defined as a 2.0 cumulative grade point average (GPA) for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of fall, spring, and summer semesters. Students who do not maintain good academic standing will be notified in writing by PHSC through the U.S. mail. Those students who do not maintain a 2.0 cumulative GPA in all PHSC dual enrollment courses will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exceptions to the 2.0 GPA requirement for each semester will require a written letter from the student and documentation supporting grave extenuating circumstances. This formal request for an exception will be submitted to the ~~Executive Vice President and Chief Academic Officer~~ ~~/College Provost~~ for consideration.

Students who complete the required credits for the four-year option for high school graduation by the middle of their senior year and elect to stay in high school for the second semester and who satisfy dual enrollment eligibility requirements may take dual enrollment courses. A student must complete his/her initial program of study with PHSC prior to being eligible to take further courses in an additional program of study under the dual enrollment articulation agreement. Students, who complete their program of study while enrolled in the Dual Enrollment Program, may continue to take DE courses to satisfy SUS program prerequisites.

Delineation of courses and programs available to the home school student:

Once enrolled as a dual enrollment student pursuant to this Agreement, the student shall be eligible to register for any course or courses, except for developmental courses and physical education skills courses, included on the Dual Enrollment Course-High School Subject Area Equivalency List provided the student has met any prerequisite requirement noted in the course description. To access Dual Enrollment information, visit, the Florida Department of Education website. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

Limited access programs (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot,) are not eligible for dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), as an elective.

Please note: PSY X012 "Introduction to Psychology" is offered or accepted by all institutions as part of their general education programs, but is a high school elective, and therefore not included on this list.

Student Participation in Co-Curricular Activities

DE students may participate in high school athletic programs at their originating high school but are prohibited by NJCAA rules from participating in collegiate athletic programs. DE students may participate in all other PHSC co-curricular activities.

Student Conduct

The student shall be required to meet the campus conduct and disciplinary standards set forth in the rules and policies of the College as well as in the PHSC College Catalog/Student Handbook.

Students disruptive to the learning environment may be denied dual enrollment opportunities. All dual enrollment students must agree to abide by all PHSC policies and procedures. Students understand that if they violate any items in the PHSC code of student conduct, they may be denied participation in the PHSC dual enrollment program.

Equal Access

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.

IV. Student Registration Procedures

To register for a course, drop a course, or withdraw from a course, dual enrollment students must follow deadline dates published in the academic calendar located in the online PHSC College Catalog/Student Handbook. Students should contact the Academic Advising office on any PHSC campus for guidance to be sure they are using the most up-to-date processes.

Students may only request overrides into full class sections if they are in their final semester of the AA degree and the course is required for graduation.

V. Responsibilities of PHSC

PHSC shall be responsible for providing the following educational services for the benefit of the students enrolled pursuant to this Agreement:

- a) qualified faculty who meet the criteria and guidelines of the Southern Association of Colleges and Schools Commission on Colleges,
- b) instructor evaluation and instruction quality assurance in accordance with the rules and procedures as adopted by PHSC and as amended from time to time,
- c) curriculum development and evaluation, textbook selection, and course assessment in accordance with the rules and procedures as adopted by PHSC and as amended from time to time,
- d) assistance with student application and registration procedures and providing all appropriate placement testing and test evaluation. Students taking the common placement test are limited to two attempts at PHSC or as stipulated by Florida Statutes and/or the Florida Administrative Code,
- e) student academic and career advisement and assistance with course selection as

requested by the student, and

- f) maintenance of student records and transcripts and forwarding of such records and transcripts upon proper authorization of the student or the legal guardian of the student as appropriate.

All services to be performed by PHSC shall be provided either at the campuses of PHSC, or virtually, and in accordance with all the applicable rules and procedures of the College, and in accordance with the information contained in the PHSC College Catalog/Student Handbook. The grading policy and attendance policy of every course offered pursuant to this Agreement shall be consistent with the policies contained in the PHSC College Catalog/Student Handbook.

VI. Responsibilities of the School and/or Student

Instructional Materials and Fees

Students must visit the College Store location in New Port Richey with photo ID and class schedules to determine which books and access codes are needed. The student can look up their required textbooks ahead of time using the College Store webpage.

The student will not be responsible for paying for his or her own instructional materials. There shall be no cost to the Student for registration and laboratory fees for any course taken pursuant to this Agreement.

Pursuant to SB 52 (2021) creating Section (s)1009.30 Florida Statutes (F.S), Dual Enrollment Scholarship Program, beginning with the 2021 Fall term Pasco-Hernando State College will seek reimbursement from the Florida Department of Education (FLDOE) for the costs of tuition for dual enrollment courses taken by home school secondary students during the fall, spring and summer terms. Beginning with the 2022 Spring term Pasco-Hernando State College will also seek reimbursement for instructional materials for dual enrollment courses taken with the college by home school secondary students in the Fall, Spring and Summer terms. Reimbursement is contingent upon an appropriation and reimbursement amounts may be prorated.

The dual enrollment student may be required to provide, at his or her own expense, additional materials such as: calculators, safety glasses, uniforms, safety shoes, kits, instruction CPS Pulse clickers, clicker licenses and course codes, instruments, reads, mouthpieces, etc.

Transportation

The Student shall be responsible for his or her own transportation to and from any campus of PHSC.

Services for Students with Disabilities

Qualified students with disabilities who wish to receive accommodations will provide appropriate documentation relevant to the student's disability that meets PHSC's published guidelines to the College's Office of Student Accessibility Services that will review the documentation provided, determine whether the student is eligible to receive accommodations and will then arrange for approved accommodations to be provided. Any costs for interpreters for students with a hearing impairment will be paid 50% by the student and 50% by PHSC

for classes taken at any PHSC campus. Any costs for students with visual impairments will be paid 50% by the student and 50% by PHSC for classes taken at any PHSC campus.

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Director of Student Accessibility Services at the West Campus or the Assistant Coordinator of Student Accessibility Services at any other campus and complete a Self-Identification Form. The College requires documentation of a student's disability before providing accommodations for students with disabilities. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, special seating, interpreter, reader, tutor, modified furniture, or course substitution.

Confidentiality: Each party acknowledges that during the term of this agreement both parties will send and receive information on students which is considered confidential under Federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release any confidential information except by written authorization from the student, or unless otherwise authorized or required by law or rules. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses.

VII. Miscellaneous Provisions

This Agreement shall be construed in accordance with the laws and rules of the State of Florida, and any litigation arising under this Agreement shall be brought in Pasco County, Florida.

If a party to this Agreement waives a provision or condition of this Agreement for any reason, whether intentional or unintentional, such a waiver shall not be deemed a permanent waiver or a modification of this agreement, and such party may insist on full compliance in the future. This Agreement may not be amended or modified except in a written document signed by the parties to the Agreement.

Student hereby covenants and agrees to indemnify and hold harmless and defend PHSC and its respective employees and agents from and against any and all claims, losses, liens, fines, demands, suits, actions, taxes, penalties, expenses, assessments, premiums or liability and settlements of any kind or nature, arising from or in any way connected with this Agreement, or any of the rights and responsibilities required, or referred to, in this Agreement, including reasonable attorneys' fees, expert witness fees, and court costs. These indemnifications shall survive the term and any renewals of this Agreement.

In accordance with Section 768.28, F.S., PHSC assumes liability for personal injury and property damage attributable to its negligent or wrongful acts or omissions and its officers, employees and agents while acting within the scope of their employment or service. Nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in Section 768.28, F.S.

VIII. Dual Enrollment Transfer Guarantees

The dual enrollment program at PHSC is an opportunity to take challenging courses and accelerate educational opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/language arts, mathematics, natural sciences, social sciences, or world languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who do not know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

DISTRICT BOARD of TRUSTEES OF
PASCO-HERNANDO STATE COLLEGE

STUDENT

By: _____
Jesse Pisors, Ed.D.
As its: President

By: _____
(signature of student)

Date: _____

Print name: _____

By: _____
~~Lee Maggard~~ Marilyn Pearson-Adams,
Of Trustees of Pasco-Hernando
State College

Date: _____

Date: _____

PARENT/GUARDIAN

By: _____
(signature of parent/guardian)

Print name: _____

Date: _____

Legal Language Previously Approved by PHSC Legal Counsel
Initials PAN

APPROVED
By nadolsp at 12:20 pm, Apr 02, 2025



**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: Thursday, April 24, 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
Ashburn Home School	Norland Academy
Barrera Torres Home School	Perez Home School
Barrovecchio Home School	Sulinski Home School
Cates Family Home School	Stanley Home School
Gilman Home School	Thompson Family Home School
Hafsi Home School	Tolk Home School
Hasterok Home School	Tormey Home School
Lane Family Christian Home School	Vinson Home School
Lashbrook Academy	
Non-public/Private Schools	Non-public/Private Schools

**NON-PUBLIC/PRIVATE SCHOOL DUAL ENROLLMENT
ARTICULATION AGREEMENT FOR
COLLEGE LEVEL INSTRUCTION
2024~~5~~ - 202~~5~~6**

This Agreement is made on this _____ day of _____, 20____, by and between:

NAME OF NON-PUBLIC/PRIVATE SCHOOL

ADDRESS

CITY

STATE

ZIP CODE

(hereafter referred to as "the School") and the District Board of Trustees of Pasco-Hernando State College (hereafter referred to as "College" or "PHSC"). The School and PHSC hereafter shall collectively be referred to as the "Parties."

Whereas the School wishes to make dual enrollment college level instruction available to its students at the campuses of PHSC, and

Whereas PHSC wishes to offer certain college level courses to students of the School on a dual enrollment basis,

Now Therefore, in consideration of the mutual promises contained herein, the parties agree to the following terms and conditions.

I. Authority for and Purpose of this Agreement

This Agreement is entered into pursuant to the authority of Chapters 1002, 1004 and 1007, Florida Statutes.

The purpose of this Agreement is to shorten the time necessary for a student to complete the requirements for obtaining a degree, broaden the scope of curricular options available to students, and to increase the depth of study available for a particular subject.

II. Term of this Agreement

This Agreement shall be effective for the 12- month period beginning August 1, 202~~5~~4 until July 31, 202~~6~~5. If the School wishes to renew this arrangement for an additional period, the School must submit the required documentation (found on the PHSC website) to PHSC by the published deadline, evidencing continuing compliance with Chapters 1002, 1004, and 1007, Florida Statutes. A current valid articulation agreement must be in effect before a student will be permitted to register for courses pursuant to this arrangement.

III. Student Initial and Continued Eligibility Requirements, Testing, and Advisement:

Pasco-Hernando State College's District Board of Trustees may establish additional initial student eligibility requirements to ensure student readiness for postsecondary instruction (Section 1007.271(3), Florida Statutes).

Initial Eligibility Requirements: To be eligible to enroll at PHSC as a dual enrollment student under this Agreement, the student must meet the following eligibility requirements:

1. The student must be enrolled in a Florida non-public secondary school which is in compliance with the Department of Education registration requirements contained in Sections 1002.01 and 1002.42, Florida Statutes.
2. The student must have a documented unweighted cumulative high school grade point average of at least 3.0 on a 4.0 scale.
3. Students who plan to enroll in dual enrollment academic college credit courses must achieve a minimum score on a common placement test approved by the Florida Department of Education (FLDOE) which will demonstrate a student's readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement test score (all subjects: English, Reading, and Mathematics) must be on file with PHSC prior to the student registering for classes.
4. The Non-Public/Private School must submit, for each dual enrollment student, documentation acceptable to PHSC, such as a transcript, to be used to accurately verify a student's grade level.

Based on test scores and course placement, students may be eligible for a maximum of 16 credit hours in fall and spring semesters, taken at the non-public secondary school and with PHSC. The student's eligibility for number of credit hours per semester with PHSC is based on their recorded grade level.

Sixth grade through ninth grade: students who are eligible to take dual enrollment courses may enroll in up to one class offered *online only* by PHSC per semester. They may take classes in any term available.

Tenth grade: students who are eligible to take dual enrollment courses may enroll in up to seven (7) credit hours of their maximum course load per semester in courses offered on PHSC campuses or online. They may take classes in any term available.

Eleventh grade: students who are eligible to take dual enrollment courses may enroll in up to sixteen (16) credit hours offered at the School and/or on PHSC campuses, or online, in fall and spring semesters and up to eight (8) credit hours in summer semester. They may take classes in any term available.

Twelfth grade: students who are eligible to take dual enrollment courses may enroll in up to sixteen (16) credit hours offered at the School and/or on PHSC campuses, or online, in fall and spring semesters and up to eight (8) credit hours in summer semester. They may take classes in any term available in fall and spring semesters, but only Term III or IIIA classes in the summer semester.

Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

Maximum Course Loads

The maximum student course load in fall (Term I) and spring (Term II) is sixteen (16) credit hours. The maximum course load in summer (Term III) is determined by grade level.

Students will be permitted one attempt per dual enrollment course. A withdrawal from a dual enrollment course will count as an attempt at the course. Dual enrollment students will **NOT** be permitted to audit any dual enrollment course.

Testing:

At PHSC testing sites, students are permitted two (2) attempts to achieve a minimum common placement test score. Additionally, dual enrollment students whose college placement test scores have not placed them into college level coursework in mathematics may take a maximum of 12 college credits that do not have a mathematics prerequisite before providing adequate college placement mathematics test scores. If college levels in mathematics are not achieved by the time the student completes 12 college credits, the student will be restricted from continuing as a dual enrollment student. Students who do not achieve a minimum score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education will not be eligible for any dual enrollment academic college credit course.

Advisement:

Each dual enrollment student must meet with a PHSC academic advisor prior to registration at least once per semester that the student plans to enroll in dual enrollment courses. Dual enrollment students are limited to taking only those courses in their chosen program of study. For additional information on program(s) of study, please refer to the Academic Programs section in the current PHSC catalog.

Academic advising will include, but is not limited to, requirements for PHSC programs, prerequisites for classes, common university transfer requirements, information regarding the College's established and approved registration, drop/add, and withdrawal dates which will not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm; that General Education courses require completion with a grade of "C" or higher; and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript.

It should also be noted that the curriculum offered is a college level curriculum. College course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses and as such, may contain content deemed to be controversial or of an adult nature. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

Requests for late add, late drop, or late withdrawal

Under exceptional circumstances, a dual enrollment student may request a late add, late drop or late withdrawal in accordance with College policy and DBOT Rule 6Hx19-5.08. The student must contact the Assistant Dean of Student Affairs and Enrollment Management and submit the Exception Request form, a letter of explanation, and needed documentation.

If the request is approved by the Assistant Vice President and Dean of Student Affairs, the student will be added, dropped, or withdrawn from the class. The College will notify the student and the high school administration once the process has been completed, regardless of outcome.

Civic Literacy Requirement

Effective fall 2021, Florida Rule 6A-10.04213 will be updated to align with SB 1108 which amends s. 1007.25,

F.S. This amendment will require students initially entering an FCS institution in 2021-22 and thereafter to demonstrate competency in civic literacy by completing a course and passing an approved assessment.

The civic literacy requirement can be met as outlined below.

Option 1 - complete a. (course) and b. (assessment)

a. Complete one of the following:

- Successfully pass POS 2041 American Federal Government
- Successfully pass AMH 2020 History of the United States II
- Successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments

Meets both the course and assessment requirement

- Advanced Placement (AP) Test – Government & Politics: U.S. (Passing Score = 3)
- Advanced Placement (AP) Test – U.S. History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure.

High school students who are dually enrolled (including dual enrollment students who are completing the requirements towards an Associates in Arts degree while in high school) are **not required** to demonstrate postsecondary civic literacy competency. As a result, the postsecondary civic literacy competency requirement is neither a condition of high school graduation nor a requirement for all dual enrollment students (public school, home education, and private school). However, if dual enrollment students plan to matriculate after high school graduation to a Florida College System (FCS) or State University System (SUS) institution to pursue an associate or baccalaureate degree, then they will have to comply with the postsecondary civic literacy competency requirement to obtain those degrees.

Attendance

Students taking classes on PHSC campuses, or online with PHSC, should be aware that faculty are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are reported as a W2 using the attendance verification process. This effectively removes the student from the class and the student will not see the course as active in Canvas or have access to the course. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean. Students should contact the Student Affairs/Academic Advising office for guidance.

Continued Eligibility Requirements

Student eligibility requirements for continued enrollment in college credit dual enrollment courses include the maintenance of a 3.0 cumulative unweighted high school grade point average and the maintenance of good academic standing, which is defined as a 2.0 cumulative grade point average (GPA) for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of fall, spring, and summer semesters. Students who do not maintain good academic standing will be notified in writing by PHSC through the U.S. mail. Those students who do not maintain a 2.0 cumulative GPA in all PHSC dual enrollment courses will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exceptions to the 2.0 GPA requirement for each semester will require a written letter from the student and documentation supporting grave extenuating circumstances. This formal request for an exception will be submitted to the ~~Executive~~-Vice President and Chief Academic Officer ~~/College Provost~~ for consideration.

Students who complete the required credits for the four-year option for high school graduation by the middle of their senior year and elect to stay in high school for the second semester and who satisfy dual enrollment eligibility requirements may take dual enrollment courses. A student must complete his/her initial program of study with PHSC prior to being eligible to take further courses in an additional program of study under the dual enrollment articulation agreement. Students, who complete their program of study while enrolled in the Dual Enrollment Program, may continue to take DE courses to satisfy SUS program prerequisites.

Delineation of Courses and Programs Available to the Student:

Once enrolled as a dual enrollment student pursuant to this Agreement, the student shall be eligible to register for any course or courses, except for developmental courses and physical education skills courses, included on the Dual Enrollment Course-High School Subject Area Equivalency List provided the student has met any prerequisite requirement noted in the course description. To access Dual Enrollment information, visit, the Florida Department of Education website. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

Limited access programs (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot) are not eligible for dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), as an elective.

Please note: PSY X012 "Introduction to Psychology" is offered or accepted by all institutions as part of their general education programs, but is a high school elective, and therefore not included on this list.

Student Participation in Co-Curricular Activities

DE students may participate in high school athletic programs at their originating high school but are prohibited by NJCAA rules from participating in collegiate athletic programs. DE students may participate in all other PHSC co-curricular activities.

Student Conduct

The student shall be required to meet the campus conduct and disciplinary standards set forth in the rules and policies of the College as well as in the PHSC College Catalog/Student Handbook.

Students disruptive to the learning environment may be denied dual enrollment opportunities. All dual enrollment students must agree to abide by all PHSC policies and procedures. Students understand that if they violate any items in the PHSC code of student conduct, they may be denied participation in the PHSC dual enrollment program.

Equal Access

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.

IV. Student Registration Procedures

To register for a course, drop a course, or withdraw from a course, dual enrollment students must follow deadline dates published in the academic calendar located in the online PHSC College Catalog/Student Handbook. Students should contact the Academic Advising office on any PHSC campus for guidance to be sure they are using the most up-to-date processes.

Students may only request overrides into full class sections if they are in their final semester of the AA degree and the course is required for graduation.

V. Responsibilities of PHSC

PHSC shall be responsible for providing the following educational services for the benefit of the students enrolled pursuant to this Agreement:

- a) qualified faculty who meet the criteria and guidelines of the Southern Association of Colleges and Schools Commission on Colleges,
- b) instructor evaluation and instruction quality assurance in accordance with the rules and procedures as adopted by PHSC and as amended from time to time,
- c) curriculum development and evaluation, textbook selection, and course assessment in accordance with the rules and procedures as adopted by PHSC and as amended from time to time,
- d) assistance with student application and registration procedures and providing appropriate placement testing and test evaluation. Students taking the common placement test are limited to two attempts at PHSC or as stipulated by Florida Statutes and/or the Florida Administrative

Code,

- e) student academic and career advisement and assistance with course selection as requested by the student, and
- f) maintenance of student records and transcripts and forwarding of such records and transcripts upon proper authorization of the student or the legal guardian of the student as appropriate.

All the services to be performed by PHSC shall be provided either at the campuses of PHSC, or virtually, in accordance with all applicable rules and procedures of the College, and with the information contained in the PHSC College Catalog/Student Handbook. The grading policy and attendance policy of every course offered pursuant to this Agreement shall be consistent with the policies contained in the PHSC College Catalog/Student Handbook.

VI. Responsibilities of the School and/or Student

Instructional Materials and Fees

Students must visit the College Store location in New Port Richey with photo ID and class schedules to determine which books and access codes are needed. The student can look up their required textbooks ahead of time using the College Store webpage.

Pursuant to SB 52 (2021) creating Section (s)1009.30 Florida Statutes (F.S), Dual Enrollment Scholarship Program, beginning with the 2021 Fall term Pasco-Hernando State College will seek reimbursement from the Florida Department of Education (FLDOE) for the costs of tuition for dual enrollment courses taken by private school secondary students during the fall, spring and summer terms. Beginning with the 2022 Spring term Pasco-Hernando State College will also seek reimbursement for instructional materials for dual enrollment courses taken with the college by private school secondary students in the Fall, Spring and Summer terms.

Reimbursement is contingent upon an appropriation and reimbursement amounts may be prorated. If the reimbursed amount from the FDOE is less than the costs incurred, Pasco-Hernando State College reserves the right to submit an invoice to the private school, representing the difference between the costs incurred and the prorated FDOE reimbursement amount received. That invoice will be submitted to the school no later than 15 days following the College's receipt of FDOE reimbursement funds. All outstanding amounts shall be remitted to the College by the private school not more than 30 days after the date of submission of the invoice. Costs for tuition and instructional materials may not be passed on to the students.

The dual enrollment student may be required to provide, at his or her own expense, additional materials such as: calculators, safety glasses, uniforms, safety shoes, kits, eInstruction CPS Pulse clickers, clicker licenses and course codes, instruments, reads, mouthpieces, etc.

Transportation

The School and/or the student shall be responsible for providing transportation for the student to and from any campus of PHSC.

Services for Students with Disabilities

Qualified students with disabilities who wish to receive accommodations will provide appropriate documentation relevant to the student's disability that meets PHSC's published guidelines to the College's Office

of Student Accessibility Services that will review the documentation provided, determine whether the student is eligible to receive accommodations and will then arrange for approved accommodations to be provided. Any costs for interpreters for students with a hearing impairment will be paid 50% by the school and/or the student and 50% by PHSC for classes taken at any PHSC campus. Any costs for students with visual impairments will be paid 50% by the school and/or the student and 50% by PHSC for classes taken at any PHSC campus.

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Director of Student Accessibility Services at the West Campus or the Assistant Coordinator of Student Accessibility Services at any other campus and complete a Self-Identification Form. The College requires documentation of a student's disability before providing accommodations for students with disabilities. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, special seating, interpreter, reader, tutor, modified furniture, or course substitution.

Confidentiality: Each party acknowledges that during the term of this agreement both parties will send and receive information on students which is considered confidential under Federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release any confidential information except by written authorization from the student, or unless otherwise authorized or required by law or rules. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses.

VII. Tuition Costs & Dispute Resolution

For non-public private school students who attend classes on the PHSC campuses or through distance education, the College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of dual enrollment credits being taken on the College's campuses. The tuition shall be the standard tuition rate for Florida College System institutions as established by the 2021 – 2022 General Appropriations Act. The invoice will contain the names, student identification numbers, course numbers and titles, and credit hours for each dual enrolled student and will be submitted no later than 15 days following the last day of the "Drop" period for that semester. All amounts shall be remitted to the College by the School not more than 30 days after the date of submission of the invoice. Such invoices and payments may be submitted electronically. In the event the School disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time proscribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted. These timelines shall apply to any terms, full or mini, in which dual enrollment students may be enrolled.

In the event of a dispute of any or all of an invoice submitted hereunder, the parties agree that the dispute is best resolved between them without involving third parties, including mediators, arbitrators, or the judicial system. To resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the dual enrollment agreement. These individuals shall meet within 10 days of notice to the other of a dispute and attempt to resolve the issues. Each administrator so appointed shall appear at the meeting with full authority to resolve the issue. In the event the appointed administrators determine that they are unable to reach an agreement, then the School Principal/Director and the President of the College shall meet and resolve the issue. The School Principal/Director and President may bring such administrators as they deem appropriate to the resolution meeting. In the event no resolution is achieved at this level then either party

may elect to file a civil action in the appropriate Court.

In the event the School does not respond to the submission of an invoice and does not pay the balance due by the prescribed deadline, the College may restrict students from the School from registering for further classes. In addition, if students from the School have already registered for classes, they may be removed. In this situation the College may choose not to enter into future articulation agreements with the School.

VIII. Miscellaneous Provisions

This Agreement shall be construed in accordance with the laws and rules of the State of Florida, and any litigation arising under this Agreement shall be brought in Pasco County, Florida.

If a party to this Agreement waives a provision or condition of this Agreement for any reason, whether intentional or unintentional, such a waiver shall not be deemed a permanent waiver or a modification of this agreement, and such party may insist on full compliance in the future. This Agreement may not be amended or modified except in a written document signed by the parties to the Agreement.

School hereby covenants and agrees to indemnify and hold harmless and defend PHSC and its respective employees and agents from and against any and all claims, losses, liens, fines, demands, suits, actions, taxes, penalties, expenses, assessments, premiums or liability and settlements of any kind or nature, arising from or in any way connected with this Agreement, or any of the rights and responsibilities required, or referred to, in this Agreement, including reasonable attorneys' fees, expert witness fees, and court costs. These indemnifications shall survive the term and any renewals of this Agreement.

In accordance with Section 768.28, F.S., PHSC assumes liability for personal injury and property damage attributable to its negligent or wrongful acts or omissions and its officers, employees and agents while acting within the scope of their employment or service. Nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in Section 768.28, F.S.

IX. Dual Enrollment Transfer Guarantees

The dual enrollment program at PHSC is an opportunity to take challenging courses and accelerate educational opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/language arts, mathematics, natural sciences, social sciences, or world languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are

calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who do not know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

DISTRICT BOARD OF TRUSTEES OF
PASCO-HERNANDO STATE COLLEGE

Name of Non-Public/Private School
(Please print)

By: _____
Jesse Pisors, Ed.D.
As its: President

By: _____
Signature
As its: Principal/Director

Date: _____

Date: _____

By: _____
~~Lee Maggard~~ Marilyn Pearson-Adams, Chair
As its: Board of Trustees

Date: _____

Legal Language Previously Approved by PHSC Legal Counsel

Initials PAN

APPROVED

By nadolsp at 12:23 pm, Apr 02, 2025



A.D. MORGAN

General Contractors
Construction Managers

WE DO MORE

TAMPA

Corporate Headquarters
716 N. Renellie Drive
Tampa, Florida 33609
PH: 813 • 832 • 3033
FAX: 813 • 831 • 9860

BRADENTON

2411-B Manatee Ave W.
Bradenton, Florida 34205
PH: 941 • 747 • 3001
FAX: 941 • 747 • 3015

LAKELAND

1953 E. Edgewood Drive
Lakeland, Florida 33803
PH: 863 • 450 • 4840
FAX: 863 • 450 • 4697

Prime Contract Change Order #01: Final Deductive Change Order

TO:	Pasco-Hernando State College	FROM:	The A.D. Morgan Corporation 716 Renellie Drive Tampa Florida 33609
DATE CREATED:	1/28/2025	CREATED BY:	Mitchell Clark (The A D Morgan Corporation)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/05/2025
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	1:Gowers Corner Apprenticeship Program- P0000926	TOTAL AMOUNT:	(\$44,916.37)

DESCRIPTION:
Final Deductive Change Order
Final Deductive Change Order

Total Cost: -\$44,916.37
(Includes all applicable sales tax)

Negative forty four thousand nine hundred sixteen dollars and 37/100

****No cost change due as a result of substantial completion date of 7/26/24.****

ATTACHMENTS:

The original (Contract Sum)	\$ 903,911.00
Net change by previously authorized Change Orders	\$ 0.00
The contract sum prior to this Change Order was	\$ 903,911.00
The contract sum will be decreased by this Change Order in the amount of	(\$44,916.37)
The new contract sum including this Change Order will be	\$ 858,994.63
The contract time will by this Change Order by	

Curtis Frey (Harvard Jolly
Architecture)
2714 Dr. ML King Jr. St. N
St. Petersburg Florida 33704

Pasco-Hernando State College

The AD Morgan Corporation

716 N. Renellie Dr.
Tampa Florida 33609

DocuSigned by:

Phil Trezza 3/27/2025 | 9:09 AM EDT

7BA0FFC01505421...

SIGNATURE

DATE

SIGNATURE

DATE

DocuSigned by:

John Kalaf 3/27/2025 | 9:11 AM

3324010F27C449D...

SIGNATURE

DATE

License # CGC044502
www.admorgan.com

The A.D. Morgan Corporation

page 1 of 2

Printed On: 3/5/2025 03:20 PM



103 W. 5th St., Panama City, FL
32401

DBOT
4/24/2025
3.2
CONSENT

INVOICE #: 4237-19-05

Date: 3/25/2025

Client PO#: 202300362-1 Fire

Due Date: 3/25/2025

Pasco-Hernando State College
10230 Ridge Road
New Port Richey, FL 34654-5199

PHSC E. Fire Academy

DESCRIPTION	CONTRACT TOTAL	EARNED TO DATE		THIS INVOICE		BALANCE
		\$ Amount	%	\$ Amount	%	
01 Master Plan	18,000.00	18,000.00	100%	0.00		0.00
02 Fire Academy Design	220,154.00	220,154.00	100%	0.00		0.00
03 Fire Academy CA	55,037.00	55,037.00	100%	5,503.70	10%	0.00
04 Civil Engineering Design/CA	100,000.00	100,000.00	100%	5,469.00	5.5%	0.00
05 Site Lighting	18,000.00	18,000.00	100%	900.00	5%	0.00
06 Energy Compliance/Life Cycle Cost Analysis	9,900.00	9,900.00	100%	495.00	5%	0.00
07 Commissioning	9,900.00	0.00		0.00		9,900.00
08 Record Drawings	6,500.00	6,500.00	100%	6,500.00	100%	0.00
09 Civil Eng. Site Modifications	8,819.00	8,819.00	100%	443.80	5%	0.00
10 MEP Modifications	23,650.00	23,650.00	100%	1,182.50	5%	0.00
11 Distributed Antenna System (DAS)	5,500.00	3,300.00		0.00		2,200.00
12 Emergency Responder Radio System (ERRS)	7,500.00	4,500.00		0.00		3,000.00
13 Reimbursables - Master Plan	3,000.00	0.00		0.00		3,000.00
14 Reimbursables - Fire Academy Design	12,531.00	1,070.55	8.5%	0.00		11,460.45
15 Credit for DAS billed/paid		(3,300.00)		0.00		
16 Credit for ERSS billed/paid		(4,500.00)		0.00		
TOTALS	\$498,491.00	\$461,130.55		\$20,494.00		\$37,360.45

Thank you for your business!!

Florida Architects, Inc.
103 W. 5th Street
Panama City, FL 32401
850.257.5400
www.FloridaArchitects.com
59-3331804



THIS INVOICE: 20,494.00

Reimbursables reduced by \$23,650 (OCI) and \$8,819 (Campo) for modifications.

TO OWNER/CLIENT:

Pasco Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654

PROJECT:

PHSC - Continuing Services
10230 Ridge Road
New Port Richey, Florida 34654

APPLICATION NO: 10

INVOICE NO: 10

PERIOD: 02/01/25 - 02/28/25

PROJECT NO: 2323004-000

CONTRACT DATE: 6/21/2023

JDE REPORTING JOB NO: 2323004-000

FROM CONTRACTOR:

Skanska USA Building Inc. (FL-Tampa)
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602

VIA ARCHITECT/ENGINEER:**CONTRACT FOR:** PHSC WC - Hydro Tank Replacement

DBOT
4/24/2025
3.3
CONSENT

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$298,032.00
2. Net change by change orders	\$(5,908.32)
3. Contract Sum to date (Line 1 ± 2)	\$292,123.68
4. Total completed and stored to date (Column G on detail sheet)	\$292,123.68
5. Retainage:	
a. Completed Work	\$0.00
b. Stored Material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$292,123.68
7. Less previous certificates for payment (Line 6 from prior certificate)	\$277,705.32
8. Current payment due:	\$14,418.36
9. Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	TOTAL
Total changes approved in previous months by Owner/Client:	\$0.00
Total approved this month:	\$-5,908.32
Net changes by change order	\$-5,908.32

WARNING! WIRE FRAUD ADVISORY:

Wire fraud and email hacking/phishing attacks are on the rise! If you receive an email containing wire transfer instructions, DO NOT RESPOND TO THE EMAIL! In an effort to protect our clients from fraudulent attempts to change payment instructions, all requests to modify payment instructions should be viewed as suspicious. Skanska USA Building DOES NOT alter its wiring instructions. If you receive new wire instructions, please notify Ziggy Cartagena immediately via PHONE ONLY at (973) 703-5378.

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Skanska USA Building Inc. (FL-Tampa)

DocuSigned by:

By: Gustavo Lyda
0A850BA77FB3405...

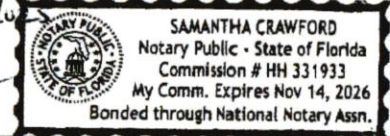
Date: March 3, 2025

State of: FloridaCounty of: Hillsborough

Subscribed and sworn to before

me this 3rd day of February 2025Notary Public: Seale

My commission expires

11/14/2026**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$14,418.36

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: Chris Rawlins

Digitally signed by Chris Rawlins
DN: cn=Chris Rawlins, o=Long & Associates,
ou, email=chris@longandassociates.com,
c=US
Date: 2025.03.05 07:34:27 -05'00'

Date: 03.05.25

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

TO OWNER/CLIENT:

Pasco Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654

PROJECT:

PHSC - Continuing Services
10230 Ridge Road
New Port Richey, Florida 34654

APPLICATION NO: 12

INVOICE NO: 12 **FINAL**

PERIOD: 03/01/25 - 03/31/25

PROJECT NO: 2323004-000

CONTRACT DATE:

JDE REPORTING JOB NO: 2323004-000

DBOT

4/24/2025

3.4

CONSENT

FROM CONTRACTOR:

VIA ARCHITECT/ENGINEER:

CONTRACT FOR: PHSC EC - Fire Academy Phase 2

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$1,824,526.00
2. Net change by change orders	\$(24,251.22)
3. Contract Sum to date (Line 1 ± 2)	\$1,800,274.78
4. Total completed and stored to date (Column G on detail sheet)	\$1,800,274.78
5. Retainage:	
a. Completed Work	\$0.00
b. Stored Material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$1,800,274.78
7. Less previous certificates for payment (Line 6 from prior certificate)	\$1,710,107.94
8. Current payment due:	\$90,166.84
9. Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	TOTAL
Total changes approved in previous months by Owner/Client:	\$0.00
Total approved this month:	\$-24,251.22
Net changes by change order	\$-24,251.22

WARNING! WIRE FRAUD ADVISORY:

Wire fraud and email hacking/phishing attacks are on the rise! If you receive an email containing wire transfer instructions, DO NOT RESPOND TO THE EMAIL! In an effort to protect our clients from fraudulent attempts to change payment instructions, all requests to modify payment instructions should be viewed as suspicious. Skanska USA Building **DOES NOT** alter its wiring instructions. If you receive new wire instructions, please notify Ziggy Cartagena immediately via **PHONE ONLY** at (973) 703-5378.

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR:

DocuSigned by:

Gustavo Lyda
0AB56BA77FB3408

By:

Date: March 14, 2025

State of: Florida

County of: Hillsborough

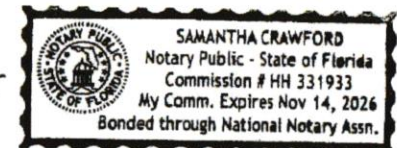
Subscribed and sworn to before

me this 14th day of March 2025

Notary Public: Samantha Crawford

My commission expires

November 14, 2026



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$90,166.84

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By:

Digitally signed by
trust_43ccdbb1-1e24-4465-9b91-
a95e9e4c15cf
DN:
cn=trust_43ccdbb1-1e24-4465-9b91-
1-a95e9e4c15cf
Date: 2025.03.18 13:33:59 -05'00'

Date: 03/18/25

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

TO OWNER/CLIENT:

Pasco Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654

PROJECT:

PHSC - Continuing Services
10230 Ridge Road
New Port Richey, Florida 34654

APPLICATION NO: 17

INVOICE NO: 17 **FINAL**

PERIOD: 03/01/25 - 03/31/25

PROJECT NO: 2323004-000

CONTRACT DATE:

JDE REPORTING JOB NO: 2323004-000

FROM CONTRACTOR:

Skanska USA Building Inc. (FL-Tampa)
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602

VIA ARCHITECT/ENGINEER:**CONTRACT FOR:** PHSC EC - Fire Academy**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$2,174,996.00
2. Net change by change orders	\$(13,255.06)
3. Contract Sum to date (Line 1 ± 2)	\$2,161,740.94
4. Total completed and stored to date (Column G on detail sheet)	\$2,161,740.94
5. Retainage:	
a. Completed Work	\$0.00
b. Stored Material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$2,161,740.94
7. Less previous certificates for payment (Line 6 from prior certificate)	\$2,051,946.53
8. Current payment due:	\$109,794.41
9. Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	TOTAL
Total changes approved in previous months by Owner/Client:	\$0.00
Total approved this month:	\$-13,255.06
Net changes by change order	\$-13,255.06

WARNING! WIRE FRAUD ADVISORY:

Wire fraud and email hacking/phishing attacks are on the rise! If you receive an email containing wire transfer instructions, DO NOT RESPOND TO THE EMAIL! In an effort to protect our clients from fraudulent attempts to change payment instructions, all requests to modify payment instructions should be viewed as suspicious. Skanska USA Building DOES NOT alter its wiring instructions. If you receive new wire instructions, please notify Ziggy Cartagena immediately via **PHONE ONLY** at (973) 703-5378.

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Skanska USA Building Inc. (FL-Tampa)

DocuSigned by:

By: Gustavo Lyda
0AB66BA77FB3408...

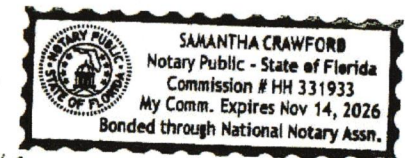
Date: March 14, 2025

State of: FloridaCounty of: Hillsborough

Subscribed and sworn to before

me this 14th day of MarchNotary Public: S. Sanchez 2025

My commission expires

November 14, 2026**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

\$109,794.41

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By:

Digitally signed by
trust_43ccdbb1-1e24-4465-9b91-
a95e9e4c15cd
DN:
cn=trust_43ccdbb1-1e24-4465-9b91-
a95e9e4c15cd
Date: 2025.03.18 13:32:24 -05'00'

Date: 03/18/25

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER/CLIENT:
Pasco-Hernando State College
United States

FROM CONTRACTOR:
The AD Morgan Corporation
716 N. Renellie Dr. Tampa, Florida 33609 United States

PROJECT:
Gowers Corner Apprenticeship Program
10230 Ridge Road
New Port Richey, Florida 34654

VIA ARCHITECT/ENGINEER:
Curtis Frey (Harvard Jolly Architecture)
2714 Dr. ML King Jr. St. N St. Petersburg, Florida 33704
United States

APPLICATION NO: 7
INVOICE NO: 7
PERIOD: 02/01/25 - 02/28/25
PROJECT NOs: P2023-028

CONTRACT DATE:

DISTRIBUTION TO:

CONTRACT FOR: Gowers Corner Apprenticeship Program- P0000926

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. Original Contract Sum	\$903,911.00
2. Net change by change orders	(\$44,916.37)
3. Contract sum to date (line 1 ± 2)	\$858,994.63
4. Total completed and stored to date (Column G on detail sheet)	\$858,994.63
5. Retainage:	
a. 0.00% of completed work	\$0.00
b. 0.00% of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$0.00
6. Total earned less retainage (Line 4 less Line 5 Total)	\$858,994.63
7. Less previous certificates for payment (Line 6 from prior certificate)	\$806,784.12
8. Current payment due	\$52,210.51
9. Balance to finish, including retainage (Line 3 less Line 6)	\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$552,839.27	(\$552,839.27)
Total approved this Month:	\$1,367.47	(\$46,283.84)
Totals:	\$554,206.74	(\$599,123.11)
Net changes by change order:	(\$44,916.37)	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: The AD Morgan Corporation

By: [Signature]

Date: 3/25/25

State of: Florida

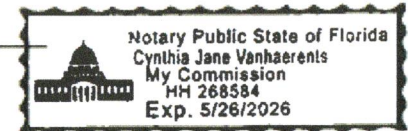
County of: Hillsborough

Subscribed and sworn to before

me this 25th day of March, 2025

Notary Public: Cynthia Jane Vanhaerents

My commission expires:



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$52,210.51

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT/ENGINEER: Harvard Jolly | PBK

By: Philip L. Trezza Jr.

Date: March 27, 2025

This certificate is not negotiable. The amount certified is payable only to the contract named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

SKANSKA

PCCO #001

Skanska USA Building Inc.
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602
Phone: (813) 282-7100
Fax: (813) 281-3262

Project: 2323004-000 - PHSC - Continuing Services
10230 Ridge Road
New Port Richey, Florida 34654
JDE Reporting Job No: 2323004-000

Prime Contract Change Order (PCCO)

TO:	Pasco Hernando State College 10230 Ridge Road New Port Richey, Florida 34654	FROM:	
PCCO NUMBER:	001	TITLE	CE #014-004 - PHSC EC - Building A Mini-Split - Final Reconciliation CO
DATE CREATED:	2/19/2025	DUE DATE:	/
CONTRACT NUMBER:	OWNER-014	CONTRACT FOR:	PHSC EC - Building A - Mini-Split
SCHEDULE IMPACT:		REVISED SUBSTANTIAL COMPLETION DATE:	/
DESCRIPTION:	CE #014-004 - PHSC EC - Building A Mini-Split - Final Reconciliation CO	COST IMPACT:	(\$31,418.38)

ATTACHMENTS:

ADDITIONAL INFORMATION

PCCO FORMAT:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
1	CE #014-004 - PHSC EC - Building A Mini-Split - Final Reconciliation CO		(\$31,418.38)
Total:			(\$31,418.38)

The original (Contract Sum)	\$91,243.00
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$91,243.00
The contract sum would be changed by this Change Order in the amount of	(\$31,418.38)
The new contract sum including this Change Order will be	\$59,824.62
The contract time will not be changed by this Change Order.	

Pasco Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654

Florida Architects
103 W. 5th Street
Panama City, Florida 32401

Skanska USA Building Inc. (FL-Tampa)
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602

SIGNATURE **DATE**

SIGNATURE **DATE**

DocuSigned by:
Brian Peterson February 19, 2025
B58B0A7BC20C40E...
SIGNATURE **DATE**

SKANSKA**PCCO #003**Skanska USA Building Inc.
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602
Phone: (813) 282-7100
Fax: (813) 281-3262Project: 2323004-000 - PHSC - Continuing Services
10230 Ridge Road
New Port Richey, Florida 34654
JDE Reporting Job No: 2323004-000**Prime Contract Change Order (PCCO)**

TO:	Pasco Hernando State College 10230 Ridge Road New Port Richey, Florida 34654	FROM:	
PCCO NUMBER:	003	TITLE	CE #009-028 - PHSC EC Burn Building 2 - Final Reconciliation Change Order
DATE CREATED:	3/04/2025	DUE DATE:	/
CONTRACT NUMBER:	OWNER-009	CONTRACT FOR:	PHSC EC - Fire Academy Phase 2
SCHEDULE IMPACT:		REVISED SUBSTANTIAL COMPLETION DATE:	/
DESCRIPTION:	CE #009-028 - PHSC EC Burn Building 2 - Final Reconciliation Change Order	COST IMPACT:	(\$24,251.22)

ATTACHMENTS:**ADDITIONAL INFORMATION****PCCO FORMAT:****POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:**

PCO #	Title	Schedule Impact	Amount
003	CE #009-028 - PHSC EC Burn Building 2 - Final Reconciliation Change Order		(\$24,251.22)
Total:			(\$24,251.22)

The original (Contract Sum)	\$1,824,526.00
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$1,824,526.00
The contract sum would be changed by this Change Order in the amount of	(\$24,251.22)
The new contract sum including this Change Order will be	\$1,800,274.78
The contract time will not be changed by this Change Order.	

Pasco Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654**Florida Architects**
103 W. 5th Street
Panama City, Florida 32401**Skanska USA Building Inc. (FL-Tampa)**
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602**SIGNATURE****DATE****SIGNATURE****DATE**

DocuSigned by:

Brian Peterson March 5, 2025

SIGNATURE**DATE**

Skanska USA Building Inc.

SKANSKA**PCCO #001**

Skanska USA Building Inc.
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602
Phone: (813) 282-7100
Fax: (813) 281-3262

Project: 2323004-000 - PHSC - Continuing Services
10230 Ridge Road
New Port Richey, Florida 34654
JDE Reporting Job No: 2323004-000

Prime Contract Change Order (PCCO)

TO:	Pasco Hernando State College 10230 Ridge Road New Port Richey, Florida 34654	FROM:	Skanska USA Building Inc. (FL-Tampa) 400 N. Ashley Dr. Suite 400 Tampa, Florida 33602
PCCO NUMBER:	001	TITLE	CE #007-029 - PHSC EC - Burn Building - Final Reconciliation Change Order
DATE CREATED:	3/04/2025	DUE DATE:	/
CONTRACT NUMBER:	OWNER-007	CONTRACT FOR:	PHSC EC - Fire Academy
SCHEDULE IMPACT:		REVISED SUBSTANTIAL COMPLETION DATE:	/
DESCRIPTION:	<u>CE #007-029 - PHSC EC - Burn Building - Final Reconciliation Change Order</u>	COST IMPACT:	(\$13,255.06)

ATTACHMENTS:

001

ADDITIONAL INFORMATION**PCCO FORMAT:****POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:**

PCO #	Title	Schedule Impact	Amount
001	CE #007-029 - PHSC EC - Burn Building - Final Reconciliation Change Order		(\$13,255.06)
Total:			(\$13,255.06)

The original (Contract Sum)	\$2,174,996.00
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$2,174,996.00
The contract sum would be changed by this Change Order in the amount of	(\$13,255.06)
The new contract sum including this Change Order will be	\$2,161,740.94
The contract time will not be changed by this Change Order.	

Pasco Hernando State College
10230 Ridge Road
New Port Richey, Florida 34654

Florida Architects
103 W. 5th Street
Panama City, Florida 32401

Skanska USA Building Inc. (FL-Tampa)
400 N. Ashley Dr. Suite 400
Tampa, Florida 33602

SIGNATURE**DATE****SIGNATURE****DATE****SIGNATURE****DATE**

Skanska USA Building Inc.

PASCO-HERNANDO STATE COLLEGE
STATE BOARD OF ADMINISTRATION INVESTMENT REPORT
JAN 2025

DBOT
4/24/2025
4.1
CONSENT

ACTUAL INVESTMENT FOR THE MONTH OF JAN 2025

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 5,935,284.68	\$ 5,958,315.56	4.57%	23,030.88
CURRENT FUNDS - RESTRICTED	68,950.75	69,218.30	4.57%	267.55
AUXILIARY FUNDS	4,235,106.91	4,251,540.54	4.57%	16,433.63
SCHOLARSHIP FUNDS	78,725.53	79,031.01	4.57%	305.48
AGENCY FUNDS			4.57%	
UNEXPENDED PLANT FUND	<u>2,629,376.56</u>	<u>2,639,579.42</u>	4.57%	<u>10,202.86</u>
TOTALS	<u><u>12,947,444.43</u></u>	<u><u>\$ 12,997,684.83</u></u>		<u><u>50,240.40</u></u>

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

PASCO-HERNANDO STATE COLLEGE
STATE BOARD OF ADMINISTRATION INVESTMENT REPORT
FEB 25

ACTUAL INVESTMENT FOR THE MONTH OF FEB 2025

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 5,958,315.56	\$ 5,979,043.87	4.53%	20,728.31
CURRENT FUNDS - RESTRICTED	69,218.30	69,459.10	4.53%	240.80
AUXILIARY FUNDS	4,251,540.54	4,266,331.17	4.53%	14,790.63
SCHOLARSHIP FUNDS	79,031.01	79,305.95	4.53%	274.94
AGENCY FUNDS			4.53%	
UNEXPENDED PLANT FUND	<u>2,639,579.42</u>	<u>2,648,762.23</u>	4.53%	<u>9,182.81</u>
TOTALS	<u>12,997,684.83</u>	<u>\$ 13,042,902.32</u>		<u>45,217.49</u>

* 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
DEC 2024

ACTUAL INVESTMENT FOR THE MONTH OF DEC 2024

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST **	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 7,465,458.80	\$ 7,487,532.05	3.5990%	\$ 22,073.25
CURRENT FUNDS - RESTRICTED	662.41	664.37	3.5990%	1.96
AUXILLARY FUNDS	2,293,325.05	2,300,105.76	3.5990%	6,780.71
SCHOLARSHIP FUNDS	15,560.48	15,606.49	3.5990%	46.01
AGENCY FUNDS	0.00	0.00	3.5990%	
UNEXPENDED PLANT FUND	<u>2,806,943.59</u>	<u>2,815,242.93</u>	3.5990%	<u>8,299.34</u>
TOTALS	<u>\$ 12,581,950.33</u> *	<u>\$ 12,619,151.60</u>		<u>\$ 37,201.27</u> **

* 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
SPECIAL PURPOSE INVESTMENT ACCOUNT REPORT
JAN 2025

ACTUAL INVESTMENT FOR THE MONTH OF JAN 2025

COLLEGE FUND	INVESTMENT BALANCE BEGINNING OF MONTH	INVESTMENT BALANCE END OF MONTH	% RATE OF INTEREST **	AMOUNT OF INTEREST
CURRENT FUNDS - UNRESTRICTED	\$ 7,487,532.05	\$ 7,509,491.66	3.4486%	\$ 21,959.61
CURRENT FUNDS - RESTRICTED	664.37	666.32	3.4486%	1.95
AUXILLARY FUNDS	2,300,105.76	2,306,851.56	3.4486%	6,745.80
SCHOLARSHIP FUNDS	15,606.49	15,606.12	3.4486%	45.64
AGENCY FUNDS	0.00	0.00	3.4486%	
UNEXPENDED PLANT FUND	<u>2,815,242.93</u>	<u>2,815,205.94</u>	3.4486%	<u>8,232.35</u>
TOTALS	<u>\$ 12,619,151.60</u> *	<u>\$ 12,647,821.60</u>		<u>\$ 36,985.35</u> **

* Funds are invested with the Florida State Division of Treasury Special Purpose Investment Account.

** Prior Month's Interest and Interest Rate



Inter-Office Memorandum

To: Jesse Pisors, Ed.D., President

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

Date: April 24, 2025

Subject: Request Approval for Disposal/Write-off of College Property

The following equipment items are obsolete, damaged, destroyed, broken not repairable and are recommended for write-off and disposal in accordance with the College's Property Procedures Manual. Write-off and disposal of these items requires approval from the President's Leadership Team and the District Board of Trustees.

Decal #	Description	Inventory Date	Cost
17718	Server, PowerEdge R730	08/03/2009	\$ 6,801.91
19033	Server, PowerEdge R815	04/12/2011	\$10,300.24
20487	Server, PowerEdge, R730	06/23/2016	\$ 9,017.83
20642	Server, PowerEdge R710	05/16/2017	\$ 8,184.37

Total obsolete, damaged, destroyed, broken not repairable: \$34,304.35

The following equipment item is to be cannibalized 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 Leadership Team and the District Board of Trustees.

Decal #	Description	Inventory Date	Cost
19958	Manikin, High Fidelity, EMS	02/18/14	\$63,653.00

Total to be cannibalized: \$63,653.00

Total amount to write-off: \$97,957.35

**PASCO-HERNANDO STATE COLLEGE
EXECUTIVE SUMMARY
APPROVAL TO WRITE-OFF UNCOLLECTED ACCOUNTS**

In accordance with District Board of Trustees Rule 6Hx19-5.36 and District Board of Trustees practice, the college writes-off accounts that are or will be two years old or older as of June 30 of the current fiscal year.

All accounts to be written off have been assigned to Conserve Collection Agency and the college will continue to aggressively pursue collection of these accounts after write-off approval.

The annual write-off request is divided into four sections: State and Other Receivables, Title IV Receivables, Financial Aid Deferment Receivables and Veterans Deferments/ Receivables.

State and Other Receivables

This category consists of overpayments for Bright Futures Scholarships which are due to loss of eligibility based on a student's actions after the award was made. This category also contains debts for returned checks that cannot be submitted to the State Attorney's Office for collection, and debts of deceased students. The largest subcategory is the General Student Receivables for tuition and books. This subcategory includes debts for students whose accounts were not paid by the associated third party due to the student not complying with the third party's rules for tuition and book reimbursement.

Title IV Receivables

This category consists of debts caused by students withdrawing from all of their courses prior to completing 60% of the term. Title IV funds include Pell Grant, Supplemental Education Opportunity Grants (SEOG), and Direct Loans. The calculation of this debt is mandated by the Federal Department of Education.

Financial Aid Deferments Receivable

Financial Aid can choose to defer a student's fees if the college is waiting on final corrected information from the U.S. Department of Education. However, if a student takes actions that affect enrollment or a subsequent event happens that was not evident to financial aid prior to the deferment being awarded, the result may be that the student receives less funds than the amount deferred which results in the student owing a balance to the college.

Veterans Deferments Receivables.

Based on Florida Statute, the college is required to offer fee deferments for military veterans. The amount of fees that the Veterans Administration will cover is based on the specific chapter in law under which the veteran qualifies for educational benefits. The Pre-9/11 veteran's deferments are grouped by campus. Under the Pre-9/11 chapters, educational funds are directly sent to the veteran. It is the

veteran's responsibility to pay off the fee deferment with the school. These receivables occur when students do not use their funds to pay off their deferment of fees. The Post-9/11 (Ch. 33) deferments are in a separate category. Under this chapter, the veteran's funds are sent directly to the school based on the amount hours the school certifies for the student. These receivables occur when a student takes action that affects their enrollment after the student is certified by the college. If the changes cause the student's certified hours to be less than originally reported, the school will receive less VA funding for that student than originally anticipated.

PASCO-HERNANDO STATE COLLEGE
Financial Services Office
Memorandum

To: Jesse Pisors, President
CC: Brian Horn, Executive Vice President Administration/Chief Financial Officer
Date: April 1, 2025
Subject: Approval to Write-Off Uncollected Accounts

Approval is requested to write-off uncollected accounts that will be 2 years old or older as of June 30, 2025 consistent with Board Rule 6Hx19-5.36. All of the accounts listed herein for write-off are currently assigned to Conserve Inc. for further collection. The college will continue to pursue collection of these accounts after write-off approval. Due to these delinquent accounts, students are placed on a hold status and are unable to register, receive aid, and transcripts.

Category	FY 2025	
	Amount	% of Total
STATE & OTHER RECEIVABLES		
State Aid Overpayments	-	0.00%
Deceased Students	-	0.00%
Returned Checks	-	0.00%
General Student Receivable Tuition	15,479.36	6.41%
General Student Receivable Books	2,607.78	1.08%
Non-Student Receivable	-	0.00%
Library Book Receivables	-	0.00%
SUB-TOTAL	18,087.14	7.48%
TITLE IV RECEIVABLES		
Federal Institutional Overpayment (1)	\$ 76,439.19	31.64%
Federal Institutional Overpayment Books	6,976.25	2.89%
Federal Title IV Overpayment Tuition (2)	107,067.37	44.32%
Federal Title IV Overpayment Books	14,062.40	5.82%
SUB-TOTAL	204,545.21	84.67%
FINANCIAL AID DEFERMENT RECEIVABLES		
Financial Aid Deferment	\$ 4,538.08	1.88%
Veterans Deferment	14,414.46	5.97%
SUB-TOTAL	18,952.54	7.85%
TOTAL	\$ 241,584.89	100.00%

- (1) When a student withdraws from their courses before completing 60% of the term the amount of Title IV Grant the student has earned as of their last date of attendance must be calculated. Any amount spent over the new calculated award must be billed to the student
- (2) Changes to student enrollment, non-attendance, and any other loss of eligibility for Title IV funding other than student withdrawals as stated above, must be billed to the student.

6Hx19-2.39 RESOLUTION OF EMPLOYEE/APPLICANT GRIEVANCES

The purpose of this Board Rule is to provide a procedure to address grievances for employees and applicants for employment and to secure, at the lowest possible level, resolutions to employee/applicant grievances, and to guarantee an orderly process by which these resolutions may be pursued:

- STEP 1:** Grievances shall be lodged in writing with an employee's immediate or hiring supervisor within 60 working days after the act giving rise to the grievance occurs. Within five (5) working days after the receipt of a grievance, the supervisor shall meet with the individual in an effort to resolve the grievance. Within five (5) working days of this meeting, the supervisor shall notify the individual of the disposition of the grievance.
- STEP 2:** If the individual believes that the disposition of the grievance at Step 1 is incorrect, an appeal may be filed in writing with the Campus Provost if a campus position, or with a Vice President if a District Office position. This appeal must be filed within 15 working days of the employee's receipt of the Step 1 disposition.
- STEP 3:** If the individual believes that the disposition at Step 2 is incorrect, it may be appealed in writing to the President within 15 days after the receipt of the Step 2 disposition.

STEP 4:

The individual grievant may request assistance from the appropriate representative in accordance with established procedures at any point during the grievance process. Student grievances shall be directed to Student Affairs representatives, unless it relates to tasks in a student worker position. If it is a grievant due to a student worker position, the student will follow the employee grievance procedure. Employee grievances shall be directed to Employee Relations. These representatives are not to act as legal counsel or formal advocates for the grievant but may assist in defining the issue(s) and facilitating communication with relevant campus officials. When such assistance is requested, the designated representative shall monitor the progress of the case to its conclusion.
~~The individual grievant may request assistance from the Director of Global and Multicultural Awareness and Special Assistant to the President in accordance with appropriate procedures, at any point during the grievance process. Director of Global and Multicultural Awareness and Special Assistant to the President is not to represent the grievant, but only to aid the complainant in defining the issue(s) and arranging appointments with campus officials. When such assistance is requested, the Director of Global and Multicultural Awareness and Special Assistant to the President shall monitor progress of the case to its conclusion.~~

- EXCEPTION:** A grievance alleging harassment may be filed directly with the Campus Provost by a campus position, or with a Vice President if a District Office position. If the allegation is against a Campus Provost or a Vice President, the grievance may be filed directly with the President.

The President shall render the final disposition of the grievance (appeal) in writing within 15 days of the date that the appeal was filed with the President's Office.

At all stages of the investigation, the existence of the grievance, the parties ~~involved~~involved, and all other related information shall be treated as confidential and disclosed only to witnesses and others involved and only to the extent disclosure assists in the investigation or is necessary

for the investigative process.

No person filing a complaint under this section shall be subject to any adverse action by the College or any employee of the College. Any person acting in a manner deemed to be retaliatory for the filing of a complaint under this Rule shall be subject to appropriate disciplinary action. Any person filing a complaint under this Rule, which complaint is determined to have been filed in bad faith or for purposes of harassment, embarrassment or to disrupt the orderly operation of the College may be subject to disciplinary action.

Rule Adopted: 9/13/73; 8/25/75; 8/16/76; 11/19/79; 6/13/83; 5/19/86; 11/16/87; 7/11/88; 10/21/97; 1/16/07; ■10/08/07; ■09/02/08; ■11/20/17

Effective Date: 9/13/73; 10/7/75; 9/15/76; 11/19/79; 6/13/83; 5/19/86; 11/16/87; 7/11/88; 10/21/97; 1/16/07; ■10/08/07; ■09/02/08; ■11/20/17

- *President's Cabinet approval – Non-Substantive/Editorial*
- *President's Administrative Leadership Team approval – Non-Substantive/Editorial*

Legal Authority:

General Authority: Florida Statutes: 1000.05; 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-19.001-010

Law Implemented: Florida Statutes: 112.042; 112.043; 1000.05; 1001.64((1)(2)(4)(18)(43)(44); 1001.65(1)(3)(16)(24)

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

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

April 24, 2025

District Board of Trustees Rule 6Hx19-2.39

RESOLUTION OF EMPLOYEE/APPLICANT GRIEVANCES

PURPOSE:

The proposed amendment revises the language for grievants who want to request assistance during the process of a employee/applicant grievance and the names of departments that are available to assist the grievant.

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, including faculty and temporary employees.

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).

6Hx19-2.26 PERSONNEL DEFINITIONS

The purpose of this Board Rule is to establish personnel definitions used to describe the types and conditions of employment by the Board.

- A. The employment of all regular College personnel must be recommended by the President and approved by the District Board of Trustees. All employees at the College serve at the will of the President. The College's full-time personnel are classified in one of the following six categories:

1. EXECUTIVE ~~AND ADMINISTRATIVE~~ PERSONNEL

Executive ~~and Administrative~~ Personnel are employees whose primary responsibilities are planning, organizing, and directing the operations of the College. Such assignments require the performance of work directly related to the implementation of requirements under Federal and State Statutory law, the Florida Administrative Code, and Rules of the District Board of Trustees and ensuring the development of and compliance with College procedures. The duties and responsibilities of Executive ~~and Administrative~~ Personnel customarily and regularly require the individual to exercise discretion and independent judgment, and to direct the work of others. Duties and responsibilities involve creating and supporting the appropriate leadership, structure and supports necessary to carry out the vision and mission of the College, including allocation of resources and accountability for their assigned area(s):

- ~~1. directing, scheduling and supervising other employees;~~
- ~~2. evaluating and recommending the employment or termination of other employees;~~
- ~~3. allocating, managing, and scheduling resources and facilities; and~~
- ~~4. serving in positions involving planning, development, and utilization of personnel, financial resources, and facilities.~~

The College's Executive ~~and Administrative~~ Personnel include the College's Vice Presidents, Associate Vice Presidents and Campus Provosts. These employees are placed on annual or multi-year contracts. Their ~~salary~~ levels and contract terms are determined annually by the President and recommended to the Board for approval.

2. MANAGERIAL AND OTHER ACADEMIC ADMINISTRATIVE PERSONNEL

~~Managerial and Other Academic~~Administrative Personnel are employees who possess

~~a high level of expertise and have principal responsibilities in one of the following areas: academic, academic technology, institutional development, finance, human resources, institutional advancement, institutional technology, legal, management information systems, student development, and facilities planning and plant operations, whose assignments customarily and regularly require the individual to use discretion and independent judgment and directly oversee the work of others in carrying out College policies and procedures. Duties and responsibilities involve: (1) directing, scheduling and supervising other employees; (2) evaluating and recommending the employment or termination of other employees; (3) allocating, managing, and scheduling resources and facilities; and (4) serving in positions involving planning, development, and utilization of personnel, financial resources, and facilities.~~

The College's ~~Managerial and Other Academic~~Administrative Personnel include Deans, Associate Deans, Assistant Deans, Executive Directors, Directors, ~~and Associate Directors~~Managers, and Coordinators. ~~Managerial and Other Academic~~Administrative Personnel ~~at Pay Group I and above~~ are ~~usually~~ placed on annual contracts and may be assigned teaching responsibilities. All ~~Managerial and Other Academic~~Administrative Personnel are considered exempt employees in accordance with the Fair Labor Standards Act. Terms of employment may be dependent upon the major- source of funding for each position.

3. MANAGERIAL AND PROFESSIONAL / TECHNICAL PERSONNEL

~~Managerial and as outlined in the SOC, Professional / Technical positions generally consist of professions within Architecture and Engineering, Computer and Mathematical, or Healthcare Practitioners and Technical within Healthcare. Professional / Technical Personnel are employees whose assignments customarily and regularly require the individual to use discretion and independent judgment and may direct the work of others in carrying out College policies and procedures, who possess a high level of training, education and expertise with principal responsibilities in one of the following areas: academic, academic technology, institutional development, finance, human resources,~~

institutional advancement, institutional technology, legal, management information systems, student development, and facilities planning and plant operations. Their training is of a technical and advanced nature that entails the performance of confidential duties. The College's Managerial and Professional / Technical Personnel include Managers, Coordinators, Assistant Directors, Specialists, Programmer/Analysts, Librarians, Staff Accountants, Computer Operators, Executive Administrative Assistants, and Laboratory Technicians. but are not limited to: Application Developer, Functional Analyst, Project Manager, Data Analyst, Webmaster, Plans Reviewer/Building Inspector, and Coordinators, among others

Managerial and Professional / Technical Personnel may either be exempt or non-exempt employees, depending on their respective duties and responsibilities, in accordance with the Fair Labor Standards Act.

4. ORGANIZATIONAL SUPPORT STAFF SUPERVISORY AND CAREER CONFIDENTIAL PERSONNEL

Supervisory and Career Confidential Organizational Support Staff Personnel consist of hourly Career Employees who support administration and day-to-day operations, including clerical and facilities maintenance. Organizational Support Staff generally follow established procedures and do not perform supervisory and confidential duties. Their assignments customarily and regularly require the use of particular discretion and independent judgment in handling information and implementing College policies and procedures. The College's Supervisory and Career Confidential Personnel Organizational Support Staff include Administrative Assistants, Staff Assistants, Senior Office Assistants, and Store

Associates, Trades Workers and Groundskeepers, All Supervisory and Career Confidential Personnel are non-exempt employees in accordance with the Fair Labor Standards Act.

5. CAREER EMPLOYEES

Organizational Support Staff Personnel Career Employees are employees of the College who do not require annual reappointment except as reclassifications are recommended. Career Employees personnel include full-time and part-time Groundskeeper/Custodians. All Organizational Support Staff Career Employees are non-exempt employees in accordance with the Fair Labor Standards Act.

65. INSTRUCTIONAL PERSONNEL

Instructional Personnel consist of full-time faculty whose primary function is instruction or coordination of instructional programs. Instructional Personnel will be placed on the Instructional Pay Plan for 162 Duty Days, which is composed of Instructional Levels I, II+30, ~~II+15~~, II, and III. Instructional Personnel are usually issued ~~either~~ a 162-duty day contract. Instructional Personnel are recommended by the President and appointed by the District Board of Trustees to annual contracts and are eligible to be considered for a continuing contract after five (5) years of satisfactory service with the College in accordance with Florida Administrative Code 6A-14.0411, *Employee Contracts for Full Time Faculty*, and District Board of Trustees Rule 6Hx19-2.55, *Employee Contracts for Full Time Faculty*. The terms “faculty” and “instructor” are used interchangeably when describing the duties and responsibilities of Instructional Personnel. The Board may designate ~~full~~-full-time faculty positions that are not eligible for continuing contract. Faculty members employed in such position may be appointed to annual or multiple year contracts as determined by the Board on recommendation of the President.

- B. The College’s Supplemental Salary Schedule identifies numerous categories where full-time and part-time personnel are compensated for the performance of specific duties. The following personnel definitions pertain to supplemental assignments and adjunct faculty:

1. SUPPLEMENTAL ASSIGNMENTS

Supplemental Assignments pertain to duties performed by the College’s full-time and part-time employees that qualify for supplementary pay. Supplemental Assignments include: classroom instruction by full-time instructional personnel beyond their assigned teaching load; substitute instruction; serving as a Department Chair, Program Coordinator, or Head Coach; providing instruction for postsecondary adult vocational or continuing workforce education courses; or other designated duties. Supplemental Assignments shall not carry an expectation of reappointment. An administrative determination to not reappoint an individual to a supplemental assignment shall not be regarded as disciplinary action.

2. ADJUNCT FACULTY

Adjunct Faculty are those part-time Instructional Personnel who have agreed to teach on an as needed basis. Adjunct faculty must meet the

same qualifications as their full-time faculty counterparts as identified in the *Pasco-Hernando Community College Faculty Credentials and Qualifications Manual*. They are considered as Instructional Personnel with respect to campus activities and associations, but do not accrue employee benefits or any College obligation for employment beyond the term for which they are employed.

- C. The following definitions pertain to the type of employment available at the College:

1. FULL-TIME EMPLOYMENT

Employment in a full-time budgeted position shall be compensated in accordance with the College's Classification Plan and Salary Schedules and includes fringe benefits.

2. PART-TIME EMPLOYMENT

Employment in a budgeted part-time position with the College that entails less than the normal, full-time workload for that classification and does not include the same level of fringe benefits as provided to a full-time employee.

3. GRANT PERSONNEL

Grant Personnel are College employees who receive part or all of their compensation from grant sources, either through the College or directly from other agencies. These individuals are employed for the specific period funded by the grant and do not accrue any obligation by the College for employment after termination of the grant. Grant Personnel should not expect to be offered continuing employment. While providing services to the College, Grant—

Personnel are considered College employees and have the rights and privileges of employees of the same classification, level and/or rank as contained in the College's Classification Plan and Salary Schedules. Grant Personnel receive fringe benefits comparable to a full-time employee.

4. TEMPORARY EMPLOYMENT

Temporary Employment shall mean a position for a period of time generally including a beginning and ending date for a noncontinuing task. It— is considered as Other Personal Services (OPS) and accrues no fringe benefits, except as required by law for health benefits.

Rule Adopted:

2/1/73; 5/21/74; 8/25/75; 5/17/76; 8/21/78; 8/20/79; 9/17/79;
11/19/79; 8/17/81; 7/13/87; 11/16/87; 7/17/90; 10/21/97;
11/18/08; 07/16/13

Effective Date:

2/1/73; 5/21/74; 10/7/75; 6/22/76; 8/21/78; 8/20/79; 9/17/79;
11/19/79; 8/17/81; 7/13/87; 11/16/87; 7/17/90; 10/21/97;
11/18/08; 07/16/13

Reviewed:

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

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012;

Other References: Florida Administrative Code: 6A-14.002; 6A-14.041;
6A-14.0411

Law Implemented:

Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);
1001.65(1)(3)(13)(16)(~~24~~23); 1012.82; 1012.83; 1012.855; 29
United States Code, Sections 201-219 (the Fair Labor
Standards Act)

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

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

April 24, 2025

District Board of Trustees Rule 6Hx19-2.26

PERSONNEL DEFINITIONS

PURPOSE:

The proposed amendment revises the definitions of Executive Personnel and their duties and responsibilities; re-names “Managerial and Other Academic Personnel” to “Administrative Personnel” and amends the definition and duties and responsibilities of Administrative Personnel; re-names “Managerial/Technical Personnel” to “Professional/Technical Personnel” and amends the definition and duties and responsibilities of Professional/Technical Personnel; re-names “Supervisory and Career Confidential Personnel” to “Organizational Support Staff Personnel” and amends the definition and duties and responsibilities of Organizational Support Staff Personnel; the amendment revises the instructional level of Instructional Personnel by removing the II+15 Level; the amendment clarifies that Temporary Employees shall receive health benefits as required by law.

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, including faculty and temporary employees.

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).

6Hx19-2.29 CLASSIFICATION AND PAY PLANS FOR PERSONNEL

The purpose of this Board Rule is to establish Board policy for the classification and pay plans for College personnel.

Definitions for the various categories of College personnel - are contained in District Board of Trustees Rule 6Hx19-2.26, *Personnel Definitions*. The College's Classification Plan and Salary Schedules are approved annually by the Board as a component of the annual operating budget. The class titles for various positions and the established the pay group for each class are contained in Internal Management Memorandum #2-12 *Salary and Classification Plan*. Each approved position has an official *Job Description* that defines its general duties and responsibilities.

Compensation for the College's full-time personnel will be based upon one of the following ~~six-five~~ salary schedules:

1. Executive ~~and Administrative~~ Personnel
2. ~~Managerial and Other Academic~~ Administrative Personnel
3. ~~Managerial and~~ Professional / Technical Personnel
4. ~~Supervisory and Career Confidential~~ Organizational Support Staff Personnel
~~Career Employees~~
5. Instructional Personnel

Executive ~~and Administrative~~ Personnel have a pay plan that includes salary ranges. The salaries and contract terms for individuals in the Executive ~~and Administrative~~ Personnel pay plan are negotiated individually with the President.

~~Managerial and Other Academic~~ Administrative Personnel, ~~Managerial and~~ Professional Technical Personnel, ~~Supervisory and Career Confidential Personnel and Career Employees~~ Organizational Support Staff Personnel each have separate pay plans that contain Pay Groups and corresponding salary ranges.

Instructional Personnel have a pay plan that includes Instructional Levels I, II +30, ~~II +15~~, II, and III with corresponding salary ranges.

Upon recommendation by the President and with the approval of the District Board of Trustees, an employee may receive a salary increase. Under normal circumstances, an employee must be employed by the College on or before December 31st to be eligible for a salary increase.

All new employees, except those who are classified and paid on the Instructional Pay Plan, will begin at the base salary for their respective salary schedule. The President may establish procedures to recommend a starting salary above the base where the individual

has extraordinary qualifications applicable to the position or other extenuating circumstances.

The starting salary for new Instructional Personnel is established in accordance with Board Rule 6Hx19-2.28, *Criteria for Appointment to Instructional Salary Schedule*.

An employee who is employed on less than a full-time basis or in the category of "Other Personal Services" (OPS) will be paid at the rate established for the base salary in the appropriate salary schedule, except under extenuating circumstances as approved by the President.

Rule Adopted: 8/25/75; 5/17/76; 8/21/78; 11/19/79; 8/17/81; 6/15/87; 11/16/87; 10/17/95; 10/21/97; 7/17/01; 11/18/08

Effective Date: 10/7/75; 6/22/76; 8/21/78; 11/19/79; 8/17/81; 6/15/87; 11/16/87; 10/17/95; 10/21/97; 7/17/01; 11/18/08

Reviewed:

President's Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1012

Other References: Florida Administrative Code: 6A-14.002; 6A-14.041

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(11)(18)(43)(44); 1001.65(1)(2)(3)(12)(16)(~~24~~23); 1011.30; 1012.855

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

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

April 24, 2025

District Board of Trustees Rule 6Hx19-2.29

CLASSIFICATION AND PAY PLANS FOR PERSONNEL

PURPOSE:

The proposed amendment revises the proposed names of the five different categories of full-time personnel representing the five salary schedules for personnel to coincide with the proposed changes in Board Rule 6Hx19-2.26 and the change proposed in Board Rule 6Hx19-2.26 for instructional pay.

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, including faculty and temporary employees.

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).



PRESIDENT'S REPORT

April 24, 2025

Esteemed PHSC Trustees,

As we prepare for the summer term, I remain proud of the work being accomplished across our campuses and the strong partnerships that continue to propel our mission forward. Since our last meeting in February, we have had many exciting achievements:

- The PHSC baseball team is ranked #1 nationally for the first time in program history. Congratulations to our new Athletic Director and Head Baseball Coach, Lyndon Coleman and the team.
- PHSC's Future Business Leaders of America attended the State Leadership Conference. Many of our students placed and will be attending Nationals in Dallas, Texas at the end of May.



PHSC Study Abroad Group in Italy

Congratulations to our new Faculty Senate President Dr. David Sullivan and Vice President Dr. Ashley Cobb. Thank you to our past Faculty Senate President Dr. Misty Price and Vice President Dr. Stacey Thompson for your many years of dedication and service.

Congratulations to Dr. Eddie Williams who received the 2025 Dale P. Parnell Faculty Distinction Recognition Award at the American Association of Community Colleges Annual Conference in Nashville.



Cedar Bench made and donated by Professor Jason Wetherington to the Spring Hill Campus

Community and External Engagements:

- Association of Community College Trustees Governance Leadership Institute with Trustees John Mitten, John Allocco Jr., and Student Representative Krista Knowles – March 15 to March 19
- John Hopkins All Children's Hospital Groundbreaking Ceremony - Thursday, March 27
- Florida College and University Presidents Workforce Day at the Capitol – Thursday, March 27
- PTK, SKD, Psi Beta, and TUA Spring Ceremony (Honor's Night) - Thursday, March 27
- Hernando County Day at the Capitol with District Board of Trustees Chair Marilyn Pearson-Adams, Trustee John Allocco Jr. And Student Representative Krista Knowles – March 31 – April 1
- Pasco Economic Development Council 22nd Annual NetFest – Thursday, April 3
- Presented with Nicole Miller at the American Association of Community Colleges Annual Conference – April 12 – April 16

College Engagements:

- Publix Employee Graduation Summit – Monday, March 3
- Career Services and FBLA Networking and Etiquette Dinner – Wednesday, March 5
- Foundation Annual Golf Tournament – Friday, March 7
- Study Abroad Trip to Italy over Spring Break
- Council of President's Professional Development and Business Meeting – Thursday, April 10
- Final President's Leadership Institute Session – Friday, April 11
- Empowered! A Leadership Conference – Friday, April 25
- Annual Distinguished Alumni and Student Life Awards Ceremony – Thursday, April 24
- Senior Commitment Days held across all our campuses over the month of April
- Monthly Birthday Celebrations

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



Jesse Pisors Ed.D.
President



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

<u>Month/Date</u>	<u>Location</u>
<i>August 2024</i>	<i>No Meeting</i>
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
<i>October 2024</i>	<i>No Meeting</i>
November 19, 2024	East Campus, Dade City Conference Center, A-240/241
<i>December 2024</i>	<i>No Meeting</i>
January 14, 2025	Porter Campus, Wesley Chapel Conference Center
February 18, 2025	Spring Hill Campus Rao Musunuru, M.D. Conference Center
<i>March 2025</i>	<i>No Meeting</i>
April 24, 2025 at 11:00 am	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



2025-2026 DISTRICT BOARD OF TRUSTEES UPCOMING EVENTS INFORMATION

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 3:30 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 3:30 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

From: EOG DOGE <EOGDOGE@laspbs.state.fl.us>
Sent: Wednesday, March 26, 2025 1:12 PM
To: EOG DOGE <EOGDOGE@laspbs.state.fl.us>
Subject: EOG DOGE - Letter to College Presidents

March 26, 2025

Dear College President,

Pursuant to Executive Order 25-44, the Executive Office of the Governor has established an EOG DOGE Team which will, in collaboration with the Board of Governors and the State Board of Education, identify, review, and report on unnecessary spending, programs, courses, staff, and any other inefficiencies within the State University System and the Florida College System, respectively. The EOG DOGE Team will then provide reform recommendations to promote efficiency and maximize the value to students in Florida's higher education system.

In addition to assessing your publicly available information over the coming weeks and months, the EOG DOGE Team will partner with the Board of Governors and Florida College System to request additional necessary information from each institution. To fulfill this, the information that may be requested includes, but is not limited to:

1. Institutional budgets, broken down by fund type and expenses.
2. Structure, staffing, budgets, and functions of administrative offices and administrator roles.
3. Facility usage reports.
4. Course codes, descriptions, and syllabi.
5. Full detail of all centers established on campus.
6. The closure and dissolution of DEI programs and activities, as required by law.

The EOG DOGE Team and representatives of the Board of Governors and Florida Department of Education will be conducting site visits to ensure full compliance with this executive order, as well as existing Florida law.

In the coming days, one or more memoranda will be sent to your institution providing detailed requests and the appropriate portal through which to submit the requested information.

We ask that you submit your preferred contact's name, email, and phone number to the EOG DOGE Team at EOGDOGE@laspbs.state.fl.us no later than April 2, 2025. This preferred contact will receive the memorandum and all associated submission details, as well as future communications. Please note that this contact will be the sole individual at your institution with authority to access the portal, including uploading any required documentation.

We appreciate your cooperation in maintaining the fiscal integrity of our State University System and Florida College System institutions.

Sincerely,

EOG DOGE Team

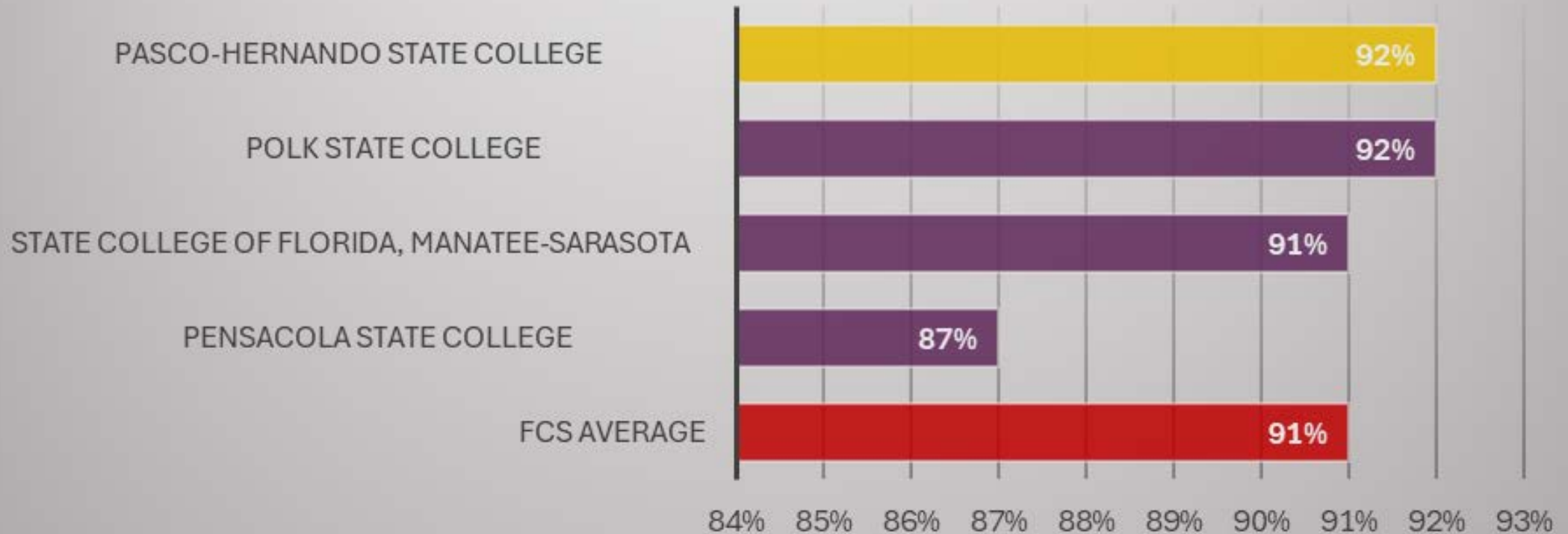
CC: College Trustee Chair

PHSC

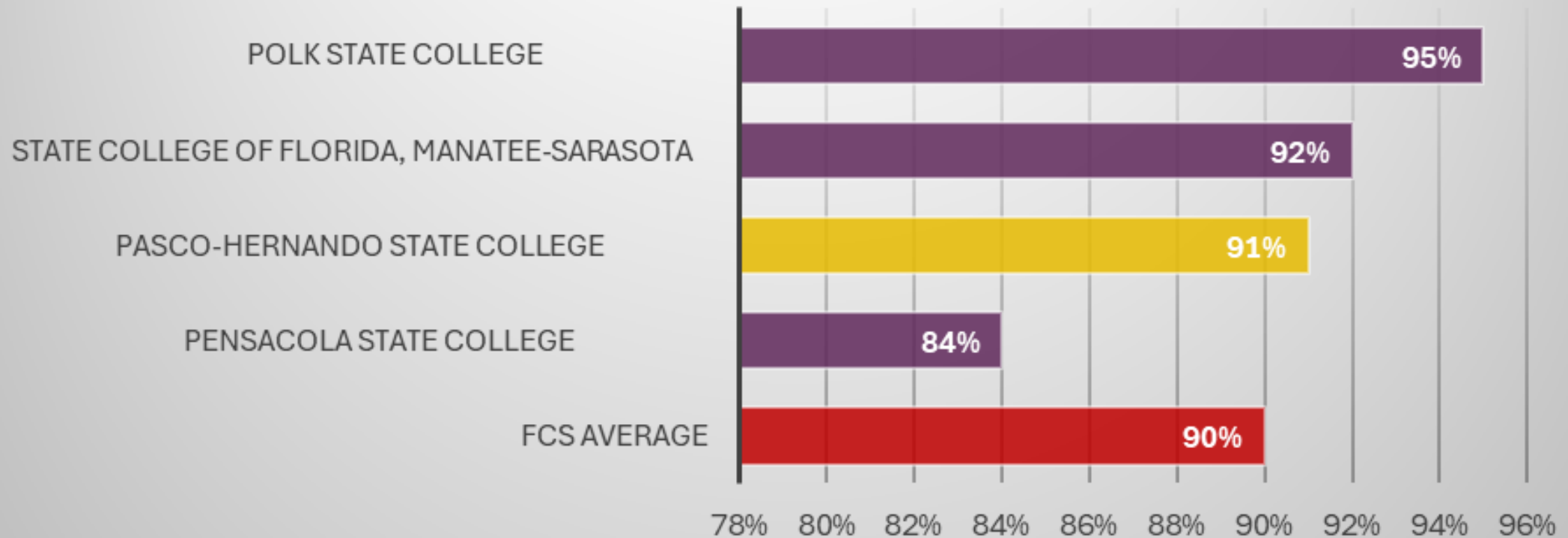
PASCO-HERNANDO STATE COLLEGE

Employment and Wages Outcomes
3 Year Average
2020-21 through 2022-23

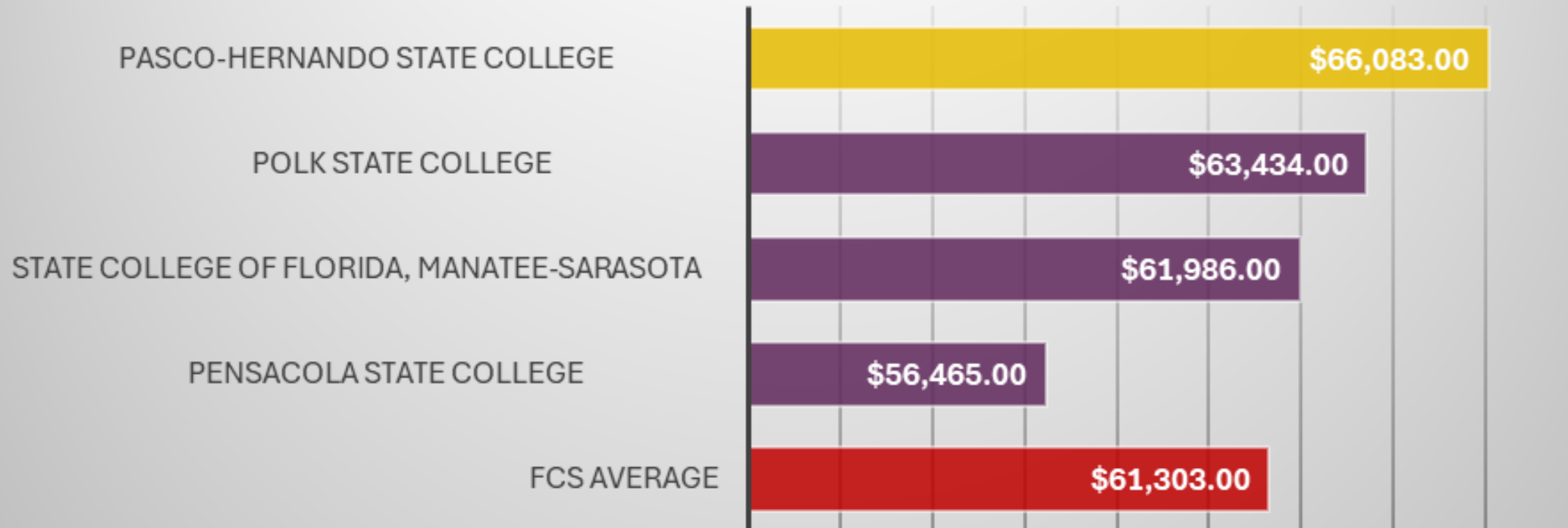
**Associate in Arts-General Degree Transfer Completers
Continuing Education/Employed within One Year
3 Year Average
2020-21 through 2022-23**



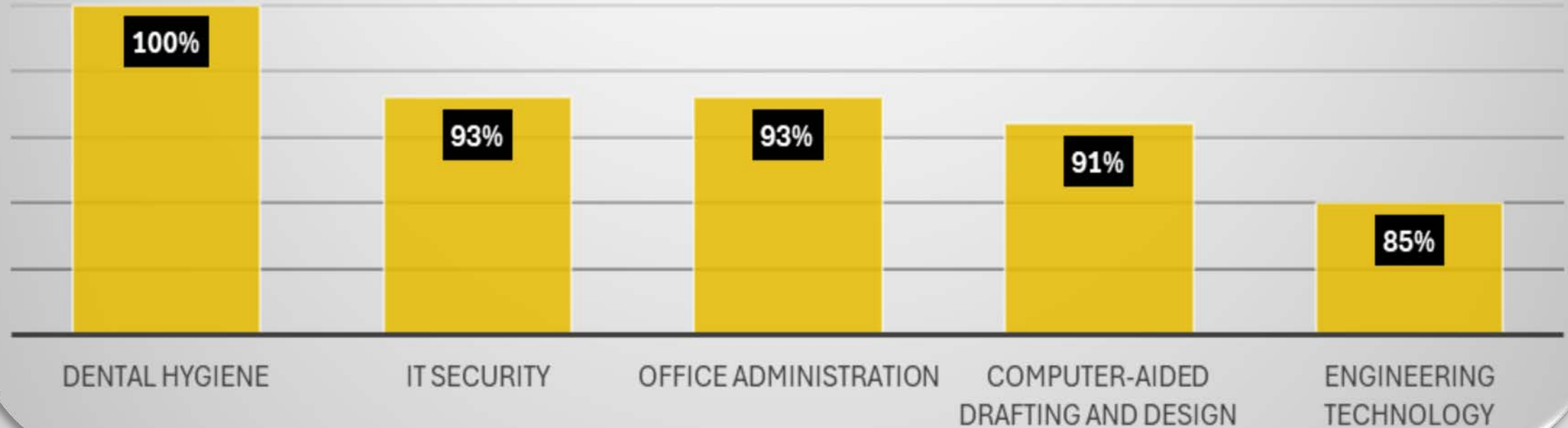
**Associate in Science - All Programs - Completers
Continuing Education/Employed Within One Year
3 Year Average
2020-21 through 2022-23**



**Associate in Science - All Programs
Completers Average Annualized Wages
3 Year Average
2020-21 through 2022-23**



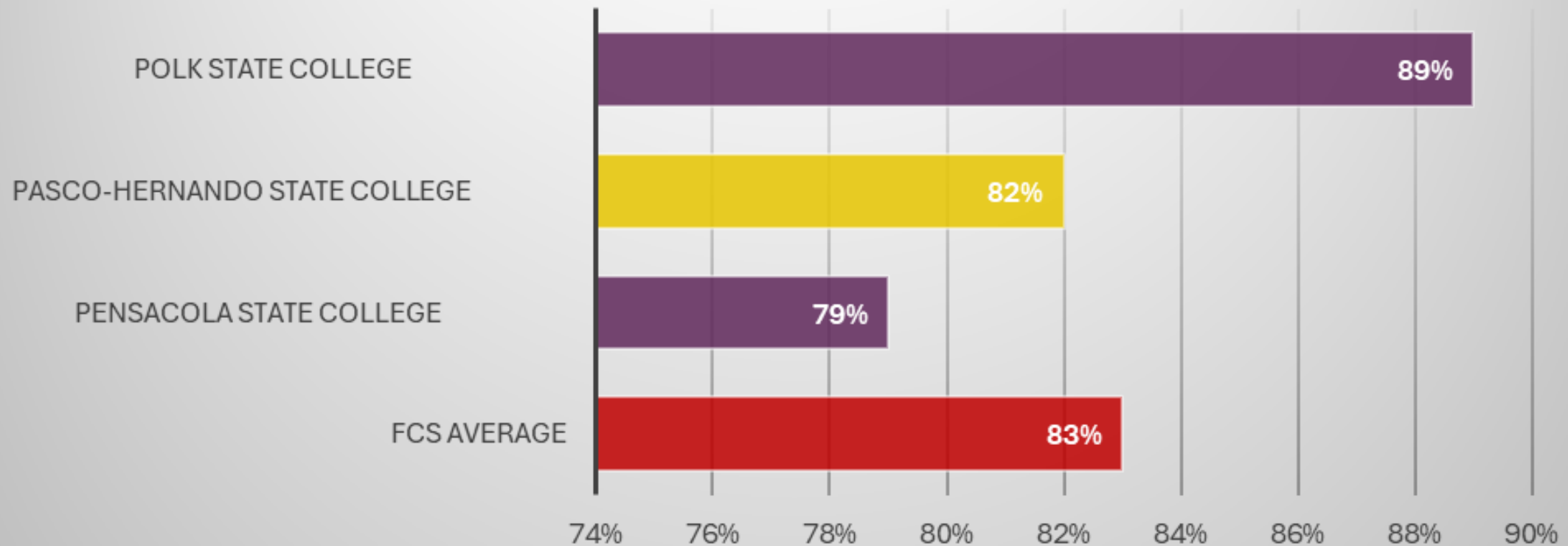
**PHSC's Top 5 A.S. Completers Continuing Education/Employed
within One Year Rates
3 Year Average
2020-21 through 2022-23**



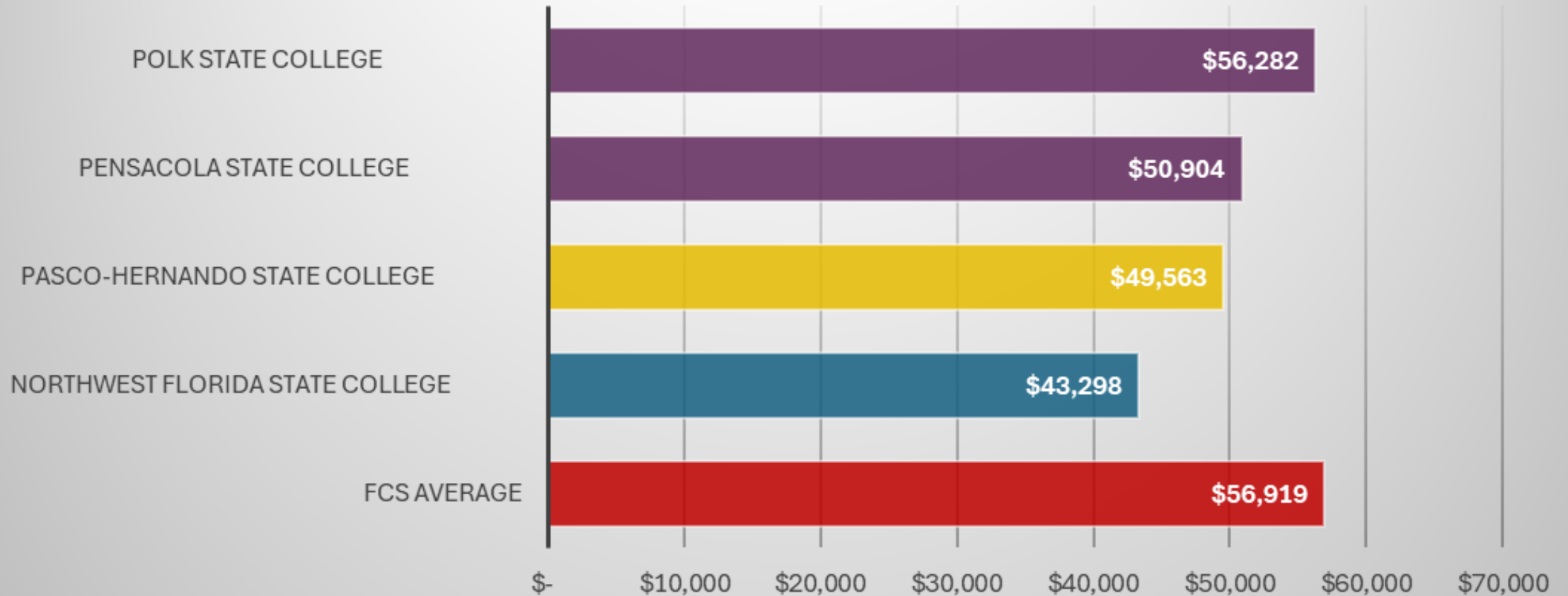
**PHSC's Top 5 Highest A.S. Program Completers Average Annualized
Wages - 3 Year Average
2020-21 through 2022-23**



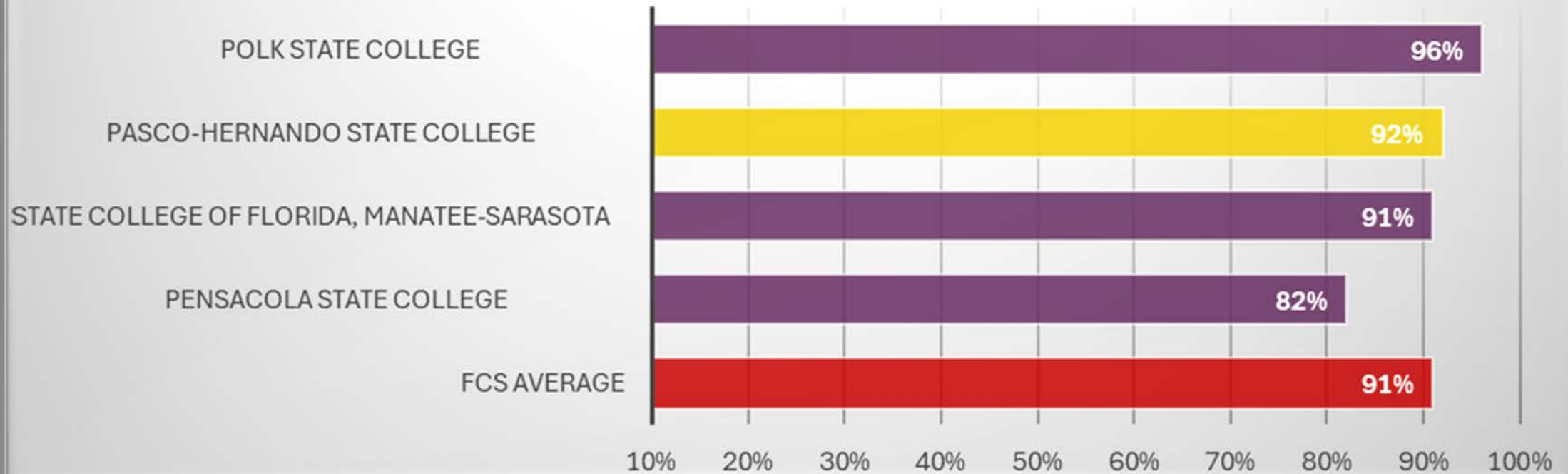
Bachelor of Applied Science - Organizational Management
Continuing Education/Employed Within One Year
3 Year Average
2020-21 through 2022-23



Bachelor of Applied Science - Organizational Management 3 Year Average Annulized Wage 2020-21 through 2022-23

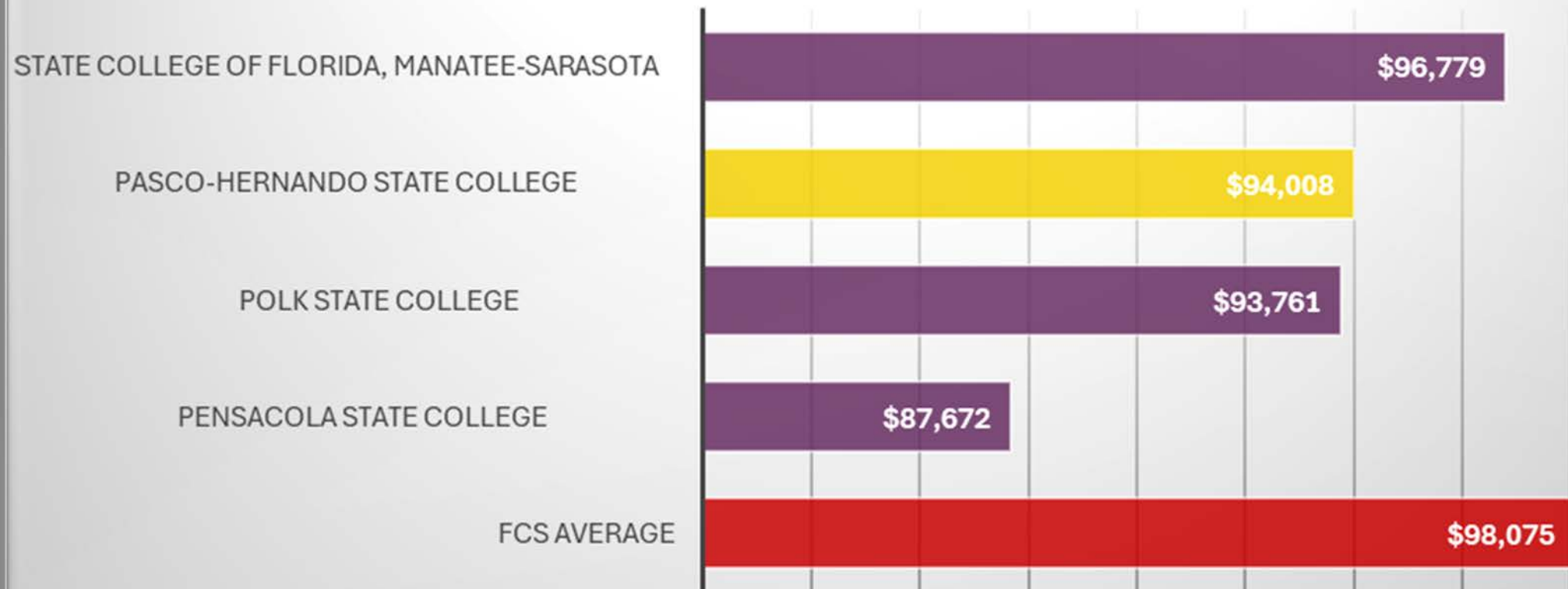


Bachelor of Science -Nursing
Completers Continuing Education/Employed Within One Year
3 Year Average
2020-21 through 2022-23



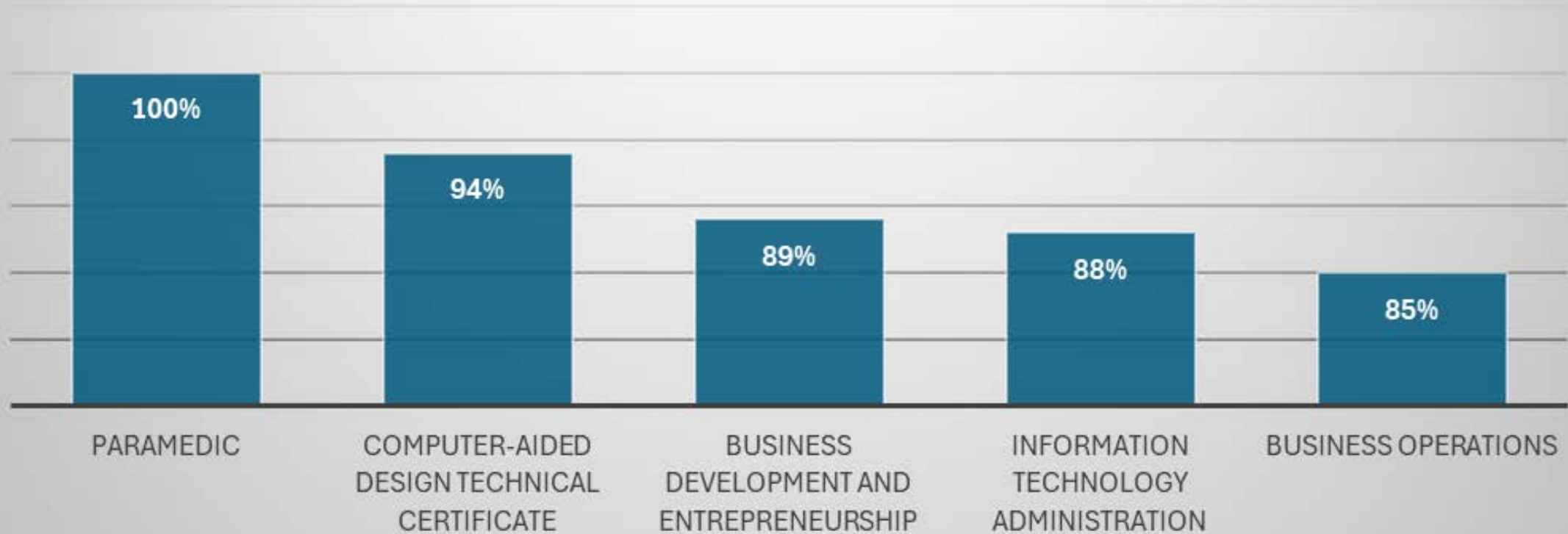
Note: Peer Institutions are highlighted in Purple

Bachelor of Science - Nursing 3 Year Average Annuilized Wage 2020-21 through 2022-23



Note: Peer Institutions are highlighted in Purple

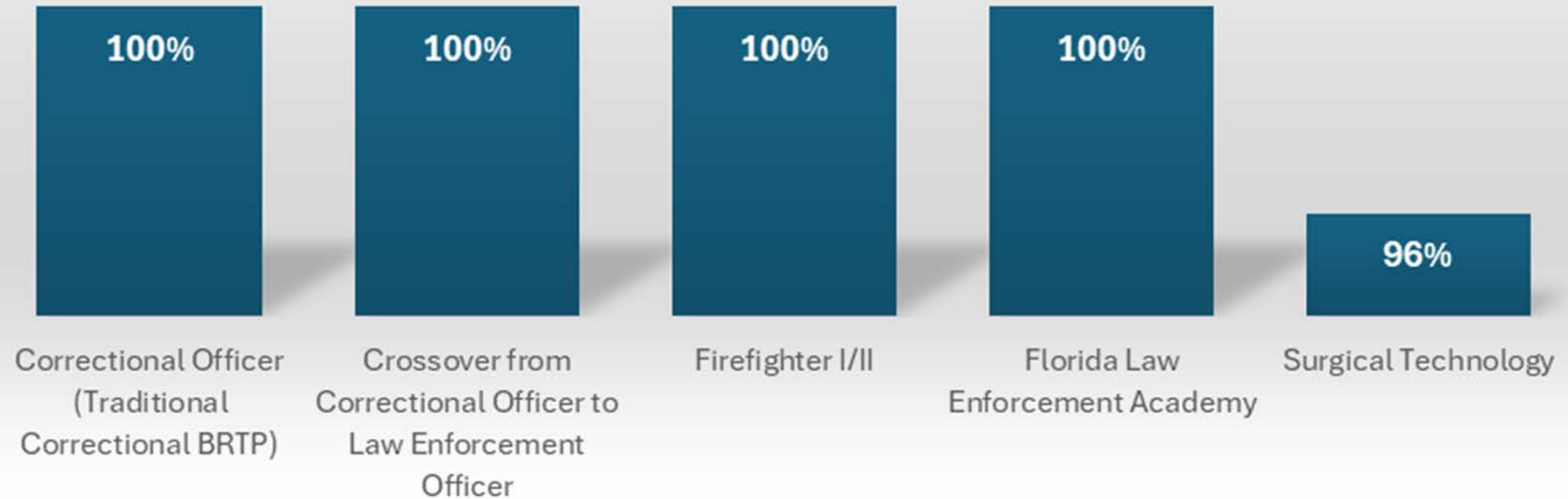
**PHSC's Top 5 College Credit Certificate
Continuing Education/Employed Within One Year Rate
3 Year Average
2020-21 through 2022-23**



**PHSC's Top 5
College Credit Certificate Annualized Wage
3 Year Average
2020-21 through 2022-23**



PHSC's Top 5 Career Certificate Programs
Continuing Education/Employed Within One Year Rate
3 Year Average
2020-21 through 2022-23



PHSC's Top 5 Career Certificate Programs
Annualized Wage
3 Year Average
2020-21 through 2022-23





TO: Members, District Board of Trustees

FROM: Dr. Jesse Pisors, President

DATE: April 24, 2025

SUBJECT: Annual Presidential Evaluation

Per my contract, it is now time for my annual evaluation for review of my performance from May 2024 to the present date. The evaluation form, job description and informational Florida Statutes are enclosed. Although some of you are familiar with this evaluation form, please feel free to ask me or Autumn Alexis any questions you may have.

Your completed form should be submitted to Mr. Brian Koji, Allen, Norton & Blue, at bkoji@anblaw.com, no later than Monday, June 2, 2025. This will ensure that there will be sufficient time for him to review the material and compile the summary evaluation for review at the June 17 Board meeting.

I look forward to reviewing, with you, the results of this annual evaluation review. My sincere thanks for your time.

**PASCO-HERNANDO STATE COLLEGE
2025 EVALUATION OF THE PRESIDENT
BY THE DISTRICT BOARD OF TRUSTEES**

For each item that has a numerical scale, please select the number that most closely reflects your evaluation of the President.

Evaluation Scale: Excellent (5); Good (4); Satisfactory (3); Needs Improvement (2); Poor (1); Insufficient Information Available (N/A).

All N/A responses should be followed by a written explanation in the comment section.

A. BOARD RELATIONS

1. Keeps the Board informed of college operations and activities.
2. Carries out directions of the Board and supports Board actions.
3. Maintains a harmonious working relationship with the entire Board.
4. Communicates in a straightforward and honest manner.
5. Provides timely and adequate updates regarding new initiatives and organizational changes.
6. Collaborates effectively with the Board regarding policies and the direction of the College.
7. Collaborates with the Board to establish goals for quantitative Improvements in student enrollment, retention and success.

Comments:

B. COMMUNITY, STATE AND NATIONAL RELATIONS

1. Promotes collaborative efforts with other colleges and public agencies to ensure that the college is providing appropriate services, skills and educational needs to the community.
2. Effectively interacts with community organizations and in a leadership capacity.
3. Actively promotes and maintains appropriate state and national professional affiliations.
4. Develops public relation strategies to enhance the College's image in the community
5. Is responsive and innovative with respect to changes in the community and in the delivery of educational services.
6. Establishes and maintains appropriate and effective relationships with local, state and federal legislators.
7. Establishes and maintains appropriate and effective relationships with State executive branch (Governor's Office; DOE etc.)

Comments:

C. FISCAL ACCOUNTABILITY

1. Develops and maintains financial plans to ensure the College operates with effective and sound fiscal policies and procedures as required by Florida law and in compliance with the policies and goals of the Board.
2. Provides leadership for budget development and overall sustainability efforts.
3. Provides leadership for resource development through the identification and procurement of alternative revenue streams
4. Properly utilizes College fiscal resources to achieve maximum effectiveness and fiscal stability

Comments:

D. LEADERSHIP

1. Effective at short- and long-range planning.
2. Works effectively with students, faculty and employees to provide overall leadership for the College.
3. Provides effective leadership in collaboration with the College Foundation to build positive relationships with supporters of the College.
4. Provides leadership to promote the College core values of Excellence, Community, Integrity, Success, Safety and Stewardship.
5. Provides leadership and collaboration as part of the College's executive team.
6. Provides leadership in the development of strategies leading to improved student retention.
7. Provides leadership in the development of strategies leading to improved student completion rates.
8. Develops and maintains a climate of collaboration and teamwork resulting in the accomplishment of the College's strategic directions and goals.
9. Effectively communicates the vision and direction of the College to faculty, staff and Trustees.
10. Promotes diversity among faculty, staff and students, to establish and maintain a welcoming and respectful environment which supports all diverse groups.

Comments:

E. ACCOUNTABILITY

1. Has developed and communicated to the Board effective strategies for improving the percentage of students completing educational goals.
2. Progress in accomplishing the goals set out in the College's Strategic Plan.
3. Pursuant to section 1001.64(19), F.S., achievement of performance goals established in the annual institutional accountability plan as outlined in section 1008.45, F.S.
4. Pursuant to section 1001.64(19), F.S., performance in achieving the annual and long-term goals and objectives established in PHSC's employment accountability program implemented pursuant to Section 1012.86, F.S.
5. Operating costs of the College are consistent with those of comparable colleges within the Florida College System with respect to all measurement benchmarks or metrics such as cost per FTE and administrative costs as a percentage of the overall budget.
6. Has developed strategies and plans for improvement in relation to performance funding measures established by the Florida Legislature and implemented by the Department of Education.
7. Has developed strategies for compliance with Federal Regulations relating to campus safety and security, including the Violence Against Women Act, the Cleary Act and Title IX equity regulations

F. Goals and priorities to focus on during the next evaluation period:

G. Review the attached job description which outlines all the duties in the Florida Statute 1001.65. Do you feel the President is meeting standards concerning all areas of duties?

Comments:

H. List any areas of strength in the President's performance:

I. List any specific concerns that you have concerning the President's performance:

Signature

Date

Printed Name: _____

JOB DESCRIPTION

JOB TITLE: President

REPORTS TO: District Board of Trustees

BASIC FUNCTION: The President shall exercise all powers and perform all duties described in Florida Statute 1001.65 and as prescribed by policies of the District Board of Trustees.

CLASSIFICATION: Executive and Administrative

DUTIES AND RESPONSIBILITIES:

The President serves as the chief executive officer of the College, corporate secretary of the District Board of Trustees (DBOT), and is responsible for the operation and administration of the College. In fulfilling these roles, the President shall:

1. Recommend the adoption of rules, as appropriate, to the DBOT to implement provisions of law governing the operation and administration of the district, including the rules delegating powers to the President. Such rules shall be consistent with law, the mission of the College and the rules and policies of the State Board of Education (SBE).
2. Prepare a budget request and an operating budget pursuant to law for approval by the DBOT at such time and in such format as the SBE may prescribe.
3. Establish and implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove personnel, within law and rules of the SBE and in accordance with rules or policies approved by the DBOT.
4. Govern admissions, subject to law and rules or policies of the DBOT and SBE.
5. Approve, execute, and administer contracts for and on behalf of the DBOT for licenses; the acquisition or provision of commodities, goods, equipment, and services; leases of real and personal property; and planning and construction to be rendered to or by the College, provided such contracts are within law and guidelines of the SBE and in conformance with policies of the DBOT, and are for the implementation of approved programs of PHSC.
6. Act for the DBOT as custodian of all College property and financial resources and to prioritize use of College space, property, equipment, and resources to impose charges for the use of those items.
7. Direct and support fund-raising and grant solicitation activities to increase financial resources available to support the College's programs and services.
8. Establish the internal academic calendar of the College within general guidelines of the SBE.

Job Description

President

9. Administer and maintain the College's intercollegiate athletics program to promote high standards of academic and athletic achievement, equity, citizenship, behavior, and integrity for its student-athletes, employees, and support groups.
10. Recommend to the DBOT the establishment and termination of programs consistent with the mission and goals of the College and governing law.
11. Award degrees.
12. Recommend to the DBOT a schedule of tuition and fees to be charged by the College, within law and rules of the SBE.
13. Organize the College to efficiently and effectively achieve its goals.
14. Review periodically the operations of PHSC in order to determine how effectively and efficiently it is being administered and whether it is meeting the goals of its strategic plan adopted by the SBE.
15. Enter into agreements for student exchange programs that involve students at the College and students in other institutions of higher learning.
16. Approve the internal procedures of student government organizations and provide purchasing, contracting, and budgetary review processes for these organizations.
17. Ensure compliance with federal and state laws, rules, regulations, and other requirements that are applicable to the College.
18. Maintain all data and information pertaining to the operation of the College, and report on the attainment by the College of institutional and statewide performance accountability goals.
19. Certify to the Department of Education (DOE) a project's compliance with the requirements for expenditure of Public Educational Capital Outlay funds prior to release of funds pursuant to the applicable provisions of law.
20. Provide the law enforcement agency and fire department that has jurisdiction over the College a copy of the floor plans and other relevant documents for each educational facility as defined in s. 1013.01(6), Florida Statutes and submit, by October 1 of each year, revised floor plans and other relevant documents for each educational facility that was modified during the preceding year.
21. Develop and implement jointly with school superintendents for Pasco and Hernando counties a comprehensive articulated acceleration program, including a comprehensive inter-institutional articulation agreement.
22. Be responsible for student discipline in accordance with the law and rules of the DBOT.

Job Description
President

23. Submit an annual employment accountability plan to the DOE in accordance with the law and rules of the Department.
24. Annually evaluate, or have a designee annually evaluate, each department chairperson, dean, provost, and vice president in achieving the annual and long-term goals and objectives of the College's employment accountability plan.
25. Perform other such duties as the law, rules of the SBE or policies of the DBOT may require.

Required minimum and preferred qualifications for this position are defined by the District Board of Trustees during the search process.

file: President

last revised: 4/6/98; 2/04; 5/20/08; 6/30/14

The 2024 Florida Statutes (including 2025 Special Session C)

[Title XLVIII](#)

[Chapter 1001](#)

[View Entire Chapter](#)

EARLY LEARNING-20 EDUCATION CODE EARLY LEARNING-20 GOVERNANCE

1001.64 Florida College System institution boards of trustees; powers and duties.—

(1) The boards of trustees shall be responsible for cost-effective policy decisions appropriate to the Florida College System institution's mission, the implementation and maintenance of high-quality education programs within law and rules of the State Board of Education, the measurement of performance, the reporting of information, and the provision of input regarding state policy, budgeting, and education standards.

(2) Each board of trustees is vested with the responsibility to govern its respective Florida College System institution and with such necessary authority as is needed for the proper operation and improvement thereof in accordance with rules of the State Board of Education.

(3) A board of trustees shall have the power to take action without a recommendation from the president and shall have the power to require the president to deliver to the board of trustees all data and information required by the board of trustees in the performance of its duties. A board of trustees shall ask the Commissioner of Education to authorize an investigation of the president's actions by the department's inspector general if the board considers such investigation necessary. The inspector general shall provide a report detailing each issue under investigation and shall recommend corrective action. If the inspector general identifies potential legal violations, he or she shall refer the potential legal violations to the Commission on Ethics, the Department of Law Enforcement, the Attorney General, or another appropriate authority.

(4)(a) The board of trustees, after considering recommendations submitted by the Florida College System institution president, may adopt rules pursuant to ss. [120.536\(1\)](#) and [120.54](#) to implement the provisions of law conferring duties upon it. These rules may supplement those prescribed by the State Board of Education if they will contribute to the more orderly and efficient operation of Florida College System institutions.

(b) Each board of trustees is specifically authorized to adopt rules, procedures, and policies, consistent with law and rules of the State Board of Education, related to its mission and responsibilities as set forth in s. [1004.65](#), its governance, personnel, budget and finance, administration, programs, curriculum and instruction, buildings and grounds, travel and purchasing, technology, students, contracts and grants, or college property.

(5) Each board of trustees shall have responsibility for the use, maintenance, protection, and control of Florida College System institution owned or Florida College System institution controlled buildings and grounds, property and equipment, name, trademarks and other proprietary marks, and the financial and other resources of the Florida College System institution. Such authority may include placing restrictions on activities and on access to facilities, firearms, food, tobacco, alcoholic beverages, distribution of printed materials, commercial solicitation, animals, and sound.

(6) Each board of trustees has responsibility for the establishment and discontinuance of program and course offerings in accordance with law and rule; provision for instructional and noninstructional community services, location of classes, and services provided; and dissemination of information concerning such programs and services. New programs must be approved pursuant to s. [1004.03](#).

(7) Each board of trustees has responsibility for: ensuring that students have access to general education courses as identified in rule; requiring no more than 60 semester hours of degree program coursework, including 36 semester hours of general education coursework, for an associate in arts degree; notifying students that earned hours in excess of 60 semester hours may not be accepted by state universities; notifying students of unique

program prerequisites; and ensuring that degree program coursework beyond general education coursework is consistent with degree program prerequisite requirements adopted pursuant to s. [1007.25\(7\)](#).

(8) Each board of trustees has authority for policies related to students, enrollment of students, student records, student activities, financial assistance, and other student services.

(a) Each board of trustees shall govern admission of students pursuant to s. [1007.263](#) and rules of the State Board of Education. A board of trustees may establish additional admissions criteria, which shall be included in the dual enrollment articulation agreement developed according to s. [1007.271\(21\)](#), to ensure student readiness for postsecondary instruction. Each board of trustees may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the Florida College System institution.

(b) Each board of trustees shall adopt rules establishing student performance standards for the award of degrees and certificates pursuant to s. [1004.68](#).

(c) Boards of trustees are authorized to establish intrainstitutional and interinstitutional programs to maximize articulation pursuant to s. [1007.22](#).

(d) Boards of trustees shall identify their general education curricula pursuant to s. [1007.25\(8\)](#).

(e) Each board of trustees must adopt a written antihazing policy, provide a program for the enforcement of such rules, and adopt appropriate penalties for violations of such rules pursuant to the provisions of s. [1006.63](#).

(f) Each board of trustees may establish a uniform code of conduct and appropriate penalties for violation of its rules by students and student organizations, including rules governing student academic honesty. Such penalties, unless otherwise provided by law, may include fines, the withholding of diplomas or transcripts pending compliance with rules or payment of fines, and the imposition of probation, suspension, or dismissal.

(g) Each board of trustees pursuant to s. [1006.53](#) shall adopt a policy in accordance with rules of the State Board of Education that reasonably accommodates the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

(9) A board of trustees may contract with the board of trustees of a state university for the Florida College System institution to provide developmental education on the state university campus.

(10) Each board of trustees shall establish fees pursuant to ss. [1009.22](#), [1009.23](#), [1009.25](#), [1009.26](#), and [1009.27](#).

(11) Each board of trustees shall submit an institutional budget request, including a request for fixed capital outlay, and an operating budget to the State Board of Education for review in accordance with guidelines established by the State Board of Education.

(12) Each board of trustees shall account for expenditures of all state, local, federal and other funds in the manner described by the Department of Education.

(13) Each board of trustees is responsible for the uses for the proceeds of academic improvement trust funds pursuant to s. [1011.85](#).

(14) Each board of trustees shall develop a strategic plan specifying institutional goals and objectives for the Florida College System institution for recommendation to the State Board of Education.

(15) Each board of trustees shall develop an accountability plan pursuant to s. [1008.45](#).

(16) Each board of trustees must expend performance funds provided for workforce education pursuant to the provisions of s. [1011.80](#).

(17) Each board of trustees is accountable for performance in certificate career education and diploma programs pursuant to s. [1008.43](#).

(18) Each board of trustees shall establish the personnel program for all employees of the Florida College System institution, including the president, pursuant to the provisions of chapter 1012 and rules and guidelines of the State Board of Education, including: compensation and other conditions of employment; recruitment and selection; nonreappointment; standards for performance and conduct; evaluation; benefits and hours of work; leave policies; recognition; inventions and work products; travel; learning opportunities; exchange programs; academic freedom and responsibility; promotion; assignment; demotion; transfer; ethical obligations and conflict

of interest; restrictive covenants; disciplinary actions; complaints; appeals and grievance procedures; and separation and termination from employment.

(19) Each board of trustees shall appoint, suspend, or remove the president of the Florida College System institution. The board of trustees may appoint a search committee. The board of trustees shall conduct annual evaluations of the president in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. The evaluation must address the achievement of the performance goals established by the accountability process implemented pursuant to s. 1008.45.

(20) Each board of trustees is authorized to enter into contracts to provide a State Community College System Optional Retirement Program pursuant to s. 1012.875 and to enter into consortia with other boards of trustees for this purpose.

(21) Each board of trustees is authorized to purchase annuities for its Florida College System institution personnel who have 25 or more years of creditable service and who have reached age 55 and have applied for retirement under the Florida Retirement System pursuant to the provisions of s. 1012.87.

(22) A board of trustees may defray all costs of defending civil actions against officers, employees, or agents of the board of trustees pursuant to s. 1012.85.

(23) Each board of trustees has authority for risk management, safety, security, and law enforcement operations. Each board of trustees is authorized to employ personnel, including police officers pursuant to s. 1012.88, to carry out the duties imposed by this subsection.

(24) Each board of trustees shall provide rules governing parking and the direction and flow of traffic within campus boundaries. Except for sworn law enforcement personnel, persons employed to enforce campus parking rules have no authority to arrest or issue citations for moving traffic violations. The board of trustees may adopt a uniform code of appropriate penalties for violations. Such penalties, unless otherwise provided by law, may include the levying of fines, the withholding of diplomas or transcripts pending compliance with rules or payment of fines, and the imposition of probation, suspension, or dismissal. Moneys collected from parking rule infractions shall be deposited in appropriate funds at each Florida College System institution for student financial aid purposes.

(25) Each board of trustees constitutes the contracting agent of the Florida College System institution. It may when acting as a body make contracts, sue, and be sued in the name of the board of trustees. In any suit, a change in personnel of the board of trustees shall not abate the suit, which shall proceed as if such change had not taken place.

(26) Each board of trustees is authorized to contract for the purchase, sale, lease, license, or acquisition in any manner, including purchase by installment or lease-purchase contract which may provide for the payment of interest on the unpaid portion of the purchase price and for the granting of a security interest in the items purchased, subject to the provisions of subsection (38) and ss. 1009.22 and 1009.23, of goods, materials, equipment, and services required by the Florida College System institution. The board of trustees may choose to consolidate equipment contracts under master equipment financing agreements made pursuant to s. 287.064.

(27) Each board of trustees shall be responsible for managing and protecting real and personal property acquired or held in trust for use by and for the benefit of such Florida College System institution. To that end, any board of trustees is authorized to be self-insured, to enter into risk management programs, or to purchase insurance for whatever coverage it may choose, or to have any combination thereof, in anticipation of any loss, damage, or destruction. A board of trustees may contract for self-insurance services pursuant to s. 1004.725.

(28) Each board of trustees is authorized to enter into agreements for, and accept, credit card, charge card, and debit card payments as compensation for goods, services, tuition, and fees. Each Florida College System institution is further authorized to establish accounts in credit card, charge card, and debit card banks for the deposit of sales invoices.

(29) Each board of trustees may provide incubator facilities to eligible small business concerns pursuant to s. 1004.79.

(30) Each board of trustees may establish a technology transfer center for the purpose of providing institutional support to local business and industry and governmental agencies in the application of new research in technology pursuant to the provisions of s. 1004.78.

(31) Each board of trustees may establish economic development centers for the purpose of serving as liaisons between Florida College System institutions and the business sector pursuant to the provisions of s. 1004.80.

(32) Each board of trustees may establish a child development training center pursuant to s. 1004.81.

(33) Each board of trustees is authorized to develop and produce work products relating to educational endeavors that are subject to trademark, copyright, or patent statutes pursuant to chapter 1004.

(34) Each board of trustees shall administer the facilities program pursuant to chapter 1013, including but not limited to: the construction of public educational and ancillary plants; the acquisition and disposal of property; compliance with building and life safety codes; submission of data and information relating to facilities and construction; use of buildings and grounds; establishment of safety and sanitation programs for the protection of building occupants; and site planning and selection.

(35) Each board of trustees may exercise the right of eminent domain pursuant to the provisions of chapter 1013.

(36) Each board of trustees may enter into lease-purchase arrangements with private individuals or corporations for necessary grounds and buildings for Florida College System institution purposes, other than dormitories, or for buildings other than dormitories to be erected for Florida College System institution purposes. Such arrangements shall be paid from capital outlay and debt service funds as provided by s. 1011.84(2), with terms not to exceed 30 years at a stipulated rate. The provisions of such contracts, including building plans, are subject to approval by the Department of Education, and no such contract may be entered into without such approval.

(37) Each board of trustees may purchase, acquire, receive, hold, own, manage, lease, sell, dispose of, and convey title to real property, in the best interests of the Florida College System institution.

(38) Each board of trustees is authorized to enter into short-term loans and installment, lease-purchase, and other financing contracts for a term of not more than 5 years, including renewals, extensions, and refundings. Payments on short-term loans and installment, lease-purchase, and other financing contracts pursuant to this subsection shall be subject to annual appropriation by the board of trustees. Each board of trustees is authorized to borrow funds and incur long-term debt, including promissory notes, installment sales agreements, lease-purchase agreements, certificates of participation, and other similar long-term financing arrangements, only as specifically provided in ss. 1009.22(7) and (10) and 1009.23(11) and (12). At the option of the board of trustees, bonds issued pursuant to ss. 1009.22(7) and (10) and 1009.23(11) and (12) may be secured by a combination of revenues authorized to be pledged to bonds pursuant to such subsections. Revenue bonds may not be secured by or paid from, directly or indirectly, tuition, financial aid fees, the Florida College System Program Fund, or any other operating revenues of a Florida College System institution. Lease-purchase agreements may be secured by a combination of revenues as specifically authorized pursuant to ss. 1009.22(7) and 1009.23(10).

(39) Each board of trustees shall prescribe conditions for direct-support organizations to be certified and to use Florida College System institution property and services. Conditions relating to certification must provide for audit review and oversight by the board of trustees.

(40) Each board of trustees may adopt policies pursuant to s. 1010.02 that provide procedures for transferring to the direct-support organization of that Florida College System institution for administration by such organization contributions made to the Florida College System institution.

(41) The board of trustees shall exert every effort to collect all delinquent accounts pursuant to s. 1010.03.

(42) Each board of trustees shall implement a plan, in accordance with guidelines of the State Board of Education, for working on a regular basis with the other Florida College System institution boards of trustees, representatives of the university boards of trustees, and representatives of the district school boards to achieve the goals of the seamless education system.

(43) Each board of trustees has responsibility for compliance with state and federal laws, rules, regulations, and requirements.

(44) Each board of trustees may adopt rules, procedures, and policies related to institutional governance, administration, and management in order to promote orderly and efficient operation, including, but not limited to, financial management, budget management, physical plant management, and property management.

(45) Each board of trustees may adopt rules and procedures related to data or technology, including, but not limited to, information systems, communications systems, computer hardware and software, and networks.

(46) Each board of trustees may consider the past actions of any person applying for employment and may deny employment to a person because of misconduct if determined to be in the best interest of the Florida College System institution.

(47) Each contract or employment agreement, or renewal or renegotiation of an existing contract or employment agreement, containing a provision for severance pay with an officer, agent, employee, or contractor must include the provisions required in s. 215.425.

(48) Each board of trustees shall use purchasing agreements and state term contracts pursuant to s. 287.056 or enter into consortia and cooperative agreements to maximize the purchasing power for goods and services. A consortium or cooperative agreement may be statewide, regional, or a combination of institutions, as appropriate to achieve the lowest cost, with the goal of achieving a 5-percent savings on existing contract prices through the use of new cooperative arrangements or new consortium contracts.

History.—s. 80, ch. 2002-387; s. 75, ch. 2004-357; s. 4, ch. 2005-146; s. 74, ch. 2007-217; s. 1, ch. 2008-163; s. 2, ch. 2009-60; s. 21, ch. 2011-5; ss. 4, 12, ch. 2011-177; s. 4, ch. 2012-134; s. 2, ch. 2012-191; s. 4, ch. 2012-195; s. 6, ch. 2013-51; s. 20, ch. 2017-116; s. 2, ch. 2019-133; s. 44, ch. 2021-164; s. 44, ch. 2023-81; s. 27, ch. 2024-101; s. 40, ch. 2024-159.

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: Thursday, April 24, 2025

This proposal is for program revisions reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Friday, March 28, 2025.

CAA presents these program revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Thursday, April 24, 2025.

Program Revisions

- Associate of Science in Dental Hygiene: Fall 2025 (202601)
Updating social science course options to align with FLDOE general education requirements.
- Associate of Science in Crime Scene/Forensic Science Technology: Fall 2025 (202601)
Updating minimum passing grade from D to C for all program courses to best prepare graduates.
- College Credit Certificate in Crime Scene/Forensic Science Technology: Fall 2025 (202601)
Updating minimum passing grade from D to C for all program courses to best prepare graduates.

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

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

Effective Date: *Fall 2025*

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

CURRENT OR PROPOSED TITLE SYG-2010 Social Problems-general education course AS Dental Hygiene	TOTAL NUMBER OF <input type="checkbox"/> COLLEGE CREDIT TECHNICAL <input checked="" type="checkbox"/> CREDIT HOURS <div style="text-align: center; font-size: 1.5em; margin-top: 10px;">3</div>
Check Box for Program Type <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree) <input checked="" type="checkbox"/> Associate in Science Degree <input type="checkbox"/> Associate in Applied Science Degree <input type="checkbox"/> Baccalaureate Degree </div> <div style="width: 48%;"> <input type="checkbox"/> College Credit Certificate <input type="checkbox"/> Applied Technology Diploma <input type="checkbox"/> Technical Credit Program </div> </div>	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: If no CIP code, date submitted to DCC/DWE. 51 0602	AA Common Course Prerequisite <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
CHANGE IN PROGRAM, DELETION OF PROGRAM, OR MORATORIUM OF PROGRAM	
General Education Requirements:	
Arts and Sciences From: SYG 2010 Social Problems, 3 cr. To: ECO 2013 Principles of Macroeconomics OR 3 cr ANT 2000 Introduction to Anthropology, 3 cr.	
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: SYG 2010 Social Problems, 3 cr. To: ECO 2013 Principles of Macroeconomics OR 3 cr ANT 2000 Introduction to Anthropology, 3 cr.	
JUSTIFICATION FOR CHANGE	
Check Box for Change Justification <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Programmatic Accreditation Requirement <input checked="" type="checkbox"/> Florida Department of Education Curriculum Framework Changes </div> <div style="width: 48%;"> <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> Student Learning Outcome Assessment <input type="checkbox"/> Other </div> </div>	
Other Explanation: Replacing Social Problems with ECO 2013 Principles of Macroeconomics OR 3 cr ANT 2000 Introduction to Anthropology, 3 cr, per the Florida Department of Education	
<div style="text-align: center; font-size: 1.2em;">as it mandated that it cannot be offered as a Gen Ed course.</div>	

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	<i>Musarrat Anjum Shah</i>	Date	<i>3/6/25</i>
Department Chair/Program Director's Signature	<i>Musarrat Anjum Shah</i>	Date	<i>3/6/25</i>
Academic Dean's Signature	<i>Yusufi Rana</i>	Date	<i>3/7/25</i>

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		

Dental Hygiene, Associate in Science

The program in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

This is a limited access program with documents required for admission listed in the application materials.

The purpose of this program is to prepare students for employment as a dental hygienist. Upon successful completion of the program, the graduate receives an Associate in Science degree in Dental Hygiene. Students who wish to transfer any credits from this program to another institution must accept the responsibility for securing approval in advance from that institution.

Program Code: AS-DH / APP-DH

Prerequisites

BSC 1085	Human Anatomy and Physiology I	3 cr.
BSC 1085L	Human Anatomy and Physiology I Laboratory	1 cr.
BSC 1086	Human Anatomy and Physiology II	3 cr.
BSC 1086L	Human Anatomy and Physiology II Laboratory	1 cr.
CHM 1025	Introductory Chemistry	3 cr.
CHM 1025L	Introductory Chemistry Laboratory	1 cr.
AMH 2020	History of the United States II	3 cr.
	or	
POS 2041	American Federal Government	3 cr.
MCB 2010	Microbiology	3 cr.
MCB 2010L	Microbiology Laboratory	1 cr.
PSY 1012	Introduction to Psychology	3 cr.
SPC 2608	Introduction to Public Speaking	3 cr.
Total Credit Hours:		25

[CHM 1025](#) - or higher-level chemistry course

[CHM 1025L](#) - or higher-level chemistry course with lectures

Prerequisites - Note(s): These 25 hours of prerequisites must be successfully completed before application to the program and are included in the 40 hours of General Education Requirements and Support Courses.

Freshman—Session I

DES 1020	Oral Head and Neck Anatomy, Histology and Embryology	4 cr.
DES 1020L	Oral, Head, and Neck Anatomy Laboratory	.5 cr.
DEH 1002	Dental Hygiene I	4.5 cr.
DEH 1002L	Dental Hygiene I Clinical	1.5 cr.
DES 1200	Dental Radiography	2 cr.
DES 1200L	Dental Radiography Lab	1 cr.
Total Credit Hours:		13.5

Freshman—Session II

DEH 2400	General and Oral Pathology	3 cr.
DEH 1800	Dental Hygiene II	3 cr.
DEH 1800L	Dental Hygiene II Clinical	2 cr.
DEH 2602	Periodontics	2 cr.
HUN 2201	Science of Human Nutrition	3 cr.
DES 1601	Medical Emergencies for the Dental Professional	1 cr.
DES 1100	Dental Materials	1.5 cr.
DES 1100L	Dental Materials Lab	.5 cr.
Total Credit Hours:		16

Freshman—Session III

DEH 2802L	Dental Hygiene III Clinical	2.5 cr.
	Any Area II Mathematics course listed in the Associate in Science Degree Program Requirements	3 cr.
Total Credit Hours:		5.5

Sophomore—Session I

DEH 2702	Community Dental Health	2 cr.
DEH 2005	Dental Hygiene III	2 cr.
DEH 2804L	Dental Hygiene IV Clinical	4.5 cr.
ENC 1101	English Composition I	3 cr.
DEH 2300	Pharmacology	2 cr.
Total Credit Hours:		13.5

Sophomore—Session II

DEH 2605	Advanced Principles of Dental Hygiene Seminar	1 cr.
DEH 2702L	Community Dental Health Clinical	1 cr.
DEH 2810	Dental Hygiene IV	2 cr.
DEH 2806L	Dental Hygiene V Clinical	4.5 cr.
SYG 2010	Social Problems	3 cr.
ANT2000	Intro to Anthropology	3 cr.
	Or	
ECO 2013	Principles of Macroeconomics	3 cr.
	Any Area V Humanities course listed in the Associate in Science Degree Program Requirements	3 cr.
Total Credit Hours:		14.5

Note(s): CPR certification, PHSC course [NCH 0050](#), American Heart Association, "Basic Life Support for Health Care Providers," is a requirement of this program.

General Education and Support Courses: 40 Semester Hours

Dental Hygiene Education: 48 Semester Hours

Total Hours: 88 Semester Hours

Special Program Requirements

An academic average of "C" or higher and/or a grade of "Pass" must be earned in each dental science and dental health course in order to continue in the program. Satisfactory completion of 88 semester hours of approved credit with a grade of "C" or higher in required general science, dental science and dental hygiene courses is necessary for graduation. Dental hygiene courses may be repeated only with the recommendation of dental faculty, Dental Programs Co-coordinator, Dean of Nursing and Health Programs and approval of the Executive Vice President and Chief Academic Officer / College Provost and if class space is available.

A minimum of 15 hours of credit in dental hygiene must be completed in residence in classroom instruction at PHSC in 2000-level courses.

Commented [AS1]: Will not change. The sequence or program curriculum hours will not change.

Optional Courses in the Curriculum:

DES 2051 Local Anesthesia for the Dental Hygienist

This course provides the study of anxiety and pain management techniques used in dental practice settings involving current concepts in the administration of topical and local anesthesia. Topics covered in this course include the following: theory of pain control, pain control modalities, neurophysiology, pharmacology, techniques of administration, infection control, and medical emergencies involving local anesthesia. This course is limited to dental hygiene students currently enrolled in the limited access dental hygiene program. Student achievement in this course is graded as "Pass/Fail".

Credits

2 cr. (30 hours)

Prerequisite

~~DEH 1002 and DEH 1002L, DEH 1000 and DEH 1000L, DES 1601~~ Licensed Dental Hygienist

Corequisite

DES 2051L.

DES 2051L Local Anesthesia for the Dental Hygienist Lab

In this laboratory course, emphasis is placed on the administration of local anesthetics proficiently and safely. Laboratory sessions provide experience in the use of topical anesthetic, techniques of maxillary and mandibular local anesthesia, anesthetic complications, medical emergencies, and patient evaluation. The course is designed for dental hygiene students that are currently enrolled in the dental hygiene program at PHSC and will prepare them to meet the requirements to become certified in the administration of local anesthetics in the State of Florida. Student's achievement in this course is graded as "Pass/Fail." Lab Fee Required.

Credits

1 cr. (30 hours)

Prerequisite

~~DEH 1002 and DEH 1002L, DEH 1000 and DEH 1000L, and DES 1601~~ Licensed Dental Hygienist

Corequisite

DES 2051.

Commented [AS2]: If our proposal is accepted, the local anesthesia courses information from here will be disseminated into the dental hygiene core courses as detailed in our proposal. The current optional LA course lecture and lab will be eliminated/deleted.

Dental Hygiene, Associate in Science

The program in dental hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

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Credits

2 cr. (30 hours)

Prerequisite-Licensed Dental Hygienist

Corequisite

DES 2051L.

DES 2051L Local Anesthesia for the Dental Hygienist Lab

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Credits

1 cr. (30 hours)

Prerequisite: Licensed Dental Hygienist

Corequisite

DES 2051.

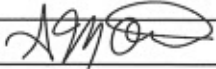
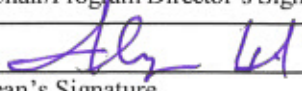
**PASCO-HERNANDO STATE COLLEGE
ACADEMIC PROGRAM PROPOSAL FORM****CHANGE IN PROGRAM, DELETION OF PROGRAM,
OR MORATORIUM OF PROGRAM**Effective Date: 2026 - 01

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

CURRENT OR PROPOSED TITLE Crime Scene/Forensic Science Technology	TOTAL NUMBER OF <input checked="" type="checkbox"/> COLLEGE CREDIT TECHNICAL <input type="checkbox"/> CREDIT HOURS AS - 60 hours
Check Box for Program Type <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree) <input checked="" type="checkbox"/> Associate in Science Degree <input type="checkbox"/> Associate in Applied Science Degree <input type="checkbox"/> Baccalaureate Degree</div><div><input type="checkbox"/> College Credit Certificate <input type="checkbox"/> Applied Technology Diploma <input type="checkbox"/> Technical Credit Program</div></div>	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: <small>If no CIP code, date submitted to DCC/DWE.</small>	AA Common Course Prerequisite <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:	
Total Current College Credit or Technical Credit Hours	
From:	To:
JUSTIFICATION FOR CHANGE	
Check Box for Change Justification <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Programmatic Accreditation Requirement <input type="checkbox"/> Florida Department of Education Curriculum Framework Changes</div><div><input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> Student Learning Outcome Assessment <input checked="" type="checkbox"/> Other</div></div>	
Other Explanation: nts aren't grasping concepts with a grade of a D. The program wants students to be fully prepared t	
workforce once graduating and hiring agencies should be confident in the knowledge of students	
coming from the program.	

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 03/05/2025
Department Chair/Program Director's Signature	Date
	3/6/25
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		

Crime Scene/Forensic Science Technology, Associate in Science

The purpose of this program is to prepare students for employment in the field of **criministics forensic science** with a specialty in Crime Scene Technology. The student can be employed in; but is not limited to, positions of Crime Scene Technician, **Forensic Investigator**, Crime Scene Photographer, **Evidence Technician**, Fingerprint **Examiner Technician**, and Classification Specialist, Crime Scene Lab Assistant, **Autopsy Technician**, and Crime Scene Unit Supervisor. Crime Scene Technologists can be employed by **sheriff's offices, police departments**, state attorneys' offices, public defender offices, medical examiner offices, law firms, and private industry, SOC Cod 19-4092 (Forensic Science Technicians).

Special Program Requirements

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An ~~O~~ orientation session **is** required prior to beginning CJE 1641 or higher.

Satisfactory completion of CJE 1641, CJE 1643, CJE 1644, CJE 1645, CJE 1671, CJE 1677, CJE 1770, CJE 1772, CJE 2608 with a grade of "C" or higher is required for successful completion of this program.

VA funding approved effective August 16, 2021.

Program Code: AS-CST / AS-CSFST

General Education Requirements

ENC 1101	English Composition I	3 cr.
CGS 1100	Microcomputer Applications	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

Program Core Courses

<u>BSC 1085</u>	Human Anatomy and Physiology I	3 cr.
<u>BSC 1085L</u>	Human Anatomy and Physiology I Laboratory	1 cr.
<u>CCJ 1020</u>	Introduction to Criminal Justice	3 cr.
<u>CJE 1640</u>	Criminalistics	3 cr.
<u>CJE 1641</u>	Introduction to Crime Scene Technology	3 cr.
<u>CJE 1643</u>	Advanced Crime Scene Technology	4 cr.
<u>CJE 1644</u>	Crime Scene Safety	3 cr.
<u>CJE 1645</u>	Introduction to Forensic Science	3 cr.
<u>CJE 1671</u>	Latent Fingerprint Development	3 cr.
<u>CJE 1677</u>	Modern Fingerprint Technology	3 cr.
<u>CJE 1770</u>	Crime Scene Photography I	3 cr.
<u>CJE 1772</u>	Crime Scene Photography II	3 cr.
<u>CJE 2608</u>	Courtroom Presentation of Evidence	4 cr.
<u>CJE 2950</u>	Crime Scene Capstone	3 cr.
	Total Credit Hours:	42

Total Credit Hours: 60

Credit Awarded-State Certification Exams

Law Enforcement Certification

<u>CJE 1000</u>	Introduction to Law Enforcement	3 cr.
<u>CJE 1300</u>	Police Organization and Administration	3 cr.
<u>CJE 1500</u>	Police Operations	3 cr.
<u>CJE 2601</u>	Introduction to Criminal Investigation	3 cr.
<u>CJE 2100</u>	Criminal Law	3 cr.

Correctional Officer Certification

~~GJC-1000~~ Introduction to Corrections 3 cr.

~~GJE-1300~~ Police Organization and Administration 3 cr.

~~GJL-2100~~ Criminal Law 3 cr.

Crime Scene / Forensic Science Technology, AS-CST (1743010600)						60
Major Courses		42 Hours		Spring Semester I		15 Hours
Human Anatomy and Physiology I ^{Corequisite: a}	BSC 1085	3	Introduction to Criminal Justice	CCJ 1020	3	
Human Anatomy and Physiology I Lab ^{Corequisite: b}	BSC 1085L	1	Criminalistics	CJE 1640	3	
Introduction to Criminal Justice	CCJ 1020	3	Introduction to Crime Scene Technology	CJE 1641	3	
Criminalistics	CJE 1640	3	Introduction to Biology	BSC 1005	3	
Introduction to Crime Scene Technology	CJE 1641	3	Microcomputer Applications ¹	CGS 1100	3	
Advanced Crime Scene Technology ^{c, d}	CJE 1643	4	Summer Semester I		6 Hours	
Crime Scene Safety	CJE 1644	3	English Composition I	ENC 1101	3	
Introduction to Forensic Science	CJE 1645	3	Any Area II Math Course in AS		3	
Latent Fingerprint Development ^d	CJE 1671	3	Fall Semester I		13 Hours	
Modern Fingerprint Technology ^e	CJE 1677	3	Human Anatomy and Physiology I	BSC 1085	3	
Crime Scene Photography I ^d	CJE 1770	3	Human Anatomy and Physiology I Lab	BSC 1085L	1	
Crime Scene Photography II ^f	CJE 1772	3	Crime Scene Safety	CJE 1644	3	
Courtroom Presentation of Evidence ^{g, h}	CJE 2608	4	Introduction to Forensic Science	CJE 1645	3	
Crime Scene Capstone ^{c, e, f, g, h, i, j}	CJE 2711	3	Crime Scene Photography I ^d	CJE 1670	3	
General Education Requirements		18 Hours	Spring Semester II		13 Hours	
Introduction to Biology	BSC 1005	3	Advanced Crime Scene Technology ^{c, d}	CJE 1643	4	
Microcomputer Applications ¹	CGS 1100	3	Latent Fingerprint Development ^d	CJE 1671	3	
English Composition I	ENC 1101	3	Crime Scene Photography II ^f	CJE 1772	3	
History of the United States II	AMH 2020	3	History of the United States II	AMH 2020	3	
American Federal Government	POS 2041	3	American Federal Government	POS 2041	3	
Any Area II Math Course in AS		3	Fall Semester II		13 Hours	
Any Area V Humanities Course in AS		3	Modern Fingerprint Technology ^e	CJE 1671	3	
			Courtroom Presentation of Evidence ^{g, h}	CJE 2608	4	
			Crime Scene Capstone ^{c, e, f, g, h, i, j}	CJE 2711	3	
			Any Area V Humanities Course in AS		3	

Course Prerequisites and Corequisites

a. BSC 1085L Human Anatomy and Physiology I Lab

Course Prerequisites and Corequisites

- a. BSC 1085L Human Anatomy and Physiology I Lab
- b. BSC 1085 Human Anatomy and Physiology I
- c. CJE 1640 Criminalistics
- d. CJE 1641 Introduction to Crime Scene Technology
- e. CJE 1671 Latent Fingerprint Development
- f. CJE 1770 Crime Scene Photography I
- g. CJE 1643 Advanced Crime Scene Technology
- h. CJE 1644 Crime Scene Safety
- i. CJE 1645 Introduction to Forensic Science
- j. CJE 2608 Courtroom Presentation of Evidence

Our Crime Scene and Forensic Science Technology program prepares students for employment in the field of criminalistics with a specialty in Crime Scene Technology. Students also develop technical skills necessary for employment in various state-wide.

Associated Certifications

1. Microsoft Office Specialist

Crime Scene/Forensic Science Technology, Associate in Science

The purpose of this program is to prepare students for employment in the field of forensic science with a specialty in Crime Scene Technology. The student can be employed in but is not limited to, positions of Crime Scene Technician, Forensic Investigator, Crime Scene Photographer, Evidence Technician, Fingerprint Technician, Classification Specialist, Crime Scene Lab Assistant, Autopsy Technician, and Crime Scene Unit Supervisor. Crime Scene Technologists can be employed by sheriff's offices, police departments, state attorneys' offices, public defender offices, medical examiner offices, law firms, and private industry, SOC Cod 19-4092 (Forensic Science Technicians).

Special Program Requirements

An orientation session is required prior to beginning CJE 1641 or higher.

Satisfactory completion of CJE 1641, CJE 1643, CJE 1644, CJE 1645, CJE 1671, CJE 1677, CJE 1770, CJE 1772, and CJE 2608 with a grade of "C" or higher is required for successful completion of this program.

VA funding approved effective August 16, 2021.

Program Code: AS-CST / AS-CSFST

General Education Requirements

<u>ENC1101</u>	English Composition I	3 cr.
<u>CGS 1100</u>	Microcomputer Applications	3 cr.
	Any <u>Area II</u> Mathematics course listed in the Associate in Science Degree Program Requirements	3 cr.
	Any <u>Area III</u> Natural Sciences course listed in the Associate in Science Degree Program Requirements	3 cr.
<u>AMH 2020</u>	History of the United States II	3 cr.
	or	
<u>POS 2041</u>	American Federal Government	3 cr.
	Any <u>Area V</u> Humanities course listed in the Associate in Science Degree Program Requirements	3 cr.
	Total Credit Hours:	18

Program Core Courses

<u>BSC 1085</u>	Human Anatomy and Physiology I	3 cr.
<u>BSC 1085L</u>	Human Anatomy and Physiology I Laboratory	1 cr.
<u>CCJ 1020</u>	Introduction to Criminal Justice	3 cr.
<u>CJE 1640</u>	Criminalistics	3 cr.
<u>CJE 1641</u>	Introduction to Crime Scene Technology	3 cr.
<u>CJE 1643</u>	Advanced Crime Scene Technology	4 cr.
<u>CJE 1644</u>	Crime Scene Safety	3 cr.
<u>CJE 1645</u>	Introduction to Forensic Science	3 cr.
<u>CJE 1671</u>	Latent Fingerprint Development	3 cr.
<u>CJE 1677</u>	Modern Fingerprint Technology	3 cr.
<u>CJE 1770</u>	Crime Scene Photography I	3 cr.
<u>CJE 1772</u>	Crime Scene Photography II	3 cr.
<u>CJE 2608</u>	Courtroom Presentation of Evidence	4 cr.
<u>CJE 2950</u>	Crime Scene Capstone	3 cr.
	Total Credit Hours:	42

Total Credit Hours: 60

PASCO-HERNANDO STATE COLLEGE ACADEMIC PROGRAM PROPOSAL FORM

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


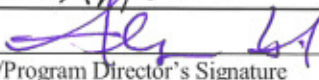
Effective Date: 2026 - 01

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

CURRENT OR PROPOSED TITLE Crime Scene/Forensic Science Technology	TOTAL NUMBER OF <input checked="" type="checkbox"/> COLLEGE CREDIT TECHNICAL <input type="checkbox"/> CREDIT HOURS CCC - 29 hours
Check Box for Program Type <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Advanced Technical Certificate (Post Associate in Science Degree) <input type="checkbox"/> Associate in Science Degree <input type="checkbox"/> Associate in Applied Science Degree <input type="checkbox"/> Baccalaureate Degree </div> <div style="width: 48%;"> <input checked="" type="checkbox"/> College Credit Certificate <input type="checkbox"/> Applied Technology Diploma <input type="checkbox"/> Technical Credit Program </div> </div>	
AS/AAS/ATD/BS/CCC/TECHNICAL CREDIT CIP CODE: <small>If no CIP code, date submitted to DCC/DWE.</small>	AA Common Course Prerequisite <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:	
Total Current College Credit or Technical Credit Hours	
From:	To:
JUSTIFICATION FOR CHANGE	
Check Box for Change Justification <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Programmatic Accreditation Requirement <input type="checkbox"/> Florida Department of Education Curriculum Framework Changes </div> <div style="width: 48%;"> <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> Student Learning Outcome Assessment <input checked="" type="checkbox"/> Other </div> </div>	
Other Explanation: nts aren't grasping concepts with a grade of a D. The program wants students to be fully prepared for	
workforce once graduating and hiring agencies should be confident in the knowledge of students	
coming from the program.	

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 03/05/2025
Department Chair/Program Director's Signature 	Date 3/6/25
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		

Crime Scene Technician—Certificate

This certificate prepares students for employment in the field of ~~criminalistics forensic science~~ with a specialty in Crime Scene Technology. The student can ~~serve as be employed in;~~ but is not limited to, positions of ~~Crime Scene Technician, Forensic Science Technician Investigator (SOC 19-4092), Crime Scene Technician, Medical Examiner Investigator, Evidence Technician, Autopsy Technician, Medical Investigator, and Insurance Investigator, Legal Investigator, Forensic Paralegal, Crime scene Investigator and Laboratory Technician.~~ Students can be employed by ~~sheriff's offices, police departments,~~ state attorneys' offices, public defender offices, medical examiner offices, law firms and private industry.

Special Program Requirements

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~~An Orientation orientation session is~~ required prior to beginning CIE 1641 or higher.

~~Satisfactory completion of CIE 1641, CIE 1643, CIE 1644, CIE 1645, CIE 1671, CIE 1770 and CIE 2608 with a grade of "C" or higher is required for successful completion of this program~~

VA funding approved effective August 16, 2021.

Program Code: CCC-CST

CIE 1640 Criminalistics	3 cr.
CIE 1641 Introduction to Crime Scene Technology	3 cr.
CIE 1643 Advanced Crime Scene Technology	4 cr.
CIE 1644 Crime Scene Safety	3 cr.
CIE 1645 Introduction to Forensic Science	3 cr.
CIE 1671 Latent Fingerprint Development	3 cr.
CIE 1770 Crime Scene Photography I	3 cr.
CIE 2608 Courtroom Presentation of Evidence	4 cr.
CIE 2950 Crime Scene Capstone	3 cr.

Total Credit Hours: 29

Workforce Development

Crime Scene Technician Certificate, CCC-CST (0743010601)

29

Major Courses		29 Hours	Spring Semester I		6 Hours
Criminalistics	CJE 1640	3	Criminalistics	CJE 1640	3
Introduction to Crime Scene Technology	CJE 1641	3	Introduction to Crime Scene Technology	CJE 1641	3
Advanced Crime Scene Technology ^{c, d}	CJE 1643	4	Fall Semester I	10 Hours	
Crime Scene Safety	CJE 1644	3	Advanced Crime Scene Technology ^{c, d}	CJE 1643	4
Introduction to Forensic Science	CJE 1645	3	Crime Scene Safety	CJE 1644	3
Latent Fingerprint Technology ^d	CJE 1671	3	Introduction to Forensic Science	CJE 1645	3
Crime Scene Photography I ^d	CJE 1770	3	Spring Semester II	6 Hours	
Courtroom Presentation of Evidence ^{e, h}	CJE 2608	4	Latent Fingerprint Development ^d	CJE 1671	3
Crime Scene Capstone ^{c, e, f, g, h, i, j}	CJE 2711	3	Crime Scene Photography I ^d	CJE 1770	3
			Fall Semester II	7 Hours	
			Courtroom Presentation of Evidence ^{e, h}	CJE 2608	4
			Crime Scene Capstone	CJE 2711	3

Crime Scene Technician—Certificate

This certificate prepares students for employment in the field of forensic science with a specialty in Crime Scene Technology. The student can be employed in but is not limited to, positions of Crime Scene Technician, Forensic Investigator (SOC 19-4092), Evidence Technician, Autopsy Technician, and Insurance Investigator. Students can be employed by sheriff's offices, police departments, state attorneys' offices, public defender offices, medical examiner offices, law firms, and private industry.

Special Program Requirements

An orientation session is required prior to beginning CJE 1641 or higher.

Satisfactory completion of CJE 1641, CJE 1643, CJE 1644, CJE 1645, CJE 1671, CJE 1770, and CJE 2608 with a grade of "C" or higher is required for successful completion of this program

VA funding approved effective August 16, 2021.

Program Code: CCC-CST

<u>CJE 1640</u> Criminalistics	3 cr.
<u>CJE 1641</u> Introduction to Crime Scene Technology	3 cr.
<u>CJE 1643</u> Advanced Crime Scene Technology	4 cr.
<u>CJE 1644</u> Crime Scene Safety	3 cr.
<u>CJE 1645</u> Introduction to Forensic Science	3 cr.
<u>CJE 1671</u> Latent Fingerprint Development	3 cr.
<u>CJE 1770</u> Crime Scene Photography I	3 cr.
<u>CJE 2608</u> Courtroom Presentation of Evidence	4 cr.
<u>CJE 2950</u> Crime Scene Capstone	3 cr.

Total Credit Hours: 29

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: Thursday, April 24, 2025

This proposal is for new courses reviewed and approved by the Council on Academic Affairs (CAA) during a meeting on Friday, March 28, 2025.

CAA presents these new courses to the District Board of Trustees (DBOT) for final review and approval during its meeting on Thursday, April 24, 2025.

New Course: College Credit

- The Voice Over Artist – TPP2790: Effective Fall 2025 (202601)

New Courses: Continuing Workforce Education

- Certified Outpatient Coder – NCO0981: Effective Spring 2025* (202502)

**This new course was reviewed and approved after typical CAA type deadlines to align with time sensitive notification of third-party (Ed2Go) changes.*

PASCO-HERNANDO STATE COLLEGE NEW COURSE PROPOSAL FORM

PROPOSED NEW COURSE INFORMATION

Course Title: _____ Prefix and Number: _____

Effective Date/Term for Offering Course: _____ Cluster: _____

Division No/School Code: _____ SCNS Discipline/Sort Code: ____080____

Type of Course: College Credit ____ Technical Credit ____ Developmental Ed ____ Contract Training ____ Continuing
Workforce Education (CWE) ____ Lifelong Learning ____ Course Type _____

Rationale for Course: _____

Gen Ed.: Yes ____ No ____ Pell Code: Yes ____ No ____ Skill Code: ____ ____ ____

Bachelor Degree Elective: Yes ____ No ____ Pass/Fail: Yes ____ No ____

ICS Type: _____ ICS Code: _____ Department Code: _____

Elective? Yes ____ No ____ If no, the course is required in which program(s)? _____

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 ____

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

 3/6/25
Proposer's Signature Date
 3/7/2025
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 ___X___ Yes _____

The course will utilize existing equipment in the Instructional Performing Arts Center theater and classrooms.

Recommended _____ Not Recommended _____

Chair, Council on Academic Affairs' Signature Date

ADMINISTRATIVE USE ONLY							
DBOT		FEET		Catalog		MCO	
Dist. Learn. Fee		CRS		PRQT		SCNS	



Master Course Outline

Course Identifier: TPP 2790

Course Title: The Voice Over Artist

Credit Hours: 3

Course Description: A practical course in voice and speech training for recorded and broadcast media, with an emphasis on storytelling, diction, and microphone technique. Students will learn about and be able to implement the different vocal techniques necessary for vocal performances in commercial voice-over, narration, podcasting, and radio drama.

Course Pre-requisites: N/A

Course Corequisites: N/A

Course Objectives:

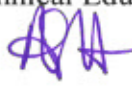
1. Students will learn how to properly warm-up their vocal apparatus, and be able to focus on clarity, diction, and resonance for voice-over.
2. Students will learn how to implement acting techniques for voice-over, such as the Stanislavsky Method, Meisner, Uta Hagen, and/or others.
3. Students will learn to create a range of characters for radio drama and cartoon voice-over.
4. Students will be able to perform narration, different “sells” for radio advertising, as well as discover and hone their own unique voice for podcasting/streaming voiceover.
5. Students will learn how to select material appropriate for their vocal abilities and will generate materials for the creation of a mega mix voice-over reel.
6. Students will understand the voice-over business industry, and gain knowledge of voice-over agents, how to find castings in different markets, and the podcast industry.

Memorandum

Pasco-Hernando State College
Continuing Education Workforce Development

To: Dr. Daniel Powell, Ph.D., Vice President/Chief Academic Officer, West Campus

From: Alysen Heil, Dean of Workforce Development, Career & Technical Education

Subject: Online Noncredit Courses for CAA – New Ed2go Course 

Date: April 2025

Attached please find a course proposal for a new online Ed2go noncredit course, this course is effective Term 2025-2.

Thank you!

April,
2025
2025-2

Ed2go Courses

Course Number	New Courses	Course Hours	PHSC Tuition Fee	Total Cost to Student
NCO 0981	Certified Outpatient Coder	200	\$3,095.00	\$3,095.00

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: Thursday, April 24, 2025

This proposal is for course revisions reviewed and approved by the Council on Academic Affairs (CAA) during meetings held on Friday, February 28, 2025, and Friday, March 28, 2025.

CAA presents these course revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Thursday, April 24, 2025.

Course Revisions: College Credit

- Introduction to Crime Scene Technology – CJE1641: Fall 2025 (202601)
- Advance Crime Scene Technology – CJE1643: Fall 2025 (202601)
- Crime Scene Safety – CJE1644: Fall 2025 (202601)
- Introduction to Forensic Science – CJE1645: Fall 2025 (202601)
- Latent Fingerprint Development – CJE1671: Fall 2025 (202601)
- Modern Fingerprint Technology – CJE1677: Fall 2025 (202601)
- Crime Scene Photography I – CJE1770: Fall 2025 (202601)
- Crime Scene Photography II – CJE1772: Fall 2025 (202601)
- Wills, Estates, and Trusts – PLA2600: Fall 2025 (202601)
- Nursing Fundamentals (Transitions) – NUR1006: Fall 2024* (202501)
- Nursing Fundamentals Clinical (Transitions) – NUR1006L: Fall 2024* (202501)
- Introduction to Surgical Technology – STS1302: Spring 2025* (202502) & Fall 2025 (202601)
- Patient Care for Surgical Technologist Lab – STS1304L: Spring 2025* (202502)
- Sterile Technique – STS1307: Fall 2025 (202601)
- Patient Care for Surgical Technologist – STS1308: Spring 2025* (202502)
- Surgical Procedures I – STS1323: Fall 2025 (202601)
- Sterile Technique Lab – STS1327L: Fall 2025 (202601)
- Surgical Technology Certification Review – STS1931: Fall 2026 (202701)
- Surgical Procedures II – STS2324: Spring 2027 (202702)
- Pharmacology for the Surgical Technologist – STS2340: Spring 2025* (202502)
- Surgical Technology Clinical I – STS2944: Spring 2026 (202602)
- Surgical Technology Clinical II – STS2945: Fall 2026 (202601)
- Classroom Management – EDG1310: Fall 2025 (202601)
- Dental Hygiene III Lecture – DEH2005: Fall 2025 (202601)
- Pharmacology – DEH2300: Fall 2025 (202601)
- Community Dental Health – DEH2702: Fall 2025 (202601)
- Dental Hygiene III Clinical – DEH2802L: Fall 2025 (202601)
- Dental Hygiene IV Clinical – DEH2804L: Fall 2025 (202601)
- Dental Hygiene V Clinical – DEH2806L: Fall 2025 (202601)
- Oral, Head, & Neck Anatomy, Histology, & Embryology – DES1020: Fall 2025 (202601)
- Oral, Head, & Neck Anatomy Lab – DES1020L: Fall 2025 (202601)

- Medical Emergencies for the Dental Professional – DES1601: Fall 2025 (202601)
- Special Topics/Seminars – AMH2930: Fall 2025 (202601)
- College Success Skills – SLS1501: Fall 2025 (202601)
- Courtroom Presentation Evidence – CJE2608: Fall 2025 (202601)
- Introduction to Networking – CNT1000: Fall 2025 (202601)

Course Revisions: Technical Credit

- Fundamentals of Nursing – PRN0000: Fall 2025 (202601)
- Fundamentals of Nursing Clinical – PRN0000L: Fall 2025 (202601)
- Fundamentals of Nursing II – PRN0002: Fall 2025 (202601)
- Fundamentals of Nursing II Clinical – PRN0002L: Fall 2025 (202601)
- Medication Administration/Pharmacology – PRN0030: Fall 2025 (202601)
- Body Structure & Function – PRN0080: Fall 2025 (202601)

Course Revisions: Non-Credit | Continuing Workforce Education

- Certified CompTIA IT Fundamentals+ – NCC0106: Summer 2025* (202503)

**These changes were implemented in advance of CAA formal approval to align with correct curriculum or after typical CAA change type deadlines to align with time sensitive notification of third-party changes.*

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Introduction to Crime Scene Technology Prefix and Number: CJE 1641

Effective Date/Term: 2025-3 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 2025-3

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: _____

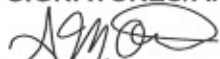
UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature

Date

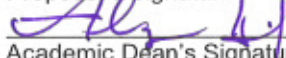
SIGNATURES/APPROVALS



01/17/2025

Proposer's Signature

Date



2/14/25

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	



Master Course Outline

Course Identifier: CJE 1641

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Course Title: ——— Introduction to Crime Scene Technology

Credit Hours: ——— 3

Course Grade: C or higher

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Course Description:

This course explains and discusses the basic scientific techniques used in criminal investigation with emphasis on the role of the crime scene investigator. This course will focus on such areas as recording the crime scene, collecting and preserving physical evidence, and the examination of evidence. The techniques used by the crime scene investigator to collect, protect, process, and analyze crime scene evidence will be explored.

Course Pre-requisites: None

Course Co-requisites: None

Course Objectives:

1. Identify disciplines found in a typical comprehensive crime laboratory.
2. Recognize and discuss the concepts of crime scene integrity and maintenance of evidentiary chain of custody protocols.
3. Identify the principles and techniques required for comparison of physical evidence found at crime scenes with comparison standards.

Last revised: 01/31/2020



Master Course Outline

Course Identifier: CJE 1641

Course Title: Introduction to Crime Scene Technology

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course explains and discusses the basic scientific techniques used in criminal investigation with emphasis on the role of the crime scene investigator. This course will focus on such areas as recording the crime scene, collecting and preserving physical evidence, and the examination of evidence. The techniques used by the crime scene investigator to collect, protect, process, and analyze crime scene evidence will be explored.

Course Pre-requisites: None

Course Co-requisites: None

Course Objectives:

1. Identify disciplines found in a typical comprehensive crime laboratory.
2. Recognize and discuss the concepts of crime scene integrity and maintenance of evidentiary chain of custody protocols.
3. Identify the principles and techniques required for comparison of physical evidence found at crime scenes with comparison standards.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Advance Crime Scene Technology Prefix and Number: CJE 1643

Effective Date/Term: 2025-3 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 2025-3

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

 _____ 01/17/2025
 Date
 _____ 2/14/25
 Date
 Academic Dean's Signature

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	



Master Course Outline

Course Identifier: CJE 1643

Course Title: Advanced Crime Scene Technology

Credit Hours: 4

Course Grade: C or higher

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Course Description: This course covers advanced principles, theories, and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter, and recovery of buried bodies and surface skeletons are also included. Data analysis, reporting, and plan of action development are emphasized.

Course Pre-requisites: CJE 1640: Introduction to Criminalistics
CJE 1641: Introduction to Crime Scene Technology

Course Corequisites: None

Course Objectives:

1. Demonstrate that they know how to search, collect, manage, and submit evidence in accordance with Florida State Statutes
2. Describe the process for recording, preserving, and recovering forensic evidence at different complex crime scenes
3. Showcase a knowledge of different chemical products and light sources to use at crime scenes.
4. Identify past and present technological advances to better investigate crime scenes.



Master Course Outline

Course Identifier: CJE 1643

Course Title: Advanced Crime Scene Technology

Credit Hours: 4

Course Grade: C or higher

Course Description: This course covers advanced principles, theories, and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter, and recovery of buried bodies and surface skeletons are also included. Data analysis, reporting, and plan of action development are emphasized.

Course Pre-requisites: CJE 1640: Introduction to Criminalistics
CJE 1641: Introduction to Crime Scene Technology

Course Corequisites: None

Course Objectives:

1. Demonstrate that they know how to search, collect, manage, and submit evidence in accordance with Florida State Statutes
2. Describe the process for recording, preserving, and recovering forensic evidence at different complex crime scenes
3. Showcase a knowledge of different chemical products and light sources to use at crime scenes.
4. Identify past and present technological advances to better investigate crime scenes.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Crime Scene Safety Prefix and Number: CJE 1644

Effective Date/Term: 2025-3 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 2025-3

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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



01/17/2025

Proposer's Signature

Date

Academic Dean's Signature

Date

2/14/25

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, 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	



Master Course Outline

Course Identifier: CJE 1644

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Course Title: ——— Crime Scene Safety

Credit Hours: ——— 3

Course Grade: C or higher

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Course Description:

This course covers potential health and safety hazards encountered at a crime scene. The course will introduce proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. This course covers stress, post-traumatic stress, post-traumatic stress disorder, and resiliency.

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Course Pre-requisites: None

Course Co-requisites: None

Course Objectives:

1. Define biological material, including where it is found and how it should be preserved, processed, and collected.
2. Identify biological hazards that need to be considered to safely and properly collect biological evidence.
3. List and discuss the types of biological testing that are utilized in the field and in the laboratory.
4. Know state and federal regulations on emergency ~~proceedures~~ procedures.
- 4.5. Understanding the importance of resiliency and proper techniques to increase resiliency and decrease stress.

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Last revised: 01/31/2020



Master Course Outline

Course Identifier: CJE 1644

Course Title: Crime Scene Safety

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course covers potential health and safety hazards encountered at a crime scene. The course will introduce proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. This course covers stress, post-traumatic stress, post-traumatic stress disorder, and resiliency.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:

1. Define biological material, including where it is found and how it should be preserved, processed, and collected.
2. Identify biological hazards that need to be considered to safely and properly collect biological evidence.
3. List and discuss the types of biological testing that are utilized in the field and in the laboratory.
4. Know state and federal regulations on emergency procedures.
5. Understanding the importance of resiliency and proper techniques to increase resiliency and decrease stress.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Introduction to Forensic Science Prefix and Number: CJE 1645

Effective Date/Term: 2025-3 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 2025-3

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:	
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	
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



01/17/2025

Proposer's Signature

Date



2/14/25

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							
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Dist. Learn. Fee		CRS		PRQST		SCNS	



Master Course Outline

Course Identifier: CJE 1645

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Course Title: ——— Introduction to Forensic Science

Credit Hours: ——— 3

Course Grade: C or higher

Course Description:

This course examines the principals principles, theories, and practices of forensic science utilized within the law enforcement community and the American legal system. Forensic science is the study and application of science to the process of law and involves the collection, examination, evaluation, and interpretation of evidence. Students will gain a basic understanding of the scientific and analytical approach to determining the value of evidence as it relates to the court of law.

Course Pre-requisites: None

Course Co-requisites: None

Course Objectives:

1. The history and development of forensic sciences
2. The proper procedures for securing, assessing, and processing crime scenes
3. The handling, value, and capabilities of DNA evidence
4. The various types and analysis methods of physical and trace evidence
5. The basic analysis of ballistic evidence, tool mark, and other impressions
6. Serology and blood spatter analysis
7. Forensic anthropology, taphonomy, and time since death determination



Master Course Outline

Course Identifier: CJE 1645

Course Title: Introduction to Forensic Science

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course examines the principles, theories, and practices of forensic science utilized within the law enforcement community and the American legal system. Forensic science is the study and application of science to the process of law and involves the collection, examination, evaluation, and interpretation of evidence. Students will gain a basic understanding of the scientific and analytical approach to determining the value of evidence as it relates to the court of law.

Course Pre-requisites: None

Course Co-requisites: None

Course Objectives:

1. The history and development of forensic sciences
2. The proper procedures for securing, assessing, and processing crime scenes
3. The handling, value, and capabilities of DNA evidence
4. The various types and analysis methods of physical and trace evidence
5. The basic analysis of ballistic evidence, tool mark, and other impressions
6. Serology and blood spatter analysis
7. Forensic anthropology, taphonomy, and time since death determination

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Latent Fingerprint Development Prefix and Number: CJE 1671
Effective Date/Term: 2025-3 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 2025-3

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: _____

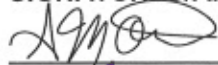
UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature

Date

SIGNATURES/APPROVALS



01/17/2025

Proposer's Signature

Date



2/14/25

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	



Master Course Outline

Course Identifier: CJE 1671

Course Title: Latent Fingerprint Development

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course explains and discusses the techniques involving detection, enhancement, and recovery of latent fingerprints from physical evidence. This course will cover mechanical and chemical methods, and surfaces will be analyzed and evaluated for application in both theory and practice.

Course Pre-requisites: CJE 1641 Introduction to Crime Scene Technology

Course Corequisites: None

Course Objectives:

1. Discuss techniques learned for latent print collection
2. Discuss which supplies worked best for lifting latent prints.
3. Discuss how item type determined the location of the latent prints.



Master Course Outline

Course Identifier: CJE 1671

Course Title: Latent Fingerprint Development

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course explains and discusses the techniques involving detection, enhancement, and recovery of latent fingerprints from physical evidence. This course will cover mechanical and chemical methods, and surfaces will be analyzed and evaluated for application in both theory and practice.

Course Pre-requisites: CJE 1641 Introduction to Crime Scene Technology

Course Corequisites: None

Course Objectives:

1. Discuss techniques learned for latent print collection
2. Discuss which supplies worked best for lifting latent prints.
3. Discuss how item type determined the location of the latent prints.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Modern Fingerprint Technology Prefix and Number: CJE 1677

Effective Date/Term: 2025-3 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 2025-3

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____	
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	
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

 _____ Date 01/17/2025
 Proposer's Signature _____ Date 2/14/25
 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		PRQT		SCNS	



Master Course Outline

Course Identifier: CJE 1677

Course Title: Modern Fingerprint Technology

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course employs the most up to date technology in use by law enforcement, and investigative agencies, and forensic scientists for the advanced collection, cataloging, searching, comparison, and identification of latent fingerprints. The automated fingerprint identification system software creates and stores a database of fingerprints and their unique characteristics and allows students to search, retrieve, and match them. Students also generate reports indicating the quality of matching elements and the degree of certainty of those matches. Students use the technology to learn to improve the quality of investigative outcomes and courtroom testimony involving latent fingerprints.

Course Pre-requisites: CJE 1671 Latent Fingerprint Development

To take this course, you must be enrolled in the AS-CST Crime Scene / Forensic Science Technology, Associate in Science degree.

Course Corequisites: None

Course Objectives:

1. List the steps for collecting, cataloging, searching, comparing, and identifying latent fingerprints.
2. Use the database of fingerprints to search, retrieve, and match given fingerprints.
3. Create reports indicating the quality of the match and the degree of certainty.
4. Analyze how to present the quality of investigative outcomes for courtroom room testimony involving latent fingerprints.



Master Course Outline

Course Identifier: CJE 1677

Course Title: Modern Fingerprint Technology

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course employs the most up to date technology in use by law enforcement, investigative agencies, and forensic scientists for the advanced collection, cataloging, searching, comparison, and identification of latent fingerprints. The automated fingerprint identification system software creates and stores a database of fingerprints and their unique characteristics and allows students to search, retrieve, and match them. Students also generate reports indicating the quality of matching elements and the degree of certainty of those matches. Students use the technology to learn to improve the quality of investigative outcomes and courtroom testimony involving latent fingerprints.

Course Pre-requisites: CJE 1671 Latent Fingerprint Development

To take this course, you must be enrolled in the AS-CST Crime Scene / Forensic Science Technology, Associate in Science degree.

Course Corequisites: None

Course Objectives:

1. List the steps for collecting, cataloging, searching, comparing, and identifying latent fingerprints.
2. Use the database of fingerprints to search, retrieve, and match given fingerprints.
3. Create reports indicating the quality of the match and the degree of certainty.
4. Analyze how to present the quality of investigative outcomes for courtroom room testimony involving latent fingerprints.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Crime Scene Photography I Prefix and Number: CJE 1770
 Effective Date/Term: 2025-3 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 2025-3

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: _____

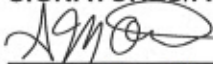
UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature

Date

SIGNATURES/APPROVALS



01/17/2025

Proposer's Signature

Date



2/14/25

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	



PASCO-HERNANDO STATE COLLEGE

Master Course Outline

Course Identifier: CJE 1770

Course Title: Crime Scene Photography

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course explains and covers crime scene photography skills, including camera operation, exposure control, proficiency in relational photos, and flash control for crime scenes, and evidentiary documentation. The course will also cover special light sources and the use of filters, specialized equipment, digital cameras, and ~~hand-held~~hand-held video camera-recorders.

Course Pre-requisites: CJE 1641 Introduction to Crime Scene Technology

Course Corequisites: None

Course Objectives:

1. Describe the basic functions of the digital camera and how they apply to crime scene photography.
2. Utilize camera settings such as aperture and shutter speed in combination with alternative light sources to improve the quality of photographic images.
3. Perform successful photography in various environments, overcoming various challenges such as: darkness, shadows, and reflective surfaces while still effectively capturing evidence through digital photography.
4. Apply the camera settings for close-up photography (macro), resulting in a clear representation of very small items of evidence (~~i.e.e.g.~~ latent fingerprints)



Master Course Outline

Course Identifier: CJE 1770

Course Title: Crime Scene Photography

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course explains and covers crime scene photography skills, including camera operation, exposure control, proficiency in relational photos, flash control for crime scenes, and evidentiary documentation. The course will also cover special light sources and the use of filters, specialized equipment, digital cameras, and hand-held video camera recorders.

Course Pre-requisites: CJE 1641 Introduction to Crime Scene Technology

Course Corequisites: None

Course Objectives:

1. Describe the basic functions of the digital camera and how they apply to crime scene photography.
2. Utilize camera settings such as aperture and shutter speed in combination with alternative light sources to improve the quality of photographic images.
3. Perform successful photography in various environments, overcoming various challenges such as: darkness, shadows, and reflective surfaces while still effectively capturing evidence through digital photography.
4. Apply the camera settings for close-up photography (macro), resulting in a clear representation of very small items of evidence (e.g. latent fingerprints)

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Crime Scene Photography II Prefix and Number: CJE 1772
Effective Date/Term: 2025-3 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: 2025-3

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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



Proposer's Signature

01/17/2025

Date



Academic Dean's Signature

2/14/25

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	



Master Course Outline

Course Identifier: CJE 1772

Course Title: Crime Scene Photography II

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course introduces students to FARO Focus3D, advanced, 3-dimensional crime scene scanning and laser imaging hardware/software. This technology is currently being adopted by federal, state, and local law enforcement and investigative agencies to enable dimensionally accurate 360-degree, computer-generated graphic images for use in measurements, analyses, and reconstructions of crime and/or accident scenes and to aid in more accurate and compelling courtroom presentation. Students assemble, calibrate, and operate the technology through various indoor and outdoor crime scene scenarios and generate measurements, analyses, and reports concerning those scenes.

Course Pre-requisites: CJE 1770 Crime Scene Photography I

To take this course, you must be enrolled in the AS-CST Crime Scene / Forensic Technology Associate in Science degree.

Course Corequisites: None

Course Objectives:

1. Use current technology to enable dimensionally accurate 360-degree, computer graphic images.
2. Use technology to measure, analyze, and reconstruct crime and/or accident scenes.
3. Describe and employ proper methods for communication of results of analyses, examinations, and interpretations.



Master Course Outline

Course Identifier: CJE 1772

Course Title: Crime Scene Photography II

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course introduces students to FARO Focus3D, advanced, 3-dimensional crime scene scanning and laser imaging hardware/software. This technology is currently being adopted by federal, state, and local law enforcement and investigative agencies to enable dimensionally accurate 360-degree, computer-generated graphic images for use in measurements, analyses, and reconstructions of crime and/or accident scenes and to aid in more accurate and compelling courtroom presentation. Students assemble, calibrate, and operate the technology through various indoor and outdoor crime scene scenarios and generate measurements, analyses, and reports concerning those scenes.

Course Pre-requisites: CJE 1770 Crime Scene Photography I

To take this course, you must be enrolled in the AS-CST Crime Scene / Forensic Technology Associate in Science degree.

Course Corequisites: None

Course Objectives:

1. Use current technology to enable dimensionally accurate 360-degree, computer graphic images.
2. Use technology to measure, analyze, and reconstruct crime and/or accident scenes.
3. Describe and employ proper methods for communication of results of analyses, examinations, and interpretations.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Wills, Estates, and Trusts Prefix and Number: PLA 2600
Effective Date/Term: Fall 2025 (202601) Cluster/Program Code: CWE

COURSE CHANGE(S)

Course REVISION (Check, if applicable) ☒ Effective Date/Term: Fall 2025 (202601)

Rationale: Update Course Objectives in Master Course Outline - See attached

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Proposer's Signature _____ Date 2/12/25

Academic Dean's Signature _____ Date 2/12/25

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, 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		PRQT		SCNS	

PLA 2600 - WILLS, ESTATES, AND TRUSTS

Course Description:

A survey of common forms of wills and trusts, and study of the law applicable to wills, trusts, and the probate of estates. This course includes examination of and drafting of basic wills and probate documents. 45 class hours

Course Objectives:

After successfully completing this course, the student (with at least 70% accuracy) will be able to:

1. Define a variety of terms and legal concepts associated with wills, trusts and probate administration,
2. Explain the purpose of a will, and how to prove a will,
3. Explain the requirements of, and draft, a simple will, in accordance with Florida Statutes,
4. Explain the requirements of, and draft, a codicil, in accordance with Florida Statutes,
5. Define a simple inter vivos, and a testamentary trust,
6. Prepare a simple estate tax return,
7. Explain the procedures of Probate in general and in detail in accordance with Florida Statutes,
8. Define a variety of terms relating to taxation to include the following: Adjusted basis, adjusted gross income, amount realized, basis, depreciation, fair market value, gift, personal expenses, prizes and awards, realized gain or loss, recognized gain or loss, and zero bracket amount,
9. Explain various taxation concepts to include the following: Gross income along with an explanation of the most common inclusions and exclusions; assignment of income, to include how different brackets may affect a single family; tax litigation procedures, to include strategy of where to start case and where appeals are most effective; deductions and gain,
10. Demonstrate the ability to use the United States Tax Code,
11. Discuss the tax consequences of death.



Master Course Outline

Course Identifier: PLA 2600

Course Title: Wills, Estates, and Trusts

Credit Hours: 3

Course Description: A survey of common forms of wills and trusts, and study of the law applicable to wills, trusts, and the probate of estates. This course includes examination of and drafting of basic wills and probate documents.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:

1. Define terms associated with various types of wills, trusts, and probate administration.
2. Explain the purposes and requirements of wills and codicils.
3. Define a simple inter vivos, and a testamentary trust.
4. Explain the process of probate including the distribution of an estate given a hypothetical case.
5. Identify elder law issues.
6. Draft a will or and other estate planning documents.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Nursing Fundamentals (Transitions) Prefix and Number: NUR 1006
 Effective Date/Term: Fall 2024.1 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2024.1
 Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Patricia Stewart

02/10/2025

Proposer's Signature

Date

Billie Gabbard

Digitally signed by Billie Gabbard
DN: cn=Billie Gabbard, o=Parish-Hernando State College, ou=Nursing & Health, email=gabbardb@phsc.edu, c=US
Date: 2025.02.11 08:20:29 -0500

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	



Master Course Outline

Course Identifier: NUR 1006

Course Title: NURSING FUNDAMENTALS(TRANSITION)

Credit Hours: 3 Credit Hours

Course Description: This course is required for the paramedic entering the ADN Transition Program. This course validates and expands on knowledge and skills obtained in previous health-care and general education courses. This course provides students with concepts of critical thinking, communication skills and evidence-based practice as it relates to the role of the registered nurse. The nursing process and Maslow's hierarchy are presented as a guide to prioritizing is introduced and used as an approach to nursing care with emphasis on the basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. The roles of the nurse as provider of care, communicator, teacher, manager, and member of profession are introduced and provide the framework for clinical application and evaluation. This course consists of 45 theory hours. Additional laboratory hours may be required.

Course Pre-requisites: Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, CGS 1100, HUN 2201, MCB 2010, MCB 2010L, PSY 1012 and Admission to the Associate Degree Transition Program and Paramedic Licensure.

Course Corequisites: NUR 1006L

Course Objectives:

Upon completion of this course with a minimum grade of 80% the student will be able to meet the following theoretical objectives:

1. ~~Define the fundamental elements of professional integrity, advocacy, and legal and ethical standards of practice for the registered nurse. Relate the impact of physiology, nutrition, growth and development, and culture/gender diversity, and health promotion on a person's overall health and health care choices.~~
2. ~~Describe the fundamental elements of professional communication, including written, verbal, and non-verbal, for the registered nurse. Understand caring behaviors inherent in the profession and practice of nursing.~~
3. ~~Identify the art and sciences of nursing related to the clinical decision-making process as it relates to the role of a registered nurse. Identify legal and ethical standards of practice for~~

- ~~the nurse.~~
4. ~~Identify the fundamental elements of patient-centered care to diverse populations through principles of teaching and learning, the nursing process, and clinical judgement. Define the five (5) interrelated roles of the nurse in various nurse practice settings.~~
 5. ~~Identify the fundamental elements of safe and effective care and quality improvement processes utilized in healthcare settings to minimize harm to patients, self, and team members. Describe the components of the nursing process.~~
 6. ~~Define the fundamental responsibilities of the registered nurse in relation to management of care, leadership, delegation, and collaboration within the healthcare team. Describe the principles of medical surgical asepsis.~~
 7. ~~Recognize elements of information and technologies to effectively communicate, manage data, mitigate error, and support clinical decision-making. Understands the knowledge and skills of basic client assessment.~~
 8. ~~State accurate nursing diagnoses.~~
 9. ~~Understand techniques of effective verbal, written interactive and~~

~~therapeutic communication skills.~~

~~10. Explain principles of teaching-learning theory.~~

~~11. Demonstrate beginning critical thinking skills as the basis of clinical decision-making in client care.~~

~~12. Explain the basic principles of pharmacologic application.~~

~~13. Understand fundamental concepts of critical thinking via nursing process to therapeutically intervene with clients having more frequently occurring health needs affecting:~~

~~Oxygenation~~

~~Nutrition and Hydration Elimination~~

~~Comfort and Safety Security Mobility~~

~~Utilize technology skills as necessary to complete student learning activities~~

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Master Course Outline

Course Identifier: NUR 1006

Course Title: NURSING FUNDAMENTALS(TRANSITION)

Credit Hours: 3 Credit Hours

Course Description: This course is required for the paramedic entering the ADN Transition Program. This course validates and expands on knowledge and skills obtained in previous healthcare and general education courses. This course provides students with concepts of critical thinking, communication skills and evidence-based practice as it relates to the role of the registered nurse. The nursing process and Maslow's hierarchy are presented as a guide to prioritizing nursing care with emphasis on the basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. This course consists of 45 theory hours. Additional campus laboratory hours may be required.

Course Pre-requisites: Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, MAC 1105, HUN 2201, MCB 2010, MCB 2010L, PSY 1012 and Admission to the Associate Degree Transition Program and Paramedic Licensure.

Course Corequisites: NUR 1006L

Course Objectives:

Upon completion of this course with a minimum grade of 80% the student will be able to meet the following theoretical objectives:

1. Define the fundamental elements of professional integrity, advocacy, and legal and ethical standards of practice for the registered nurse.
2. Describe the fundamental elements of professional communication, including written, verbal, and non-verbal, for the registered nurse.
3. Identify the art and sciences of nursing related to the clinical decision-making process as it relates to the role of a registered nurse.
4. Identify the fundamental elements of patient-centered care to diverse populations through principles of teaching and learning, the nursing process, and clinical judgement.
5. Identify the fundamental elements of safe and effective care and quality improvement processes utilized in healthcare settings to minimize harm to patients, self, and team members.
6. Define the fundamental responsibilities of the registered nurse in relation to management of care, leadership, delegation, and collaboration within the

healthcare team.

7. Recognize elements of information and technologies to effectively communicate, manage data, mitigate error, and support clinical decision-making.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Nursing Fundamentals Clinical (Transitions) Prefix and Number: NUR 1006L

Effective Date/Term: Fall 2024.1 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2024.1

Rationale: Revision to the course description and outcomes to better align with the End-of-Program Student Learning Outcomes and the nursing curriculum framework.

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Patricia Stewart

02/10/25

Proposer's Signature

Date

Billie Gabbard

Digitally signed by Billie Gabbard
DN: cn=Billie Gabbard, ou=Academic Affairs, ou=Southern Association of Colleges and Schools, email=gabbardbillie@saacs.org, c=US

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	



Master Course Outline

Course Identifier: NUR 1006 L

Course Title: NURSING FUNDAMENTALS CLINICAL(TRANSITION)

Credit Hours: 3 Credit Hours

Course Description: This course is required for the paramedic entering the ADN Transition program. This course validates and expands on knowledge and skills obtained in previous health- care and general education courses. Students will build on previous knowledge as well as develop additional psychomotor skills relating to the basic needs of oxygenation, nutrition, elimination, comfort and safety, and mobility. The nursing process is used as a foundational approach to nursing care which assists the student to build upon critical thinking and clinical judgment skills. This course consists of 30 laboratory hours where the students gain competence in psychomotor skills and 90 clinical hours in applying knowledge and skills. The nursing process is introduced and used as an approach to nursing care in the clinical setting with emphasis on assessment of basic human needs relating to oxygenation, nutrition, elimination, comfort and safety, security and mobility. The roles of the nurse as provider of care, communicator, teacher, manager and member of profession are introduced for clinical application and evaluation. This course consists of 30 lab and 90 clinical hours. Additional laboratory hours may be required.

Course Pre-requisites: _ Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, CGS 1100, HUN 2201, MCB 2010, MCB 2010L PSY 1012 and Admission to the ADN Transition program and Paramedic Licensure Corequisites: NUR 1006

COURSE OBJECTIVES:

Upon completion of this course the student with a minimum grade of 80% the student will be able to meet the following lab and clinical objectives:

- ~~1. Demonstrate fundamental concepts of professional behaviors and practices that include safe, client centered care within the legal and ethical standards of practice for the registered nurse. Apply concepts of physiology, psychology, nutrition, growth and development, and culture/gender diversity, and health promotion on a person's health and health care choices.~~
- ~~2. Utilize fundamental communication skills to effectively communicate with clients, families, and healthcare team members through written, verbal, and non-verbal communication. Demonstrates caring behaviors inherent in the profession and practice of nursing.~~

3. ~~— Demonstrate the art of nursing and clinical competence in fundamental psychomotor skills when caring for clients with diverse health needs. Application legal and ethical standards of practice for the nurse.~~
4. ~~— Utilize fundamental nursing skills to provide patient-centered care for clients with diverse health needs utilizing fundamental principles of teaching and learning, the nursing process, and clinical judgement. Define the five (5) interrelated roles of the nurse in various nurse practice settings.~~
5. ~~— Utilize the fundamental elements of nursing skills to minimize risk of harm to clients, self, and team members. Implement the components of the nursing process appropriate to the beginning student.~~
6. ~~— Recognize the importance of management of care and collaboration with the healthcare team. Implement principles of medical-surgical asepsis.~~
7. ~~— Discuss use of information and technologies for communicating with clients, families, and health care team members. Implement principles of basic mental health concepts.~~
8. ~~— Apply the knowledge and skills of basic client assessment.~~
9. ~~— Choose accurate nursing diagnoses.~~

- ~~10. Utilize effective verbal and written interactive and therapeutic communication skills.~~
- ~~11. Apply principles of teaching-learning theory.~~
- ~~12. Demonstrate beginning critical thinking skills as the basis of clinical decision-making in client care.~~
- ~~13. Explain the basic principles of pharmacologic application.~~
- ~~14. Utilize fundamental concepts of critical thinking via nursing process to therapeutically intervene with clients having more frequently occurring health needs affecting:~~
 - ~~— Oxygenation — Comfort and Safety Nutrition and Hydration —~~
 - ~~— Security Elimination — Mobility~~
- ~~15. Utilize Healthy People 2020 objectives and Patient Safety Goals to improve the client's healthcare status.~~
- ~~16. Utilize technology as necessary to complete laboratory and clinical activities.~~
- ~~17.1. Satisfactorily completes all designated and required student learning activities as instructed with a final grade of 80% or better.~~

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Master Course Outline

Course Identifier: NUR 1006L

Course Title: NURSING FUNDAMENTALS CLINICAL(TRANSITION)

Credit Hours: 3 Credit Hours

Course Description: This course is required for the paramedic entering the ADN Transition program. This course validates and expands on knowledge and skills obtained in previous healthcare and general education courses. Students will build on previous knowledge as well as develop additional psychomotor skills relating to the basic needs of oxygenation, nutrition, elimination, comfort and safety, and mobility. The nursing process is used as a foundational approach to nursing care which assists the student to build upon critical thinking and clinical judgment skills. This course consists of 30 laboratory hours where the students gain competence in psychomotor skills and 90 clinical hours in applying knowledge and skills. Additional campus laboratory hours may be required.

Course Pre-requisites: _ Prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, MAC 1105, HUN 2201, MCB 2010, MCB 2010L PSY 1012 and Admission to the ADN Transition program and Paramedic Licensure Corequisites: NUR 1006

COURSE OBJECTIVES:

Upon completion of this course the student with a minimum grade of 80% the student will be able to meet the following lab and clinical objectives:

1. Demonstrate fundamental concepts of professional behaviors and practices that include safe, client centered care within the legal and ethical standards of practice for the registered nurse.
2. Utilize fundamental communication skills to effectively communicate with clients, families, and healthcare team members through written, verbal, and non-verbal communication.
3. Demonstrate the art of nursing and clinical competence in fundamental psychomotor skills when caring for clients with diverse health needs.
4. Utilize fundamental nursing skills to provide patient-centered care for clients with diverse health needs utilizing fundamental principles of teaching and learning, the nursing process, and clinical judgement.
5. Utilize the fundamental elements of nursing skills to minimize risk of harm to clients, self, and team members.

6. Recognize importance of management of care and collaboration with the healthcare team.
7. Discuss use of information and technologies for communicating with clients, families, and health care team members.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Introduction to Surgical Technology Prefix and Number: STS1302
 Effective Date/Term: August 2025 / 2026-1 Cluster/Program Code: AS/STS

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: August 2025 / 2026-1

Rationale: _____

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		4
	Technical		
LECTURE HOURS	Contact		60
	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	\$136.00 background check, \$39.00 Drug Screening
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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

Date

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	



Master Course Outline

Course Identifier: STS1302

Course Title: Introduction to Surgical Technology

Credit Hours: 4 Credit hours

Course Description: This introductory course provides the student with an overall understanding and orientation to the field of surgical technology as an integral health care professional in the delivery of perioperative patient care and surgical services. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the physical environment and safety standards and technological science concepts.

Course Pre-requisites: Admission to the Surgical Technology Program

Course Corequisites: STS2340, ENC1101

Course Objectives/Learning Outcomes:

Major Learning Outcomes:

- Orientation to surgical technology/Professional Responsibilities
- Relationships and Communication
- Standards of conduct
- Law and Ethics
- The surgical patient
- Physical environment and safety standards

Course Objectives:

Professionalism

1. Describe the characteristics of a professional surgical technologist.
2. Compare and contrast professional organizations related to the profession.
3. Describe the credentialing options available to the surgical technologist.
4. Define and describe types of communication relationships.
5. Discuss goals of communication.
6. Describe the significance of content and tone in communication.
7. Discuss methods for successful surgical team participation.
8. Discuss strategies for the attainment of effective team goals.
9. Identify the skills necessary to resolve conflict in the workplace.
10. Distinguish the types of behavioral concerns found in society.
11. Discuss strategies to negotiate effective problem resolution.

12. Evaluate the methods to prevent conflict in the surgical arena.
13. Review the American Hospital Association's (AHA) Patient Care Partnership
14. Understand the influence of ethics in professional practice.
15. Discuss the role of morality during ethical decision-making.
16. Discuss examples of ethical situations and problems in the health profession.
17. Discuss the key elements related to developing a surgical conscience.
18. Review principles of problem-solving in ethical decision-making.
19. Discuss principles of patient confidentiality, including verbal and written.
20. Analyze the concepts of law.
21. Define the various types of legal doctrines.
22. Discuss the concepts that influence the standards of conduct.
23. Analyze the legal elements of proper documentation.
24. Describe the types of sentinel events.
25. Summarize the intentions of risk management.
26. Assess employment opportunities for surgical technologists.
27. Evaluate personal employability qualities and develop an employment strategy that includes positive characteristics.
28. Compare and contrast various types of employment applications and follow-up correspondence.
29. Analyze various interview strategies.
30. Compare and contrast the various roles in the surgical technology profession.
31. Develop a plan of action to secure employment in the healthcare field.
32. Develop a professional resume.
33. Demonstrate responsible and accountable behavior within the role and competencies of the surgical technologist.
34. Identify the characteristics of a successful leader.
35. Discuss the functions and roles of leadership.
36. Explore pathways to advance in management roles.

Healthcare Facility information:

37. Compare the different roles of the team members in the surgical setting.
38. Identify the proper chain of command in the operating room.
39. Describe the healthcare facility (HCF) departments that provide direct and indirect patient care.
40. Describe the healthcare agencies that impact the provision of surgical services.
41. Discuss the location of the surgical services within the healthcare facility.
42. Describe basic floor plan designs for surgical services.
43. Explain the principles underlying the design of the surgical department.
44. Describe the floor plan of the operating room.
45. Summarize the components that comprise the environmental systems.
46. Describe the principles of environmental system safety controls.

Technological Science Concepts

47. Describe the basic components of a computer system.
48. Evaluate basic electronic medical records (EMR) systems used.
49. Evaluate safe practices for implementing information technology.
50. Describe best practices in securing protected health information (PHI).
51. Define terminology related to electricity.
52. Describe the principles of electrical flow.
53. Describe the various components of the electrosurgical unit.
54. Describe the biophysics of lasers.
55. Discuss the advantages of using lasers.

56. Describe the types of lasers.

57. Describe the specific applications of each type of laser.

Criteria Performance Standard: to successfully complete and pass the course, the student must master the above objectives with a minimum of 75% as a final grade.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Patient Care for the Surgical Technologist - Lab Prefix and Number: STS1304L

Effective Date/Term: Spring 202502 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Spring 202502

Rationale: New Course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		3
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		130
	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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: Spring 2025/02 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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



Date

2/14/25

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	



Master Course Outline

Course Identifier: STS1304L

Course Title: Patient Care for the Surgical Technologist - Laboratory

Credit Hours: 3 credit hours

Course Description: This is a hands-on laboratory course which accompanies the STS1308 didactic course. Students will be required to achieve skills related to the care of surgical patients. Patient care skills focus on patient transport and positioning, foley catheter insertion, surgical skin preparation, and vital signs. This course consists of 135 lab hours. Additional lab hours may be required.

Course Pre-requisites: STS1302, STS2340

Course Corequisites: STS1308, ENC1101

Course Objectives/Learning Outcomes:

Major Learning Outcomes:

1. Preoperative case management
2. Intraoperative case management
3. Postoperative case management
4. Patient Transport and Positioning
5. Insertion of Foley Catheter
6. Skin Preparation
7. Vital Signs

Course Objectives:

Skills in the Surgical Technologist role:

1. Demonstrate the key elements related to developing a surgical conscience.
2. Demonstrate principles of communication in the surgical setting.
3. Demonstrate body language and non-verbal communication.
4. Demonstrate the principles involved in donning or doffing surgical attire.
5. Demonstrate participation in the Surgical Safety Checklist process.
6. Demonstrate the principles of safe patient transport and transfer.
7. Demonstrate basic positioning of the surgical patient.
8. Demonstrate urinary catheterization.
9. Demonstrate skin preparation.
10. Demonstrate the perioperative duties of the assistant circulator to include documentation.
11. Operating room preparation.

12. How to monitor vital signs.
13. Urinary catheterization.
14. Patient transport to the operating room.
15. Patient transfer to the surgical table.
16. How to apply and connect accessory devices.
17. Patient positioning.
18. Surgical skin prep.
19. Patient transfer from the surgical table to the stretcher.

Criteria Performance Standard: To successfully complete and pass this course, the student must master the above objectives with a minimum of 100% as a final grade

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Sterile Technique Prefix and Number: STS1307
 Effective Date/Term: August 1, 2025 / 202601 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: August 1, 2025 / 202601
 Rationale: New Course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____
 Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		4
	Technical		
LECTURE HOURS	Contact		60
	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 <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: Spring 202502 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technolgy for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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 _____ Date _____

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	



Master Course Outline

Course Identifier: STS1307

Course Title: Sterile Technique

Credit Hours: 4 credit hours

Course Description: This course is designed to provide the student with an overall understanding of the active role of surgical technologists. Principles of microbiology are incorporated in surgical asepsis and sterility. Students will understand instrumentation, equipment and supplies used in the surgical environment and overall perioperative case management.

Course Pre-requisites: STS1302, STS1308, STS1304L, STS2340, ENC1101

Course Corequisites: STS1327L, STS1323, HUM1020

Course Objectives/Learning Outcomes:

Major Learning Outcomes:

1. Principles of microbiology
2. Surgical asepsis and sterility
3. Instrumentation, equipment, and supplies
4. Preoperative surgical case management
5. Intraoperative and postoperative case management

Course Objectives:

1. Correlate the impact of microbiology concerning the practice of sterile technique and infection control in the operative setting.
2. Identify the name and function of various parts of the compound microscope.
3. Compare and contrast the structure and characteristics of different microorganisms.
4. Analyze the various immune responses that occur in the body as defenses against invasion by pathogens.
5. Relate the infectious process to surgical practice.
6. Identify the purposes of the various types of equipment.
7. Review the uses of the various types of equipment.
8. Describe the perioperative handling of equipment.
9. Identify the manufacturing characteristics of surgical instruments.
10. Compare the grades of surgical instruments.
11. Describe the categories of surgical instruments.
12. Apply knowledge of surgical instrumentation to specific surgical specialties.
13. Evaluate perioperative instrumentation handling concepts.
14. Identify surgical supplies.

15. Explain the usage of surgical supplies.
16. Explain the principles of handling the various types of surgical supplies.
17. Evaluate the selection of surgical supplies.
18. Describe the terms related to asepsis and sterile technique.
19. Apply concepts related to asepsis.
20. Evaluate sources of contamination.
21. Discuss principles and practices of sterile technique.
22. Define terms related to sterile processing.
23. Describe the processes of decontamination.
24. Describe the manual methods used for cleaning surgical instrumentation and equipment.
25. Describe the mechanical methods used for cleaning.
26. Describe the concepts of disinfection.
27. Discuss the principles related to preparing items for sterilization.
28. Analyze the requirements for sterilizing items.
29. Discuss the principles of sterile storage.
30. Discuss the principles of distributing sterile supplies.
31. Describe the principles associated with establishing the sterile field.
32. Explain the steps for preparing an operating room.
33. Describe the use of the surgeon's preference card.
34. Describe the concepts that are applied for opening sterile items.
35. Explain the sequence of opening sterile supplies.
36. Explain the steps for organizing the back table.
37. Explain the steps for organizing the Mayo stand.
38. Describe the final steps required to finish establishing the sterile field.
39. Analyze special circumstances that require adjusting the normal routine for establishing the sterile field.
40. Describe the considerations that are important to maintaining hand and skin integrity.
41. Discuss the concepts for performing medical hand wash.
42. Discuss the concepts of the surgical scrub as related to infection control.
43. Describe the types of surgical gowns and gloves.
44. Describe the factors that affect the selection process.
45. Describe the methods of gowning.
46. Evaluate each method of gloving.
47. Describe the purpose of surgical counts.
48. Describe the types of documentation.
49. Identify the items that must be counted.
50. Describe the methods for counting.
51. Discuss the frequency and timing of surgical counts.
52. Explain the intraoperative sequence for completing surgical counts.
53. Identify when additional counts are necessary.
54. Describe the characteristics of draping materials.
55. Describe the types of draping materials.
56. Explain the application of drapes to equipment and furniture.
57. Explain the selection of drapes concerning anatomical regions.
58. Describe the draping sequence as related to surgical procedures.
59. Discuss the concepts that apply to the maintenance of the sterile field.
60. Explain the duties of the surgical technologist to maintain the sterile field.
61. Describe special considerations that require the surgical technologist to make adjustments to maintain the sterile field.
62. Discuss the concepts for the breakdown of the sterile field.
63. Explain the steps that are taken to break down the sterile field.
64. Analyze the postoperative care of the surgical patient.

65. Describe potential surgical patient complications.
66. Describe the assistive role of the surgical technologist.
67. Describe equipment and supplies.
68. Discuss the criteria for patient discharge.
69. Describe the purpose of disinfection of the surgical environment.
70. Describe the cleaning process utilizing disinfecting agents.
71. Describe disinfecting agents.

Criteria Performance Standard: To successfully complete and pass this course, the student must master the above objectives with a minimum of 75% as a final grade.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Patient Care for the Surgical Technologist Prefix and Number: STS1308

Effective Date/Term: Spring 202502 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Spring 202502

Rationale: New course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		2
	Technical		
LECTURE HOURS	Contact		30
	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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornack & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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

Date

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	



Master Course Outline

Course Identifier: STS1308

Course Title: Patient Care for the Surgical Technologist

Credit Hours: 2 credit hours

Course Description: This course is designed to introduce the student to safe patient care. The focus topics of this course will be: Total needs of the surgical patient, diagnostic procedures, Patient Identification, Pharmacology, Specimen care, Patient transfer/transportation, Bio/Psycho/Social needs of the patient, Consents, Special populations, Tubes, Drains and catheters, Surgical dressings, Malignant hyperthermia.

Course Pre-requisites: STS1302, STS2340

Course Corequisites: STS1304L, ENC1101

Course Objectives/Learning Outcomes:

Major Learning Outcomes:

1. Needs of the surgical patient.
2. Emergency situations and All-Hazard preparation.
3. Hemostasis.
4. Wound healing and wound closure.
5. Preoperative patient care.
6. Diagnostic procedures.

Course Objectives:

1. Evaluate the holistic needs of the surgical patient.
2. Identify responses concerning the needs of the patient population.
3. Discuss the needs of susceptible populations.
4. Evaluate perceptions regarding death and dying.
5. Define the various causes of death.
6. Discuss the definitions of death.
7. Compare and contrast responses to the process of death.
8. Evaluate the various coping strategies and mechanisms.
9. Analyze quality vs. quantity of life.
10. Evaluate the process when a patient's death occurs in the operating room.
11. Discuss the issues regarding organ and tissue recovery from a deceased individual.
12. Discuss the issues related to suicide.
13. Describe the types of disasters or public health emergencies.

14. Discuss the effects of emerging infectious diseases.
15. Describe the effect disasters can have on the environment.
16. Describe how healthcare facilities can manage waste.
17. Describe the purpose and coordination of the all-hazards systems, including the hospital incident command system, national incident management systems, and national response framework.
18. Describe the components of a healthcare facility emergency operations plan.
19. Explain the personal and professional responsibilities of healthcare workers when participating in the management of a disaster or hazard.
20. Describe how to mitigate casualties according to specific types of hazards.
21. Describe the four responses that apply to every type of disaster.
22. Describe the triage procedures.
23. Describe the role of the surgical technologist during triage.
24. Describe the processes used to control contamination.
25. Describe the support roles of the surgical technologist.
26. Discuss the moral and ethical issues relevant to hazards.
27. Describe the purpose of interventional radiology (IR).
28. Discuss the considerations for the use of IR.
29. Describe imaging modalities.
30. Identify select types of surgical attire.
31. Describe the purposes of surgical attire.
32. Identify the types of accessory attire.
33. Discuss restrictions involving surgical attire.
34. Evaluate the role of surgical technologists.
35. Summarize the purpose of documentation.
36. Describe the documents found in the surgical patient's chart.
37. Discuss the purpose of informed consent.
38. Describe the types of informed consent.
39. State the purpose of patient identification.
40. Describe the patient identification procedure according to the patient situation.
41. Describe the purpose of the time-out procedure.
42. Identify the sequence for the time-out procedure.
43. Recall who will participate in the time-out procedure.
44. Identify the time-out components.
45. Describe the physical preparation that the surgical patient may receive before the surgical procedure.
46. Identify methods of patient transport.
47. Discuss the principles of transporting a patient.
48. Discuss the principles of transferring a patient.
49. Identify equipment utilized for transferring the surgical patient.
50. List the indications for urinary catheterization.
51. List the items to be taken into consideration when performing urinary catheterization.
52. List the supplies required to perform urinary catheterization.
53. Explain the steps for performing urinary catheterization.
54. Discuss the principles of monitoring urine output.
55. Explain the factors to be taken into consideration when the patient position is selected.
56. Identify the sections of the OR table.
57. Explain the functions of the OR table.
58. Describe the surgical positions.

59. Describe the various types of accessory devices.
60. Evaluate the uses of accessory devices.
61. Explain the factors to be taken into consideration to perform the patient skin prep.
62. Describe the various types of skin prep supplies.
63. Compare different skin prep solutions.
64. Explain the steps for completing a patient skin prep.
65. Identify the anatomy as related to each type of incision.
66. Distinguish among the various types of incisions.
67. Identify surgical incision selection based upon proper planning.
68. Describe the principles of exposure.
69. Analyze the principles of surgical hemostasis.
70. Differentiate between various methods of hemostasis.
71. Define terminology related to sutures.
72. Discuss the requirements of suture packaging.
73. List the desired characteristics of suture materials.
74. Describe the factors that must be considered when choosing suture material.
75. Explain the characteristics used to classify suture material.
76. Analyze the characteristics of each type of suture material.
77. Describe the characteristics of suture needles.
78. Identify the factors that must be considered when choosing a suture needle.
79. Describe the parts of a suture needle.
80. Explain the principles of handling suture needles.
81. Describe the various types of suture techniques.
82. Define the types of wound closure.
83. Identify the factors that must be considered when selecting the type of needle holder.
84. Describe the techniques for cutting suture material.
85. Summarize the skin closure techniques.
86. Describe the various types of wound closure accessories.
87. Define the terminology related to wound healing.
88. Describe the various types of wounds.
89. Analyze the mechanisms of wound healing.
90. Evaluate the classification of surgical wounds.
91. Analyze the factors that influence wound healing.
92. Describe the complications that interrupt normal wound healing.
93. Describe specimen types.
94. Discuss methods of obtaining specimens.
95. Identify specimen collection containers.
96. Describe the procedures for handling the transfer of specimens.
97. List required labeling components.
98. Discuss the procedure for managing a specimen incident.
99. Describe the types of surgical dressings.
100. Evaluate the functions of surgical dressings.
101. Discuss the perioperative duties of the assistant circulator.

Criteria Performance Standard: To successfully complete and pass this course, the student must master the above objectives with a minimum of 75% as a final grade

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Surgical Procedures I Prefix and Number: STS1323
 Effective Date/Term: August 1, 2025 / 202601 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: August 1, 2025 / 202601
 Rationale: New Course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____
 Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		4
	Technical		
LECTURE HOURS	Contact		60
	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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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

Date

2/14/25

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	



Master Course Outline

Course Identifier: STS1323

Course Title: Surgical Procedures I

Credit Hours: 4 credit hours

Course Description: This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in surgical specialties of Minimally Invasive Surgery, General, Obstetrics & Gynecology, Genitourinary, Plastics and Ophthalmic. Surgical anatomy for each specialty will be reviewed. Pathophysiology as well as disease processes related to surgical procedures within these specialties will be covered.

Course Pre-requisites: STS1302, STS1308, STS1304L, STS2340, ENC1101

Course Corequisites: STS1307, STS1327L, HUM1020

Course Objectives/Learning Outcomes:

Upon completion of the course with 75% or better the student will be able to move forward in the Surgical Technology Program.

Major Learning Outcomes:

1. Minimally Invasive Surgery.
2. General Surgery.
3. Obstetrics and Gynecology Surgery.
4. Genitourinary surgery.
5. Plastic surgery.
6. Ophthalmic Surgery.
7. Pathophysiology and disease process.

Course Objectives:

For each of the surgical specialties of Minimally Invasive Surgery, General, Obstetrics & Gynecology, Genitourinary, Plastics and Ophthalmic, students will be able to:

Anatomy & Physiology

1. Identify the basic organizational structures of the human body, including body planes, general organization, and terms of reference.
2. Analyze the basic structure of cells and relate cellular components to integrated cell function.
3. Analyze the types of tissue that make up organs and the characteristics of each.
4. Compare and contrast organs of the body.

5. Analyze the different body systems for composition and function.

Pathophysiology

6. Relate pathophysiology to surgical interventions.
7. Analyze the relationship between cell pathology and disease.
8. Examine hemodynamic disorders, inflammation, and infection.
9. Compare and contrast the various surgical pathologies of each body system.

Minimally Invasive Applications

10. Discuss the applications of each type of MIS system.
11. Discuss the advantages of each type of MIS system.
12. Discuss the risks associated with the use of each type of MIS system.
13. Discuss the components of MIS systems.

Surgical Procedures by Specialty

14. Apply medical terminology as it relates to each procedure.
15. Compare and contrast the approach for each procedure.
16. Review the anatomy and physiology for each procedure.
17. Discuss the diagnostic procedures and pathology used to obtain a diagnosis.
18. Describe preoperative patient preparation and considerations for each procedure.
19. Discuss the operative sequence for each procedure.
20. Recognize the necessary supplies, instrumentation, and equipment for each procedure.
21. Evaluate the use of medications for each procedure.
22. Identify the wound classifications for each procedure.
23. Discuss postoperative care, considerations, and potential complications for the surgical patient.

Criteria Performance Standard: To successfully complete and pass this course, the student must master the above objectives with a minimum of 75% as a final grade

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Sterile Technique - Lab Prefix and Number: STS1327L
Effective Date/Term: August 1, 2025 / 202601 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: August 1, 2025 / 202601
Rationale: New Course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____
Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		4
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		180
	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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: Spring 202502 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technolgy for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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

Billy J. Hubbard

Date

2/14/25

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		PRQT		SCNS	



Master Course Outline

Course Identifier: STS1327L

Course Title: Sterile Technique - Laboratory

Credit Hours: 4 credit hours

Course Description: This course is designed to provide the student with the hands-on skills needed to participate in the active role of the surgical technologist. Principles of microbiology are incorporated in surgical asepsis and sterility. Students will understand instrumentation, equipment and supplies used in the surgical environment and overall perioperative case management. This course consists of 180 lab hours. Additional lab hours may be required.

Course Pre-requisites: STS1302, STS1308, STS1304L, STS2340, ENC1101

Course Corequisites: STS1307, STS1323, HUM1020

Course Objectives/Learning Outcomes:

Major Learning Outcomes:

1. Principles of microbiology
2. Surgical asepsis and sterility
3. Instrumentation, equipment, and supplies
4. Preoperative surgical case management
5. Intraoperative and postoperative case management

Course Objectives:

1. Demonstrate the safe use of medications and solution handling in a surgical environment.
2. Demonstrate principles of communication in the surgical setting.
3. Demonstrate body language and non-verbal communication.
4. Demonstrate principles of teamwork in the surgical environment.
5. Demonstrate the key elements related to developing a surgical conscience.
6. Demonstrate electrical safety.
7. Demonstrate knowledge of operating the electrosurgical unit.
8. Demonstrate proper care and handling of surgical lasers.
9. Demonstrate patient and healthcare provider safety in relationship to lasers in a surgical setting.
10. Demonstrate the assembly of various types of equipment.
11. Demonstrate the use of various types of equipment.
12. Demonstrate the care of various types of equipment.
13. Demonstrate perioperative instrument handling.
14. Demonstrate proper transport of instrumentation.

15. Demonstrate the role of the surgical technologist in the application of surgical supplies.
16. Demonstrate proper sterile technique in a surgical environment.
17. Demonstrate point-of-use cleaning methods.
18. Demonstrate the use of various types of sterilization machines.
19. Demonstrate proper technique in storing, handling, and distributing sterile supplies.
20. Demonstrate the principle involved in donning or doffing surgical attire.
21. Demonstrate opening sterile supplies.
22. Demonstrate the procedure to correct contaminations during the opening process.
23. Demonstrate the process of organizing the sterile field.
24. Demonstrate the principles of economy of motion.
25. Demonstrate the principles of spatial awareness when organizing the sterile field.
26. Demonstrate the finalization of the sterile field.
27. Demonstrate modifications to setting up the sterile field that must be taken when a special circumstance occurs.
28. Demonstrate the steps of a medical hand wash.
29. Demonstrate the steps for preparing to complete a surgical scrub.
30. Demonstrate the steps of performing a surgical scrub.
31. Apply the principles of asepsis to gowning and gloving self.
32. Apply the principles of asepsis to gowning and gloving other team members.
33. Demonstrate the procedure for counting sponges, sharps, instruments, and accessory items on the field.
34. Demonstrate the principles of asepsis when draping the patient, furniture, and equipment.
35. Demonstrate participation in the Surgical Safety Checklist process.
36. Participate in the identification process of a surgical patient.
37. Demonstrate techniques for tissue exposure.
38. Demonstrate sharps safely.
39. Demonstrate fire safety precautions during the intraoperative surgical phase.
40. Demonstrate correctly passing instruments.
41. Demonstrate methods for monitoring the sterile field.
42. Demonstrate performing counts.
43. Demonstrate transfer of care.
44. Demonstrate managing medications.
45. Demonstrate techniques for handling various types of specimens.
46. Demonstrate handling of various types of sponges on the sterile field.
47. Demonstrate application of various types of dressings.
48. Demonstrate the surgical technologist's role in hemostasis.
49. Demonstrate proper suture selection, preparation, handling, and cutting techniques.
50. Demonstrate proper placement, handling, loading, and disposal of surgical needles.
51. Demonstrate the application of the principles of asepsis to basic wound care techniques.
52. Demonstrate specimen handling and the validation process.
53. Demonstrate the preparation of surgical dressings.
54. Demonstrate the application of surgical dressings.
55. Demonstrate the breakdown of the sterile field.
56. Demonstrate disinfection of the surgical environment.

Criteria Performance Standard: To successfully complete and pass this course, the student must master the above objectives with a minimum of 100% as a final grade

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Surgical Technology Certification Review Prefix and Number: STS1931

Effective Date/Term: August 1, 2026/ Fall 202701 Cluster/Program Code: AS-STC

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: August 1, 2026/ Fall 202701

Rationale: New course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		2
	Technical		
LECTURE HOURS	Contact		30
	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 <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:	
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornackey & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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 _____ Date _____

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	



Master Course Outline

Course Identifier: STS1931

Course Title: Surgical Technology Certification Review

Credit Hours: 2 credit hours

Course Description: This course is designed to investigate, discuss, and elaborate upon surgical technology principles and concepts. A review will be provided to assess the Surgical Technologists knowledge, skill, and abilities necessary to provide quality surgical patient care and to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skill), and affective (behavior) learning domains. Emphasis will be placed on preparation for the national certification exam in Surgical Technology. Test-taking strategies will be discussed and implemented with an in-depth review of application-level questions that require critical thinking skills. Professional development and career skills will also be discussed.

Course Pre-requisites: STS1302, STS1308, STS1304L, STS2340, ENC1101, STS1307, STS1327L, STS1323, HUM1020, STS2324, STS2944, PSY1012

Course Corequisites: STS2945, POS2041

Course Objectives/Learning Outcomes:

Major Learning Outcomes:

1. Assess Knowledge, skills, and abilities to provide quality patient care.
2. Competent entry-level in cognitive (knowledge) learning domains.
3. Competent entry-level in psychomotor (skill) learning domains.
4. Competent entry-level in affective (behavior) learning domains.
5. Critical thinking skills.
6. Professional development and career skills.

Course Objectives:

1. The student will have an assessment of the knowledge, skills, and abilities to provide quality patient care.
2. The student will show as to a competent entry-level for cognitive (knowledge) learning domains.
3. The student will show as to a competent entry-level for psychomotor (skill) learning domains.
4. The student will show as to a competent entry-level for affective (behavior) learning domains.
5. The student will have knowledge of critical thinking skills.

6. The student will have knowledge of professional development and career skills.

Criteria Performance Standard: 100% participation is required to pass the course. You MUST be present each day to pass this course.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Surgical Procedures II Prefix and Number: STS2324
 Effective Date/Term: Spring 202602 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Spring 202602

Rationale: New course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		4
	Technical		
LECTURE HOURS	Contact		60
	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 <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:	
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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 _____ Date _____

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	



Master Course Outline

Course Identifier: STS2324

Course Title: Surgical Procedures II

Credit Hours: 4 credit hours

Course Description: This course is designed to provide the student with an overall understanding of the theory and hands-on applications involved in surgical specialties of Otorhinolaryngology, Oral/Maxillofacial, Orthopedic, Cardiothoracic, Peripheral Vascular, and Neurosurgery. Surgical anatomy for each specialty will be reviewed. Pathophysiology as well as disease processes related to surgical procedures within these specialties will be covered.

Course Pre-requisites: STS1302, STS1308, STS1304L, STS2340, ENC1101, STS1307, STS1327L, STS1323, HUM1020

Course Corequisites: STS2944, PSY1012

Course Objectives/Learning Outcomes:

Upon completion of the course with 75% or better the student will be able to move forward in the Surgical Technology Program.

Major Learning Outcomes:

This course is designed to provide the student with knowledge of surgical procedures associated with the following:

1. Otorhinolaryngology
2. Oral/Maxillofacial
3. Orthopedic
4. Cardiothoracic
5. Peripheral Vascular
6. Neurosurgery
7. Pathophysiology and disease process.

Course Objectives:

For each of the surgical specialties of Otorhinolaryngology, Oral/Maxillofacial, Orthopedic, Cardiothoracic, Peripheral Vascular, and Neurosurgery, students will be able to:

Anatomy & Physiology

1. Identify the basic organizational structures of the human body, including body planes, general organization, and terms of reference.

2. Analyze the basic structure of cells and relate cellular components to integrated cell function.
3. Analyze the types of tissue that make up organs and the characteristics of each.
4. Compare and contrast organs of the body.
5. Analyze the different body systems for composition and function.

Pathophysiology

6. Relate pathophysiology to surgical interventions.
7. Analyze the relationship between cell pathology and disease.
8. Examine hemodynamic disorders, inflammation, and infection.
9. Compare and contrast the various surgical pathologies of each body system.

Surgical Procedures by Specialty

10. Apply medical terminology as it relates to each procedure.
11. Compare and contrast the approach for each procedure.
12. Review the anatomy and physiology for each procedure.
13. Discuss the diagnostic procedures and pathology used to obtain a diagnosis.
14. Describe preoperative patient preparation and considerations for each procedure.
15. Discuss the operative sequence for each procedure.
16. Recognize the necessary supplies, instrumentation, and equipment for each procedure.
17. Evaluate the use of medications for each procedure.
18. Identify the wound classifications for each procedure.
19. Discuss postoperative care, considerations, and potential complications for the surgical patient.

Criteria Performance Standard: To successfully complete and pass this course, the student must master the above objectives with a minimum of 75% as a final grade

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Pharmacology for the Surgical Technologist Prefix and Number: STS2340

Effective Date/Term: Spring 202502 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Spring 202502

Rationale: New Course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		2
	Technical		
LECTURE HOURS	Contact		30
	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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: August 1, 2025 / 2026-1

Title: Practical Pharmacology for the Surgical Technologist Edition: 1st
Author(s): Teri Junge ISBN13: 978-1-4354-6980-8
Publisher: Cengage Year: 2017 Cost to Student: \$ 137.95

Title: Surgical Technolgy for the Surgical Technologist Workbook Edition: 6th
Author(s): AST, Inc ISBN13: 978-0-357-62575-0
Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

**All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Instruments Edition: 3rd
Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6
Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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  Date 2/14/25
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	



Master Course Outline

Course Identifier: STS2340

Course Title: Pharmacology for the Surgical Technologist

Credit Hours: 2 credit hours

Course Description: This course assesses the action, uses, and modes of administration of medication and anesthetic agents commonly used in the surgical setting. Students will understand the procedure for identifying medications/solutions on the sterile field, recognize the side effects and contraindications for various medications and anesthetic drugs and compare the roles of the surgical technologist and circulator during administration of anesthesia. Emphasis is placed on safe practices in handling medications in the surgical setting.

Course Pre-requisites: Admission to the Surgical Technology Program

Course Corequisites: STS1302, ENC1101

Course Objectives/Learning Outcomes:

Upon completion of this course the student learner will:

1. Analyze the principles of anesthesia administration and explain the necessity of each component of anesthesia preparation of the surgical patient.
2. Compare and contrast methods, agents, and techniques of anesthesia administration and preparation.
3. Correlate anesthesia monitoring devices with patient homeostasis.
4. Explain anesthesia complications and interventions.
5. Calculate medication conversions and dosages.
6. Apply general terminology to medication use.

Student Learning Outcomes (SLO):

1. Communications
2. Critical Thinking
3. Quantitative and Scientific Reasoning
4. Informational Literacy and Technological Fluency
5. Cultural Literacy and Global Awareness

Criteria Performance Standard: To successfully complete and pass this course, the student must master the above objectives with a minimum of 75% as a final grade

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Surgical Technology Clinical I Prefix and Number: STS2944

Effective Date/Term: Spring 202602 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Spring 202602

Rationale: New course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		4
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		180
	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	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS	YES <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:	
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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 _____ Date 2/14/25

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	



Master Course Outline

Course Identifier: STS2944

Course Title: Surgical Technology Clinical I

Credit Hours: 4 credit hours

Course Description: This course is a student orientation to the clinical facility and surgical services department. Students will be assigned supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Upon completion, students will meet or exceed the case requirements stated in the Association of Surgical Technologists Core Curriculum 180 Clinical hours.

Course Pre-requisites: STS1302, STS1308, STS1304L, STS2340, ENC1101, STS1307, STS1327L, STS1323, HUM1020

Course Corequisites: STS2324, PSY1012

Course Objectives/Learning Outcomes:

The student will have scrubbed a minimum of 120 surgical cases between Clinical Rotation I and Clinical Rotation II, which are the requirements set forth by ARC/STSA.

Course Objectives

1. Describe the purpose of the observation role.
2. Develop professional competency by performing in the scrub role during an arranged clinical experience.
3. Evaluate the development of professionalism throughout clinical experiences using various methods.
4. Utilize sufficient documentation for verifying cases and roles performed.
5. Demonstrate procedural proficiency by completing a minimum of 120 surgical cases.

Method of Assessment/Grading Policy:

The daily/weekly evaluations are the basis for your grade, please pay close attention to your skill level and strive to constantly improve. This includes your attendance and participation in the clinical setting. Students MUST be present on their clinical rotation days. Students must obtain a minimum of 75% or better to pass this class.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Surgical Technology Clinical II Prefix and Number: STS2945

Effective Date/Term: Fall 202701 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202701

Rationale: New course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		5
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		225
	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 <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:	
	No <input type="checkbox"/>	No <input type="checkbox"/>	
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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 _____ Date _____

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	



Master Course Outline

Course Identifier: STS2945

Course Title: Surgical Technology Clinical II

Credit Hours: 5 credit hours

Course Description: This course is a student orientation to the clinical facility and surgical services department. Students will be assigned supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Upon completion, students will meet or exceed the case requirements stated in the Association of Surgical Technologists Core Curriculum 220 clinical hours.

Course Pre-requisites: STS1302, STS1308, STS1304L, STS2340, ENC1101, STS1307, STS1327L, STS1323, HUM1020, STS2324, STS2944, PSY1012

Course Corequisites: STS1931, POS2041

Course Objectives/Learning Outcomes:

The student will have scrubbed a minimum of 120 surgical cases between Clinical Rotation I and Clinical Rotation II, which are the requirements set forth by ARC/STSA.

- Course Objectives:**
1. Describe the purpose of the observation role.
 2. Develop professional competency by performing in the scrub role during an arranged clinical experience.
 3. Evaluate the development of professionalism throughout clinical experiences using various methods.
 4. Utilize sufficient documentation for verifying cases and roles performed.
 5. Demonstrate procedural proficiency by completing a minimum of 120 surgical cases.

Method of Assessment/Grading Policy:

The daily/weekly evaluations are the basis for your grade, please pay close attention to your skill level and strive to constantly improve. This includes your attendance and participation in the clinical setting. Students MUST be present on their clinical rotation days. Students must obtain a minimum of 75% or better to pass this class.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: _____ Prefix and Number: _____

Effective Date/Term: _____ Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): _____ Effective Date/Term: _____

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				
	Distance Learning Fees				
	Other User Course Fees				
CREDIT-BY-EXAMINATION TEST STATUS		YES	Explain:	YES	Explain:
		NO		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

Maria Jaskot-Inclan

March 7, 2025

Proposer's Signature

Joy Moore-Cruise

Date

March 7, 2025

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	

EDG-EDF 13101030 - CLASSROOM MANAGEMENT(rev. 2/25)

Course Description: This course is designed to give the prospective teacher knowledge and skills regarding

The study basic principles and applications of classroom management to principles and applications, including a focus on individual student behavior,

management and the learning environment and classroom culture, family and the community, legal issues, and social, intellectual and economic awareness group dynamics techniques. 45 class hours

Course Objectives:

1. Student Behavior

a) Students will acquire the knowledge of be able to differentiate between acceptable and inappropriate behaviors

related to classroom activities and school environment.

b) Students will develop an individual discipline philosophy by studying various methods

currently used in schools currently.

c) Students will demonstrate the ability to communicate effectively effective communication skills with students, staff,

administrators, and parents to maintain a positive and engaging classroom culture.

d) Students will learn about the benefits of identify skills for creating an environment that is proactive and conducive to positive student behaviors.

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2. Learning Environment/Classroom Culture

a) Students will analyze and develop techniques to implement into the classroom to

promote a positive learning environment and promote learner self-esteem in the classroom.

b) Students will be able to recognize differing multifaceted motivational strategies for all learners. to apply in

classrooms for all students.

c) Student will understand be able to identify the cause-and-effect relationship of the learning environment in

class with student achievement.

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d) Students will be able to identify and describe at least three different skills/strategies for creating and maintaining a positive and engaging classroom culture. Students will learn about the benefits of having a positive and engaging classroom culture.

3. Family/Community

a) Students will be able to explain the importance of contacting regularly with parents and families about the educational environment and culture of their classroom.

b) Students will develop awareness ~~to~~of diversity in the classroom and the community and develop skills to help promote a diverse classroom culture.

c) Students will be able to utilize and plan various approaches to solving behavior problems associated with a diverse student population.

4. Legal Issues

a) Students will identify ~~become aware a variety of~~ school laws by studying case studies to understand

teacher and student rights.

b) Students will ~~be able to associate~~ be able to differentiate between varying roles that school personnel have

in the school setting and the responsibility of those roles.

c) Students will be able to ~~observe behaviors to identify~~ develop a system of strategies that they will be able to incorporate into the classroom to promote an engaging and positive classroom culture.

5. Social/Intellectual/Economic Awareness

a) Students will compare various community environments to consider the impact community environments have on student development and motivation.

b) Students will identify different strategies that can be ~~recognize used the need~~ for positive reinforcement as it relates to students

involvement, self-image, and self-development.

Florida Educator Accomplished Practices (FEAPs):

Quality of Instruction

2. The Learning Environment

To maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative, the effective educator consistently:

- 2a. Organizes, allocates, and manages the resources of time, space, and attention
- 2b. Manages individual and class behaviors through a well-planned management system
- 2c. Conveys high expectations to all students
- 2d. Respects students' cultural linguistic and family background
- 2e. Models clear, acceptable oral and written communication skills
- 2f. Maintains a climate of openness, inquiry, fairness and support
- 2.g Integrates current information and communication technologies
- 2h. Adapts the learning environment to accommodate the differing needs and diversity of students.
- 2i. Utilizes current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals



Master Course Outline

Course Identifier: EDF1030

Course Title: Classroom Management

Credit Hours: 3

Course Description: This course is designed to give the prospective teacher knowledge and skills regarding the basic principles and applications of classroom management to include a focus on student behavior, the learning environment and classroom culture, family and the community, legal issues, and social, intellectual and economic awareness. 45 class hours.

Course Pre-requisites: none

Course Corequisites: none

Course Objectives:

1. Student Behavior
 - a. Students will be able to differentiate between acceptable and inappropriate behaviors related to classroom activities and school environment.
 - b. Students will develop an individual discipline philosophy by studying various methods currently used in schools.
 - c. Students will demonstrate effective communication skills with students, staff, administrators, and parents to maintain a positive and engaging classroom culture.
 - d. Students will identify skills for creating an environment that is proactive and conducive to positive student behaviors.
2. Learning Environment/Classroom Culture
 - a. Students will analyze and develop techniques to promote a positive learning environment and learner self-esteem in the classroom.
 - b. Students will be able to recognize multifaceted motivational strategies for all learners.

- c. Students will be able to identify the cause-and-effect relationship of the learning environment in class with student achievement.
 - d. Students will be able to identify and describe at least three different skills/strategies for creating and maintaining a positive and engaging classroom culture.
- 3. Family/Community
 - a. Students will be able to explain the importance of contacting regularly with parents and families about the educational environment and culture of their classroom.
 - b. Students will develop awareness of diversity in the classroom and the community and develop skills to help promote a diverse classroom culture.
 - c. Students will be able to utilize and plan various approaches to solving behavior problems associated with a diverse student population.
- 4. Legal Issues
 - a. Students will identify a variety of school laws by studying case studies to understand teacher and student rights.
 - b. Students will be able to differentiate between varying roles that school personnel have in the school setting and the responsibility of those roles.
 - c. Students will be able to identify a system of strategies that they will be able to incorporate into the classroom to promote an engaging and positive classroom culture.
- 5. Social/Intellectual/Economic Awareness
 - a. Students will compare various community environments to consider the impact community environments have on student development and motivation.
 - b. Students will identify different strategies that can be used for positive reinforcement as it relates to students' involvement, self-image, and self-development.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Dental Hygiene III Lecture Prefix and Number: DEH2005
 Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601

Rationale: MCO updated, textbook added to this course

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)		DEH2802L, DES1100	DEH2802L, Any Area II Math course in the AS Degree Program
COREQUISITE(S)		DEH2804L, DEH2702, DEH 2300, ENC 1101	DEH2804L, DEH2702, DEH 2300, ENC 1101
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 <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>
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: Fall 2025

Title: Local Anesthesia for the Dental Hygienist

Edition: 3

Author(s): Demetra Daskalo Logothesis

ISBN13: 9780323718561

Publisher: Elsevier

Year: 2021

Cost to Student: \$ 66.0

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

Missarot Angim Shah

Proposer's Signature

3/7/2025

Date

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	



Master Course Outline

Course Identifier: DEH 2005

Course Title: Dental Hygiene III

Credit Hours: 2

Course Description: This course expands concepts from previous dental hygiene courses in the development, assessment, and evaluation of patient care. Emphasis will be placed on the identification, care, and management of patients with special needs; ultrasonic instrumentation, ~~gingival curettage~~, root debridement therapy and advanced instrumentation will be addressed. Continuation of medical emergency management and procedures is also incorporated. Additionally, this course reviews the study of anxiety and pain management techniques used in dental practice settings involving current concepts and pain control modalities associated with local anesthesia. 30 class hours.

Course Pre-requisites: ~~DEH 2802L and DES 1100~~ DEH2802L, Any Area II Mathematics course listed in the Associate in Science Degree Program Requirements

Course Corequisites: DEH 2804L, DEH 2702 and DEH 2300, ENC1101

Major Learning Outcomes:

1. Describe, identify, and determine appropriate anxiety and pain control measures that can be used in the dental setting.
2. Explain the theory, rationale, and procedures involved in the operation of power-driven instruments for periodontal debridement.
3. Develop, organize, and implement various treatment plans and procedures according to individual patient needs.
4. Demonstrate competence in case documentation and treatment planning for patients with special needs.
5. Identify dental hygiene treatment plan and modify dental hygiene care including precautionary measures for the patient with disabilities.
6. Explain the treatment procedures and rationale associated with root debridement therapy ~~planing~~.
7. ~~Explain the treatment procedures and rationale associated with gingival curettage.~~

8. Identify and describe the following conditions as they relate to oral health, dental hygiene treatment plan, precautionary measures, and medical emergency management of patients exhibiting the following special needs:
 - 1) Child abuse and Neglect and Family Violence
 - 2) Substance abuse
 - 3) Seizure disorders
 - 4) Blood disorders
 - 5) Diabetes
 - 6) Visual, hearing, sensory impaired
 - 7) Cardiovascular diseases
 - 8) Mental disorders
 - 9) Eating disorders
 - 10) Geriatric patient
 - 11) Cancer patient
 - 12) Respiratory problems
 - 13) Oral and Maxiofacial surgery
 - 14) Homebound patients
 - 15) Physical impairments
9. Discuss the theory of pain control.
10. Discuss topical anesthetic agents with regard to their purpose, forms, properties, adverse reactions, and combinations used in dentistry.
11. Discuss the importance of reviewing the medical history and psychological profile of a patient prior to the administration of local anesthesia.
12. Explain how to calculate the maximum recommended dose and why it is important.
13. List the components and functions of LA cartridges.
14. Describe the basic injection techniques commonly used in dentistry.
15. Explain the techniques of maxillary and mandibular nerve anesthesia.

Course Objectives:

1. Describe, identify, and determine appropriate anxiety and pain control measures that can be used in the dental setting.
 - 1.1 Describe the rationale and techniques involved with the use of topical and local anesthetics.
 - 1.2 Describe methods of administering local anesthetics for the use of pain control.
 - 1.3 Explain the use, characteristics, equipment, patient selection, and clinical procedures for nitrous oxide-oxygen sedation.
2. Explain the theory; rationale and procedures involved in the operation of power-driven instruments for periodontal debridement.
 - 2.1 Understand the meaning of acoustic turbulence and cavitation with respect to ultrasonic usage.
 - 2.2 List characteristics of magnetostrictive and piezoelectric ultrasonic instruments.
 - 2.3 Explain the design characteristics of instrument inserts.

- 2.4 List the uses of ultrasonic instruments.
- 2.5 List the contraindications associated with ultrasonic instrumentation.
- 2.6 Describe precautions necessary when utilizing ultrasonic instruments.
- 2.7 Explain how to prepare the clinician and patient for use of ultrasonic instruments.
- 2.8 Describe the technique for use of ultrasonic instrumentation.
- 3. The dental hygiene student will develop, organize, and implement various treatment plans and procedures according to individual patient needs.
 - 3.1 List the characteristics of a well-planned, effective treatment plan.
 - 3.2 Define the meaning of a total treatment plan as it relates to clinical practice.
 - 3.3 List and explain the five phases of a total treatment plan.
 - 3.4 Relate and explain the dental hygiene phases of a treatment plan.
- 4. Demonstrate competence in case documentation and treatment planning for patients with special needs.
 - 4.1 Develop a well-designed and adapted treatment plan for a clinic patient exhibiting special needs.
 - 4.2 Identify both short-term and long-term objectives.
 - 4.3 Include preventive educational and therapeutic procedures which can be expected to meet the objectives.
 - 4.4 Include interpretation of indices of plaque, gingival debris, and tissue response.
 - 4.5 Design sequence, length and recall appointments.
- 5. Identify a dental hygiene treatment plan and modify dental hygiene care including precautionary measures for the patient with physical disabilities.
 - 5.1 Describe the management and dental hygiene treatment plan for patients with disabilities.
 - 5.2 Explain the importance of pre-treatment planning for the patient with disabilities.
 - 5.3 Discuss the meaning of a "barrier-free" environment and how the dental hygienist can aid in the comfort of the patient.
 - 5.4 Demonstrate knowledge of the manifestations that a patient with disabilities may have.
 - 5.5 Discuss the importance of involving the direct-care person in dental hygiene care and prevention of disease.
 - 5.6 Explain the steps in performing wheelchair transfers of patients with varying degrees of physical limitations.
- 6. Explain the treatment procedures and rationale associated with root planing.
 - 6.1 Define nonsurgical periodontal debridement.
 - 6.2 Describe the procedure used for ~~root planing~~ root debridement therapy in our facility.
 - 6.3 Identify the armamentarium necessary to perform ~~root planing~~ root debridement therapy.

- 6.4 Explain the indications for ~~root planing~~ root debridement therapy.
 - 6.5 Describe the difference between definitive and non-definitive instrumentation.
 - 6.6 Discuss the role of patient self-care and ~~root planing~~ root debridement therapy in the success of soft tissue response.
 - 6.7 Describe the role of local and/or topical anesthetics in ~~root planing~~ root debridement therapy.
 - 6.8 Describe subgingival irrigation.
 - 6.9 Explain the technique involved in ~~root planing~~ root debridement therapy.
 - 6.10 Describe the stages of healing and tissue response associated with ~~root planing~~ root debridement therapy.
 - 6.11 Describe any pre- and post-operative care to be performed by the patient.
- ~~7. Explain the treatment procedures and rationale associated with gingival curettage.~~
- ~~7.1 Define gingival curettage.~~
 - ~~7.2 Discuss the historical overview of gingival curettage.~~
 - ~~7.3 Explain the current thinking relevant to gingival curettage.~~
 - ~~7.4 Discuss the role of patient self-care in the success of soft tissue curettage.~~
 - ~~7.5 Describe the role of local and/or topical anesthetics in gingival curettage.~~
 - ~~7.6 Describe subgingival irrigation.~~
 - ~~7.7 Explain the technique involved in performing gingival curettage.~~
 - ~~7.8 Describe the stages of healing and tissue response associated with gingival curettage.~~
 - ~~7.9 Describe any pre- and post-operative care to be performed by the patient.~~
8. Identify and describe the following conditions as they relate to oral health, dental hygiene treatment plan, precautionary measures, and medical emergency management of patients exhibiting the following special needs:
- 8.1 Child abuse and neglect and family violence.
 - 8.1.1 Describe ways to identify a child who has been abused and/or neglected.
 - 8.1.2 Discuss the dental hygienist's role in reporting suspected child abuse to the proper authorities.
 - 8.1.3 Explain the importance of a thorough extra-oral and intra-oral examination as it relates to indications of abuse and neglect in clinical patient care.
 - 8.1.4 Identify general and/or oral characteristics of victims, child abuse and neglect and family violence.
 - 8.2 Substance abuse
 - 8.2.1 Demonstrate knowledge of characteristics and behavior related to a chemical or substance abuser.

- 8.2.2 Explain the clinical signs and symptoms detected during a dental visit.
 - 8.2.3 Discuss the appropriate action to follow when a colleague may be a chemical or substance abuser.
- 8.3 Seizure disorder
- 8.3.1 Describe the factors involved in the epileptic syndrome.
 - 8.3.2 Identify the clinical manifestations of a patient with a seizure disorder.
 - 8.3.3 Explain the treatment available to the person who has a seizure disorder.
 - 8.3.4 Understand the possible oral findings of a patient with a seizure disorder.
 - 8.3.5 Develop a treatment plan for the patient with a seizure disorder.
- 8.4 Blood disorder
- 8.4.1 Discuss the characteristics of normal blood versus a blood disorder.
 - 8.4.2 List the various blood disorders and characteristics.
 - 8.4.3 Identify specific oral characteristics related.
 - 8.4.4 Demonstrate knowledge of dental hygiene treatment plan designs for patients with blood disorders.
 - 8.4.5 Discuss contraindications for dental treatment for patients with blood disorders.
 - 8.4.6 Discuss medications and/or medical treatment that may affect dental treatment.
- 8.5 Diabetes mellitus
- 8.5.1 Explain the development and characteristics of diabetes.
 - 8.5.2 Explain the medical manifestations associated with diabetes.
 - 8.5.3 List the oral manifestations associated with diabetes.
 - 8.5.4 Discuss medications, medical treatment, and dietary concerns associated with diabetes.
 - 8.5.5 Describe dental hygiene considerations associated with the care of a patient with diabetes.
- 8.6 Visually, hearing, sensory impaired
- 8.6.1 Describe how to manage a patient with a sensory impairment.
 - 8.6.2 Describe how to manage the guide dog.
 - 8.6.3 Describe special techniques to use with the visually impaired patient.
 - 8.6.4 Describe how to properly communicate with the hearing impaired patient.
- 8.7 Cardiovascular diseases
- 8.7.1 List the two major types of congenital heart disease, their etiology, incidence, clinical signs, and health concerns.

- 8.7.2 State the etiology, disease progression and dental concerns of infective endocarditis or S.B.E.
- 8.7.3 List the major etiologic factors; clinical signs, and dental concerns of hypertension, and hypertensive heart disease.
- 8.7.4 List and describe the three major types of ischemic heart disease and dental concerns.
- 8.7.5 Describe the etiology, clinical signs and dental concerns associated with heart failure.
- 8.7.6 Describe the major types of cardiac pacemakers, causes of interferences, symptoms of malfunction, and emergency procedures.
- 8.7.7 List the major types of anticoagulant therapy and the dental concerns of patients on this type of therapy.
- 8.8 Mental disorders
 - 8.8.1 Define the medical labels given to the diagnoses of mental disorders.
 - 8.8.2 Explain the importance of a specially designed dental hygiene treatment plan for a patient with mental disorders.
 - 8.8.3 List general physical and oral characteristics of patients' with mental disorders.
 - 8.8.4 Describe dental hygiene care and instruction for the patient with a mental disorder.
 - 8.8.5 Describe Down's Syndrome and other terms used to describe this condition.
 - 8.8.6 Describe how dental hygiene treatment may differ for the patients with mental disorders.
- 8.9 Eating disorders
 - 8.9.1 List the effects of bulimia and anorexia on the oral cavity.
 - 8.9.2 Describe the various effects of dietary problems and their effect on the oral cavity
- 8.10 Geriatric patients
 - 8.10.1 Describe major types of complete dentures.
 - 8.10.2 Describe denture related oral changes that may occur.
 - 8.10.3 Describe oral pathology that may occur in patients who wear dentures.
 - 8.10.4 Describe the changes in the oral cavity associated with aging.
 - 8.10.5 Describe prevention and maintenance measures for the patient with dentures.
- 8.11 Cancer
 - 8.11.1 Describe characteristics of benign and malignant neoplasms.
 - 8.11.2 Explain the dental hygiene treatment plan for a patient with cancer.
 - 8.11.3 Describe the types of therapy used to treat cancer and how they affect the dental hygienist.

- 8.12 Respiratory problems
 - 8.12.1 List upper and lower respiratory tract diseases.
 - 8.12.2 Describe patient appointment management considerations for patients with respiratory disease.
 - 8.12.3 Summarize guidelines for dental hygiene care of patients with respiratory disease.
- 8.13 Oral and maxillofacial surgery
 - 8.13.1 Describe dental hygiene care and instructions for the oral and maxillofacial surgery patient.
 - 8.13.2 List the types of oral and maxillofacial surgery most often encountered.
 - 8.13.3 Describe dietary considerations for the patient undergoing oral and maxillofacial surgery.
- 8.14 The patient who is homebound
 - 8.14.1 Describe dental hygiene care and instructions for the patient who is homebound.
 - 8.14.2 Describe what factors the dental hygienist can teach the caregiver of a patient who is homebound.
- 8.15 The patient with a physical impairment
 - 8.15.1 Describe dental hygiene considerations for patients exhibiting spinal cord dysfunctions.
 - 8.15.2 List dental hygiene considerations for patients who have experienced a stroke.
 - 8.15.3 Describe dental hygiene considerations for patients with various types of muscular disorders, central nervous system disorders, arthritis, and autoimmune diseases.
- 9. Demonstrate computer literacy, and develop critical thinking skills, and life long learning skills.
 - 9.1 Research topics relating to dentistry and develop a lecture for peers relating to the treatment of a special needs patient.
 - 9.2 ~~Discuss the uses of computers in health care by performing research via computers.~~ Effectively search for, evaluate, and synthesize evidence-based information from reputable healthcare databases and resources, applying critical appraisal skills to inform clinical decision-making and enhance patient care.

Criteria Performance Standard: In order to obtain a grade of "C or P", the student must master the above objectives with a minimum 75% average, based on written examinations and other assignments.



Master Course Outline

Course Identifier: DEH 2005

Course Title: Dental Hygiene III

Credit Hours: 2

Course Description: This course expands concepts from previous dental hygiene courses in the development, assessment, and evaluation of patient care. Emphasis will be placed on the identification, care, and management of patients with special needs; ultrasonic instrumentation, root debridement therapy and advanced instrumentation will be addressed. Continuation of medical emergency management and procedures is also incorporated. Additionally, this course reviews the study of anxiety and pain management techniques used in dental practice settings involving current concepts and pain control modalities associated with local anesthesia. 30 class hours.

Course Pre-requisites: DEH2802L and any area II Mathematics course listed in the Associate in Science Degree program requirements

Course Corequisites: DEH 2804L, DEH 2702 and DEH 2300, ENC1101

Major Learning Outcomes:

1. Describe, identify, and determine appropriate anxiety and pain control measures that can be used in the dental setting.
2. Explain the theory, rationale, and procedures involved in the operation of power-driven instruments for periodontal debridement.
3. Develop, organize, and implement various treatment plans and procedures according to individual patient needs.
4. Demonstrate competence in case documentation and treatment planning for patients with special needs.
5. Identify dental hygiene treatment plan and modify dental hygiene care including precautionary measures for the patient with disabilities.
6. Explain the treatment procedures and rationale associated with root debridement therapy.
7. Identify and describe the following conditions as they relate to oral health, dental hygiene treatment plan, precautionary measures, and medical emergency management of patients exhibiting the following special needs:

- 1) Child abuse and Neglect and Family Violence
- 2) Substance abuse
- 3) Seizure disorders
- 4) Blood disorders
- 5) Diabetes
- 6) Visual, hearing, sensory impaired
- 7) Cardiovascular diseases
- 8) Mental disorders
- 9) Eating disorders
- 10) Geriatric patient
- 11) Cancer patient
- 12) Respiratory problems
- 13) Oral and Maxiofacial surgery
- 14) Homebound patients
- 15) Physical impairments
8. Discuss the theory of pain control.
9. Discuss topical anesthetic agents with regard to their purpose, forms, properties, adverse reactions, and combinations used in dentistry.
10. Discuss the importance of reviewing the medical history and psychological profile of a patient prior to the administration of local anesthesia.
11. Explain how to calculate the maximum recommended dose and why it is important.
12. List the components and functions of LA cartridges.
13. Describe the basic injection techniques commonly used in dentistry.
14. Explain the techniques of maxillary and mandibular nerve anesthesia.

Course Objectives:

1. Describe, identify, and determine appropriate anxiety and pain control measures that can be used in the dental setting.
 - 1.1 Describe the rationale and techniques involved with the use of topical and local anesthetics.
 - 1.2 Describe methods of administering local anesthetics for the use of pain control.
 - 1.3 Explain the use, characteristics, equipment, patient selection, and clinical procedures for nitrous oxide-oxygen sedation.
2. Explain the theory; rationale and procedures involved in the operation of power-driven instruments for periodontal debridement.
 - 2.1 Understand the meaning of acoustic turbulence and cavitation with respect to ultrasonic usage.
 - 2.2 List characteristics of magnetostrictive and piezoelectric ultrasonic instruments.
 - 2.3 Explain the design characteristics of instrument inserts.
 - 2.4 List the uses of ultrasonic instruments.
 - 2.5 List the contraindications associated with ultrasonic instrumentation.
 - 2.6 Describe precautions necessary when utilizing ultrasonic instruments.

- 2.7 Explain how to prepare the clinician and patient for use of ultrasonic instruments.
- 2.8 Describe the technique for use of ultrasonic instrumentation.
- 3. The dental hygiene student will develop, organize, and implement various treatment plans and procedures according to individual patient needs.
 - 3.1 List the characteristics of a well-planned, effective treatment plan.
 - 3.2 Define the meaning of a total treatment plan as it relates to clinical practice.
 - 3.3 List and explain the five phases of a total treatment plan.
 - 3.4 Relate and explain the dental hygiene phases of a treatment plan.
- 4. Demonstrate competence in case documentation and treatment planning for patients with special needs.
 - 4.1 Develop a well-designed and adapted treatment plan for a clinic patient exhibiting special needs.
 - 4.2 Identify both short-term and long-term objectives.
 - 4.3 Include preventive educational and therapeutic procedures which can be expected to meet the objectives.
 - 4.4 Include interpretation of indices of plaque, gingival debris, and tissue response.
 - 4.5 Design sequence, length and recall appointments.
- 5. Identify a dental hygiene treatment plan and modify dental hygiene care including precautionary measures for the patient with physical disabilities.
 - 5.1 Describe the management and dental hygiene treatment plan for patients with disabilities.
 - 5.2 Explain the importance of pre-treatment planning for the patient with disabilities.
 - 5.3 Discuss the meaning of a “barrier-free” environment and how the dental hygienist can aid in the comfort of the patient.
 - 5.4 Demonstrate knowledge of the manifestations that a patient with disabilities may have.
 - 5.5 Discuss the importance of involving the direct-care person in dental hygiene care and prevention of disease.
 - 5.6 Explain the steps in performing wheelchair transfers of patients with varying degrees of physical limitations.
- 6. Explain the treatment procedures and rationale associated with root debridement therapy.
 - 6.1 Define nonsurgical periodontal debridement.
 - 6.2 Describe the procedure used for root debridement therapy in our facility.
 - 6.3 Identify the armamentarium necessary to perform root debridement therapy.
 - 6.4 Explain the indications for root debridement therapy.
 - 6.5 Describe the difference between definitive and non-definitive instrumentation.

- 6.6 Discuss the role of patient self-care and root debridement therapy in the success of soft tissue response.
 - 6.7 Describe the role of local and/or topical anesthetics in root debridement therapy.
 - 6.8 Describe subgingival irrigation.
 - 6.9 Explain the technique involved in root debridement therapy.
 - 6.10 Describe the stages of healing and tissue response associated with root debridement therapy.
 - 6.11 Describe any pre- and post-operative care to be performed by the patient.
7. Identify and describe the following conditions as they relate to oral health, dental hygiene treatment plan, precautionary measures, and medical emergency management of patients exhibiting the following special needs:
- 8.1 Child abuse and neglect and family violence.
 - 8.1.1 Describe ways to identify a child who has been abused and/or neglected.
 - 8.1.2 Discuss the dental hygienist's role in reporting suspected child abuse to the proper authorities.
 - 8.1.3 Explain the importance of a thorough extra-oral and intra-oral examination as it relates to indications of abuse and neglect in clinical patient care.
 - 8.1.4 Identify general and/or oral characteristics of victims, child abuse and neglect and family violence.
 - 8.2 Substance abuse
 - 8.2.1 Demonstrate knowledge of characteristics and behavior related to a chemical or substance abuser.
 - 8.2.2 Explain the clinical signs and symptoms detected during a dental visit.
 - 8.2.3 Discuss the appropriate action to follow when a colleague may be a chemical or substance abuser.
 - 8.3 Seizure disorder
 - 8.3.1 Describe the factors involved in the epileptic syndrome.
 - 8.3.2 Identify the clinical manifestations of a patient with a seizure disorder.
 - 8.3.3 Explain the treatment available to the person who has a seizure disorder.
 - 8.3.4 Understand the possible oral findings of a patient with a seizure disorder.
 - 8.3.5 Develop a treatment plan for the patient with a seizure disorder.
 - 8.4 Blood disorder
 - 8.4.1 Discuss the characteristics of normal blood versus a blood disorder.
 - 8.4.2 List the various blood disorders and characteristics.

- 8.4.3 Identify specific oral characteristics related.
 - 8.4.4 Demonstrate knowledge of dental hygiene treatment plan designs for patients with blood disorders.
 - 8.4.5 Discuss contraindications for dental treatment for patients with blood disorders.
 - 8.4.6 Discuss medications and/or medical treatment that may affect dental treatment.
- 8.5 Diabetes mellitus
- 8.5.1 Explain the development and characteristics of diabetes.
 - 8.5.2 Explain the medical manifestations associated with diabetes.
 - 8.5.3 List the oral manifestations associated with diabetes.
 - 8.5.4 Discuss medications, medical treatment, and dietary concerns associated with diabetes.
 - 8.5.5 Describe dental hygiene considerations associated with the care of a patient with diabetes.
- 8.6 Visually, hearing, sensory impaired
- 8.6.1 Describe how to manage a patient with a sensory impairment.
 - 8.6.2 Describe how to manage the guide dog.
 - 8.6.3 Describe special techniques to use with the visually impaired patient.
 - 8.6.4 Describe how to properly communicate with the hearing impaired patient.
- 8.7 Cardiovascular diseases
- 8.7.1 List the two major types of congenital heart disease, their etiology, incidence, clinical signs, and health concerns.
 - 8.7.2 State the etiology, disease progression and dental concerns of infective endocarditis or S.B.E.
 - 8.7.3 List the major etiologic factors; clinical signs, and dental concerns of hypertension, and hypertensive heart disease.
 - 8.7.4 List and describe the three major types of ischemic heart disease and dental concerns.
 - 8.7.5 Describe the etiology, clinical signs and dental concerns associated with heart failure.
 - 8.7.6 Describe the major types of cardiac pacemakers, causes of interferences, symptoms of malfunction, and emergency procedures.
 - 8.7.7 List the major types of anticoagulant therapy and the dental concerns of patients on this type of therapy.
- 8.8 Mental disorders
- 8.8.1 Define the medical labels given to the diagnoses of mental disorders.
 - 8.8.2 Explain the importance of a specially designed dental hygiene treatment plan for a patient with mental disorders.

- 8.8.3 List general physical and oral characteristics of patients' with mental disorders.
- 8.8.4 Describe dental hygiene care and instruction for the patient with a mental disorder.
- 8.8.5 Describe Down's Syndrome and other terms used to describe this condition.
- 8.8.6 Describe how dental hygiene treatment may differ for the patients with mental disorders.
- 8.9 Eating disorders
 - 8.9.1 List the effects of bulimia and anorexia on the oral cavity.
 - 8.9.2 Describe the various effects of dietary problems and their effect on the oral cavity
- 8.10 Geriatric patients
 - 8.10.1 Describe major types of complete dentures.
 - 8.10.2 Describe denture related oral changes that may occur.
 - 8.10.3 Describe oral pathology that may occur in patients who wear dentures.
 - 8.10.4 Describe the changes in the oral cavity associated with aging.
 - 8.10.5 Describe prevention and maintenance measures for the patient with dentures.
- 8.11 Cancer
 - 8.11.1 Describe characteristics of benign and malignant neoplasms.
 - 8.11.2 Explain the dental hygiene treatment plan for a patient with cancer.
 - 8.11.3 Describe the types of therapy used to treat cancer and how they affect the dental hygienist.
- 8.12 Respiratory problems
 - 8.12.1 List upper and lower respiratory tract diseases.
 - 8.12.2 Describe patient appointment management considerations for patients with respiratory disease.
 - 8.12.3 Summarize guidelines for dental hygiene care of patients with respiratory disease.
- 8.13 Oral and maxillofacial surgery
 - 8.13.1 Describe dental hygiene care and instructions for the oral and maxillofacial surgery patient.
 - 8.13.2 List the types of oral and maxillofacial surgery most often encountered.
 - 8.13.3 Describe dietary considerations for the patient undergoing oral and maxillofacial surgery.
- 8.14 The patient who is homebound
 - 8.14.1 Describe dental hygiene care and instructions for the patient who is homebound.

- 8.14.2 Describe what factors the dental hygienist can teach the caregiver of a patient who is homebound.
- 8.15 The patient with a physical impairment
 - 8.15.1 Describe dental hygiene considerations for patients exhibiting spinal cord dysfunctions.
 - 8.15.2 List dental hygiene considerations for patients who have experienced a stroke.
 - 8.15.3 Describe dental hygiene considerations for patients with various types of muscular disorders, central nervous system disorders, arthritis, and autoimmune diseases.
- 8. Demonstrate computer literacy, develop critical thinking skills, and life long learning skills.
 - 9.1 Research topics relating to dentistry and develop a lecture for peers relating to the treatment of a special needs patient.
 - 9.2 Effectively search for, evaluate, and synthesize evidence-based information from reputable healthcare databases and resources, applying critical appraisal skills to inform clinical decision-making and enhance patient care.

Criteria Performance Standard: In order to obtain a grade of “C or P”, the student must master the above objectives with a minimum 75% average, based on written examinations and other assignments.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Pharmacology Prefix and Number: DEH2300
 Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601
 Rationale: MCO updated

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)		DEH1100, DEH2802	DEH2802L, Any Area II Math in the AS Degree Program
COREQUISITE(S)		DEH2005, DEH2804L	DEH2005, DEH2702, DEH2804L, ENC1101
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 <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>
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: 2021 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

Musarrat Anjum Shah _____
Proposer's Signature Date *3/7/25*

Bilal Subhan _____
Academic Dean's Signature Date *3/7/25*

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, 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		PRQT		SCNS	



Master Course Outline

Course Identifier: DEH 2300

Course Title: Pharmacology

Credit Hours: 2

Course Description: This course introduces the use of drugs and anesthesia in dentistry. Drugs classes, actions, interactions, and adverse effects are discussed. A unit on medical mathematics is also included. Age-specific pharmacological needs are discussed. Special emphasis is placed on the applications of pharmacology to dental hygiene practice. Legal aspects are also addressed. 30 class hours.

Course Pre-requisites: ~~DES 1100 and DEH 2802L~~, DEH 2802L, Any Area II Mathematics course listed in the Associate of Science Degree Program Requirements

Course Corequisites: DEH 2005 and DEH 2804L, DEH2702, and ENC1101

Major Learning Outcomes:

1. Identify the functions of pharmacology and pharmacological agents used in dentistry.
2. Identify drug actions, interactions, side effects, and contraindications.
3. Identify and explain the pharmacodynamics and adverse reactions of drugs that influence patient care while receiving dental treatment.
4. Explain the usage, administration, indications, contraindications, and adverse reactions found with anti-infective, antifungal, and antiviral agents that may influence patient care while receiving dental treatment.
5. Explain the usage, administration, indications, contraindications, and adverse reactions found with antineoplastic and gastrointestinal agents that may influence patient care while receiving dental treatment.
6. Describe the autonomic nervous systems and explain the effects of drugs on the autonomic nervous system.
7. Explain the usage, administration, indications, contraindications, and adverse reactions found with central nervous system drugs that may influence patient care while receiving dental treatment.

8. Explain the usage, administration, indications, contraindications, adverse reactions, and precautions of anesthetic agents used in the treatment of dental disease.
9. Explain the usage, administration, indications, contraindications, and adverse reactions found with nonopioid and opioid analgesics that may influence patient care while receiving dental treatment.
10. Explain the usage, administration, indications, contraindications, and adverse reactions found with cardiovascular drugs that may influence patient care while receiving dental treatment.
11. Explain the usage, administration, indications, contraindications, and adverse reactions found with endocrine drugs and antihistamines that may influence patient care while receiving dental treatment.
12. Identify and recognize the adverse effects of the use of alcohol, illegal drugs, steroids, and other high-risk behaviors on the human body.
13. Be familiar with the use of emergency drugs and dental implications of natural remedies.
14. Be capable of looking up drugs in digital drug resources and using the information to evaluate the effect of medications on dental treatment.
15. Describe the neurophysiology of local anesthesia
16. Explain the pharmacology of local anesthetic agents
17. Explain the pharmacology of vasoconstrictors used in local anesthetics.

Course Objectives:

1. Identify the functions of pharmacology and pharmacological agents used in dentistry.
 - a. Define pharmacology.
 - b. Explain the difference between natural and synthetic drugs.
 - c. Describe how drugs are approved in the U.S., drug requirements, agencies, and regulations.
 - d. Identify the difference between OTC and prescription drugs.
 - e. Describe the controlled substances schedule.
 - f. Explain the differences between chemical, generic, and trade names of a drug.
 - g. State the 5 "rights" of drug administration. Explain how to record a drug prescription on a patient's chart.
2. Identify drug actions, interactions, side effects, and contraindications.
 - a. Define pharmacokinetics.
 - b. Distinguish between the following drug effects: therapeutic, side and adverse.
 - c. Identify the advantages and disadvantages of delivering drugs by different routes.
 - d. Explain the basic principles of the following: drug absorption, distribution, metabolism, and excretion.
 - e. Identify how body mass, age, genetics, and disease affect drug response.
 - f. Describe the different parts of a time-response curve.

- g. Explain what biological factors affect plasma half-life and how half-life affects drug response.
 - h. Differentiate between maintenance dose and loading dose.
3. Identify and explain the pharmacodynamics and adverse reactions of drugs that influence patient care while receiving dental treatment.
- a. Differentiate between pharmacodynamics and pharmacokinetics.
 - b. Define receptor and explain how receptors mediate drug response.
 - c. Differentiate between an agonist and an antagonist and explain how an antagonist produces its effects.
 - d. Identify and define the components of a dose-response curve.
 - e. Differentiate between efficacy and potency.
 - f. Recognize the importance of adverse reactions.
 - g. Define compliance and identify factors that result in increased compliance.
 - h. Explain how the actions of a health professional can result in adverse drug effects.
 - i. Give examples of allergic and idiosyncratic reactions.
 - j. Differentiate between physical and psychological dependence.
 - k. Differentiate between carcinogenesis and teratogenesis.
 - l. Describe some different types of effects that can occur during multiple drug therapy.
4. Explain the usage, administration, indications, contraindications, and adverse reactions found with anti-infective, antifungal, and antiviral agents that may influence patient care while receiving dental treatment.
- a. Distinguish among the five classes of anti-infective drugs.
 - b. State the circumstances under which an anti-infective drug might be used prophylactically in dentistry.
 - c. Explain why a thorough medical history is important for anti-infective therapy.
 - d. Explain how a superinfection develops in a patient treated with anti-infective drugs.
 - e. Explain how the spectrum of action determines the drug to be prescribed.
 - f. Explain why resistance is a problem with anti-infective drugs.
 - g. Describe how fungal infections differ from bacterial infections.
 - h. Describe how antiviral drugs treat infections.
 - i. Explain the implications to dental hygiene practice of anti-infective, antiviral and antifungal drugs.
5. Explain the usage, administration, indications, contraindications, and adverse reactions found with antineoplastic and gastrointestinal agents that may influence patient care while receiving dental treatment.
- a. Define the following terms: cancer, neoplasm, benign, malignant, metastasis.
 - b. Identify the three basic treatment strategies for cancer.
 - c. Explain the goals of chemotherapy.
 - d. Classify gastrointestinal drugs.

- e. Explain the implications to dental hygiene practice of antineoplastics and gastrointestinal drugs.
6. Describe the autonomic nervous systems and explain the effects of drugs on the autonomic nervous system.
- a. Define the following terms: central nervous system, peripheral nervous system, somatic, autonomic, sympathetic, and parasympathetic.
 - b. Identify the importance of synapses and neurotransmitters to pharmacology.
 - c. Identify the different types of adrenergic receptors and their actions.
 - d. Explain the difference between selective and non-selective beta-blockers.
 - e. For the four classes of autonomies, list the implications to dental hygiene practice.
7. Explain the usage, administration, indications, contraindications, and adverse reactions found with central nervous system drugs that may influence patient care while receiving dental treatment.
- a. Classify drugs affecting the central nervous system.
 - b. Identify types of anxiety disorders.
 - c. Describe the role of drugs in the treatment of depression, psychoses, and seizure disorders.
 - d. Explain the implications to dental hygiene practice of the classes of CNS drugs.
8. Explain the usage, administration, indications, contraindications, adverse reactions, and precautions of anesthetic agents used in the treatment of dental disease.
- a. List the properties of an ideal local anesthetic (LA).
 - b. Briefly describe the history, chemistry, and mechanism of action of local anesthetics.
 - c. Discuss local anesthetic agents with regard to composition, ester vs. amide, duration, and selection criteria for use.
 - d. Identify adverse reactions to LA.
 - e. List the components and functions of LA cartridges.
 - f. Describe the onset, duration of action and uses of common LA's used in dentistry.
 - g. Describe the uses of general anesthesia in dentistry.
 - h. Describe the stages and planes of general anesthesia.
9. Explain the usage, administration, indications, contraindications, and adverse reactions found with nonopioid and opioid analgesics that may influence patient care while receiving dental treatment.
- a. Classify analgesic, musculoskeletal and anti-arthritis drugs.
 - b. Explain the physiology of pain.
 - c. Identify the goals of pain management.
 - d. Explain tolerance and dependence as they relate to narcotic analgesics.

- e. Explain the implications to dental hygiene practice of the use of non-narcotic analgesics, non-steroidal anti-inflammatory, narcotic analgesics, and narcotic/non-narcotic combinations.
10. Explain the usage, administration, indications, contraindications, and adverse reactions found with cardiovascular drugs that may influence patient care while receiving dental treatment.
- a. Explain how coronary artery disease can lead to the symptoms of angina.
 - b. Identify the pharmacologic and non-pharmacologic treatment strategies for angina.
 - c. Compare and contrast the organic nitrates and the calcium channel blockers in the treatment of angina.
 - d. Compare and contrast the sodium channel blockers, calcium channel blockers and beta blockers in the treatment of dysrhythmias.
 - e. Describe the effects of “statins” on blood lipid levels.
 - f. Explain the nature of hypertension and how it can often be controlled through non-pharmacologic means.
 - g. Compare and contrast diuretics, ACE inhibitors, alpha-blockers and calcium channel blockers in the treatment of hypertension.
 - h. Explain the nature of CHF and identify treatment strategies.
 - i. Compare and contrast the cardiac glycosides and the ACE inhibitors in the treatment of CHF.
 - j. Contrast the role of anticoagulants and thrombolytics in treating coagulation disorders.
 - k. Explain the implications to dental hygiene practice of the use of drugs to treat cardiovascular disorders.
11. Explain the usage, administration, indications, contraindications, and adverse reactions found with endocrine drugs and antihistamines that may influence patient care while receiving dental treatment.
- a. Classify endocrine drugs.
 - b. Explain the effects of histamine.
 - c. Identify the two classes of H1 blockers.
 - d. Explain the implications to dental hygiene of the use of drugs to treat endocrine disorders and H1-receptor antagonists.
12. Identify and recognize the adverse effects of the use of alcohol, illegal drugs, steroids, and other high-risk behaviors on the human body.
- a. List the drugs most commonly abused.
 - b. Explain and recognize the effects of CNS depressants, stimulants, and psychedelics on individuals that may be encountered in the dental environment.
 - c. Describe characteristics and behaviors often found in the drug abuser.
 - d. List the emergency situations that may arise in the dental environment treating patients with the above conditions.

13. Be familiar with the use of emergency drugs and dental implications of natural remedies.
14. Be capable of looking up drugs in digital drug resources and using the information to evaluate the effect of medication on dental treatment.
15. Describe the neurophysiology of local anesthesia.
 - a. Describe the functional unit of a nerve system.
 - b. Differentiate the role of the cell body in sensory and motor impulse transmission.
 - c. Describe the parts and functions of the neuron and its main function.
 - d. Compare the ions in nerve transmission relative to resting stage, depolarization, and repolarization.
 - e. Explain the stages of nerve conduction including the Na/K pump, active and passive energy.
 - f. Explain the anatomy of a sensory neuron.
 - g. Differentiate between type A, B, and C fibers.
 - h. Explain the role of neurotransmitters in nerve conduction.
 - i. Discuss the mode of action of local anesthetic agents on nerves.
16. Explain the pharmacology of local anesthetic agents.
 - a. Define local anesthesia.
 - b. Discuss the mechanism of actions of local anesthetic agents.
 - c. Describe the structure of local anesthetics.
 - d. Discuss the difference between esters and amides and within the same group.
 - e. Discuss the properties and ionization factors of local anesthetics.
 - f. Describe the dissociation of constant (pKa) and its effects on the onset of action of local anesthetics.
 - g. Describe the effect infection will have in the area of local anesthetic administration.
 - h. Describe the membrane expansion and specific receptor theories.
 - i. Discuss the pharmacodynamics of local anesthetic drugs.
 - j. List the pharmacokinetics of local anesthetics, including onset of action, duration, absorption, distribution, and biotransformation.
 - k. Discuss the systemic effect of local anesthetic on the CNS and cardiovascular system.
 - l. Calculate the amount of vasoconstrictor used on a patient in milligrams
17. Explain the pharmacology of local anesthetic agents.
 - a. Define local anesthesia.
 - b. Discuss the mechanism of actions of local anesthetic agents.
 - c. Describe the structure of local anesthetics.
 - d. Discuss the difference between esters and amides and within the same group.
 - e. Discuss the properties and ionization factors of local anesthetics.
 - f. Describe the dissociation of constant (pKa) and its effects on the onset of action of local anesthetics.
 - g. Describe the effect infection will have in the area of local anesthetic administration.

- h. Describe the membrane expansion and specific receptor theories.
 - i. Discuss the pharmacodynamics of local anesthetic drugs.
 - j. List the pharmacokinetics of local anesthetics, including onset of action, duration, absorption, distribution, and biotransformation.
 - k. Discuss the systemic effect of local anesthetic on the CNS and cardiovascular system.
 - l. Calculate the amount of vasoconstrictor used on a patient in milligrams.
18. Discuss the importance of reviewing the medical history and psychological profile of a patient prior to the administration of local anesthesia.
- a. Determine the relative risk presented by a patient prior to administering local anesthesia by interpretation of the medical history.
 - b. Differentiate between relative and absolute contraindications.
 - c. Discuss the role emotional status, blood pressure, and pulse have on selection of a local anesthetic.
 - d. List the concerns for patients with various medical conditions when selecting local anesthetics and scheduling treatment.
 - e. Describe dental fear and how dental professionals deal with patient fears through psychological, physical and chemical parameters.
 - f. Describe synergism and antagonism with respect to drug administration.
 - g. Describe drug-drug interactions that may occur between the vasoconstrictor and other drugs.
 - h. Discuss the drug-drug interactions that may occur between amide local anesthesia and other drugs.

Criteria Performance Standard:

In order to obtain a grade of "C" or "P", the student must master the above objectives with a minimum 75% average, based on written examinations and other assignments.



Master Course Outline

Course Identifier: DEH 2300

Course Title: Pharmacology

Credit Hours: 2

Course Description: This course introduces the use of drugs and anesthesia in dentistry. Drugs classes, actions, interactions, and adverse effects are discussed. A unit on medical mathematics is also included. Age-specific pharmacological needs are discussed. Special emphasis is placed on the applications of pharmacology to dental hygiene practice. Legal aspects are also addressed. 30 class hours.

Course Pre-requisites: DEH 2802L, Any Area II Mathematics course listed in the Associate of Science Degree Program Requirements

Course Corequisites: DEH 2005 and DEH 2804L, DEH2702, and ENC1101

Major Learning Outcomes:

1. Identify the functions of pharmacology and pharmacological agents used in dentistry.
2. Identify drug actions, interactions, side effects, and contraindications.
3. Identify and explain the pharmacodynamics and adverse reactions of drugs that influence patient care while receiving dental treatment.
4. Explain the usage, administration, indications, contraindications, and adverse reactions found with anti-infective, antifungal, and antiviral agents that may influence patient care while receiving dental treatment.
5. Explain the usage, administration, indications, contraindications, and adverse reactions found with antineoplastic and gastrointestinal agents that may influence patient care while receiving dental treatment.
6. Describe the autonomic nervous systems and explain the effects of drugs on the autonomic nervous system.
7. Explain the usage, administration, indications, contraindications, and adverse reactions found with central nervous system drugs that may influence patient care while receiving dental treatment.

8. Explain the usage, administration, indications, contraindications, adverse reactions, and precautions of anesthetic agents used in the treatment of dental disease.
9. Explain the usage, administration, indications, contraindications, and adverse reactions found with nonopioid and opioid analgesics that may influence patient care while receiving dental treatment.
10. Explain the usage, administration, indications, contraindications, and adverse reactions found with cardiovascular drugs that may influence patient care while receiving dental treatment.
11. Explain the usage, administration, indications, contraindications, and adverse reactions found with endocrine drugs and antihistamines that may influence patient care while receiving dental treatment.
12. Identify and recognize the adverse effects of the use of alcohol, illegal drugs, steroids, and other high-risk behaviors on the human body.
13. Be familiar with the use of emergency drugs and dental implications of natural remedies.
14. Be capable of looking up drugs in digital drug resources and using the information to evaluate the effect of medications on dental treatment.
15. Describe the neurophysiology of local anesthesia
16. Explain the pharmacology of local anesthetic agents
17. Explain the pharmacology of vasoconstrictors used in local anesthetics.

Course Objectives:

1. Identify the functions of pharmacology and pharmacological agents used in dentistry.
 - a. Define pharmacology.
 - b. Explain the difference between natural and synthetic drugs.
 - c. Describe how drugs are approved in the U.S., drug requirements, agencies, and regulations.
 - d. Identify the difference between OTC and prescription drugs.
 - e. Describe the controlled substances schedule.
 - f. Explain the differences between chemical, generic, and trade names of a drug.
 - g. State the 5 “rights” of drug administration. Explain how to record a drug prescription on a patient’s chart.
2. Identify drug actions, interactions, side effects, and contraindications.
 - a. Define pharmacokinetics.
 - b. Distinguish between the following drug effects: therapeutic, side and adverse.
 - c. Identify the advantages and disadvantages of delivering drugs by different routes.
 - d. Explain the basic principles of the following: drug absorption, distribution, metabolism, and excretion.
 - e. Identify how body mass, age, genetics, and disease affect drug response.
 - f. Describe the different parts of a time-response curve.

- g. Explain what biological factors affect plasma half-life and how half-life affects drug response.
 - h. Differentiate between maintenance dose and loading dose.
3. Identify and explain the pharmacodynamics and adverse reactions of drugs that influence patient care while receiving dental treatment.
- a. Differentiate between pharmacodynamics and pharmacokinetics.
 - b. Define receptor and explain how receptors mediate drug response.
 - c. Differentiate between an agonist and an antagonist and explain how an antagonist produces its effects.
 - d. Identify and define the components of a dose-response curve.
 - e. Differentiate between efficacy and potency.
 - f. Recognize the importance of adverse reactions.
 - g. Define compliance and identify factors that result in increased compliance.
 - h. Explain how the actions of a health professional can result in adverse drug effects.
 - i. Give examples of allergic and idiosyncratic reactions.
 - j. Differentiate between physical and psychological dependence.
 - k. Differentiate between carcinogenesis and teratogenesis.
 - l. Describe some different types of effects that can occur during multiple drug therapy.
4. Explain the usage, administration, indications, contraindications, and adverse reactions found with anti-infective, antifungal, and antiviral agents that may influence patient care while receiving dental treatment.
- a. Distinguish among the five classes of anti-infective drugs.
 - b. State the circumstances under which an anti-infective drug might be used prophylactically in dentistry.
 - c. Explain why a thorough medical history is important for anti-infective therapy.
 - d. Explain how a superinfection develops in a patient treated with anti-infective drugs.
 - e. Explain how the spectrum of action determines the drug to be prescribed.
 - f. Explain why resistance is a problem with anti-infective drugs.
 - g. Describe how fungal infections differ from bacterial infections.
 - h. Describe how antiviral drugs treat infections.
 - i. Explain the implications to dental hygiene practice of anti-infective, antiviral and antifungal drugs.
5. Explain the usage, administration, indications, contraindications, and adverse reactions found with antineoplastic and gastrointestinal agents that may influence patient care while receiving dental treatment.
- a. Define the following terms: cancer, neoplasm, benign, malignant, metastasis.
 - b. Identify the three basic treatment strategies for cancer.
 - c. Explain the goals of chemotherapy.
 - d. Classify gastrointestinal drugs.

- e. Explain the implications to dental hygiene practice of antineoplastics and gastrointestinal drugs.
6. Describe the autonomic nervous systems and explain the effects of drugs on the autonomic nervous system.
- a. Define the following terms: central nervous system, peripheral nervous system, somatic, autonomic, sympathetic, and parasympathetic.
 - b. Identify the importance of synapses and neurotransmitters to pharmacology.
 - c. Identify the different types of adrenergic receptors and their actions.
 - d. Explain the difference between selective and non-selective beta-blockers.
 - e. For the four classes of autonomies, list the implications to dental hygiene practice.
7. Explain the usage, administration, indications, contraindications, and adverse reactions found with central nervous system drugs that may influence patient care while receiving dental treatment.
- a. Classify drugs affecting the central nervous system.
 - b. Identify types of anxiety disorders.
 - c. Describe the role of drugs in the treatment of depression, psychoses, and seizure disorders.
 - d. Explain the implications to dental hygiene practice of the classes of CNS drugs.
8. Explain the usage, administration, indications, contraindications, adverse reactions, and precautions of anesthetic agents used in the treatment of dental disease.
- a. List the properties of an ideal local anesthetic (LA).
 - b. Briefly describe the history, chemistry, and mechanism of action of local anesthetics.
 - c. Discuss local anesthetic agents with regard to composition, ester vs. amide, duration, and selection criteria for use.
 - d. Identify adverse reactions to LA.
 - e. List the components and functions of LA cartridges.
 - f. Describe the onset, duration of action and uses of common LA's used in dentistry.
 - g. Describe the uses of general anesthesia in dentistry.
 - h. Describe the stages and planes of general anesthesia.
9. Explain the usage, administration, indications, contraindications, and adverse reactions found with nonopioid and opioid analgesics that may influence patient care while receiving dental treatment.
- a. Classify analgesic, musculoskeletal and anti-arthritis drugs.
 - b. Explain the physiology of pain.
 - c. Identify the goals of pain management.
 - d. Explain tolerance and dependence as they relate to narcotic analgesics.

- e. Explain the implications to dental hygiene practice of the use of non-narcotic analgesics, non-steroidal anti-inflammatory, narcotic analgesics, and narcotic/non-narcotic combinations.
10. Explain the usage, administration, indications, contraindications, and adverse reactions found with cardiovascular drugs that may influence patient care while receiving dental treatment.
- a. Explain how coronary artery disease can lead to the symptoms of angina.
 - b. Identify the pharmacologic and non-pharmacologic treatment strategies for angina.
 - c. Compare and contrast the organic nitrates and the calcium channel blockers in the treatment of angina.
 - d. Compare and contrast the sodium channel blockers, calcium channel blockers and beta blockers in the treatment of dysrhythmias.
 - e. Describe the effects of “statins” on blood lipid levels.
 - f. Explain the nature of hypertension and how it can often be controlled through non-pharmacologic means.
 - g. Compare and contrast diuretics, ACE inhibitors, alpha-blockers and calcium channel blockers in the treatment of hypertension.
 - h. Explain the nature of CHF and identify treatment strategies.
 - i. Compare and contrast the cardiac glycosides and the ACE inhibitors in the treatment of CHF.
 - j. Contrast the role of anticoagulants and thrombolytics in treating coagulation disorders.
 - k. Explain the implications to dental hygiene practice of the use of drugs to treat cardiovascular disorders.
11. Explain the usage, administration, indications, contraindications, and adverse reactions found with endocrine drugs and antihistamines that may influence patient care while receiving dental treatment.
- a. Classify endocrine drugs.
 - b. Explain the effects of histamine.
 - c. Identify the two classes of H1 blockers.
 - d. Explain the implications to dental hygiene of the use of drugs to treat endocrine disorders and H1-receptor antagonists.
12. Identify and recognize the adverse effects of the use of alcohol, illegal drugs, steroids, and other high-risk behaviors on the human body.
- a. List the drugs most commonly abused.
 - b. Explain and recognize the effects of CNS depressants, stimulants, and psychedelics on individuals that may be encountered in the dental environment.
 - c. Describe characteristics and behaviors often found in the drug abuser.
 - d. List the emergency situations that may arise in the dental environment treating patients with the above conditions.

13. Be familiar with the use of emergency drugs and dental implications of natural remedies.
14. Be capable of looking up drugs in digital drug resources and using the information to evaluate the effect of medication on dental treatment.
15. Describe the neurophysiology of local anesthesia.
 - a. Describe the functional unit of a nerve system.
 - b. Differentiate the role of the cell body in sensory and motor impulse transmission.
 - c. Describe the parts and functions of the neuron and its main function.
 - d. Compare the ions in nerve transmission relative to resting stage, depolarization, and repolarization.
 - e. Explain the stages of nerve conduction including the Na/K pump, active and passive energy.
 - f. Explain the anatomy of a sensory neuron.
 - g. Differentiate between type A, B, and C fibers.
 - h. Explain the role of neurotransmitters in nerve conduction.
 - i. Discuss the mode of action of local anesthetic agents on nerves.
16. Explain the pharmacology of local anesthetic agents.
 - a. Define local anesthesia.
 - b. Discuss the mechanism of actions of local anesthetic agents.
 - c. Describe the structure of local anesthetics.
 - d. Discuss the difference between esters and amides and within the same group.
 - e. Discuss the properties and ionization factors of local anesthetics.
 - f. Describe the dissociation of constant (pKa) and its effects on the onset of action of local anesthetics.
 - g. Describe the effect infection will have in the area of local anesthetic administration.
 - h. Describe the membrane expansion and specific receptor theories.
 - i. Discuss the pharmacodynamics of local anesthetic drugs.
 - j. List the pharmacokinetics of local anesthetics, including onset of action, duration, absorption, distribution, and biotransformation.
 - k. Discuss the systemic effect of local anesthetic on the CNS and cardiovascular system.
 - l. Calculate the amount of vasoconstrictor used on a patient in milligrams
17. Explain the pharmacology of local anesthetic agents.
 - a. Define local anesthesia.
 - b. Discuss the mechanism of actions of local anesthetic agents.
 - c. Describe the structure of local anesthetics.
 - d. Discuss the difference between esters and amides and within the same group.
 - e. Discuss the properties and ionization factors of local anesthetics.
 - f. Describe the dissociation of constant (pKa) and its effects on the onset of action of local anesthetics.
 - g. Describe the effect infection will have in the area of local anesthetic administration.

- h. Describe the membrane expansion and specific receptor theories.
 - i. Discuss the pharmacodynamics of local anesthetic drugs.
 - j. List the pharmacokinetics of local anesthetics, including onset of action, duration, absorption, distribution, and biotransformation.
 - k. Discuss the systemic effect of local anesthetic on the CNS and cardiovascular system.
 - l. Calculate the amount of vasoconstrictor used on a patient in milligrams.
18. Discuss the importance of reviewing the medical history and psychological profile of a patient prior to the administration of local anesthesia.
- a. Determine the relative risk presented by a patient prior to administering local anesthesia by interpretation of the medical history.
 - b. Differentiate between relative and absolute contraindications.
 - c. Discuss the role emotional status, blood pressure, and pulse have on selection of a local anesthetic.
 - d. List the concerns for patients with various medical conditions when selecting local anesthetics and scheduling treatment.
 - e. Describe dental fear and how dental professionals deal with patient fears through psychological, physical and chemical parameters.
 - f. Describe synergism and antagonism with respect to drug administration.
 - g. Describe drug-drug interactions that may occur between the vasoconstrictor and other drugs.
 - h. Discuss the drug-drug interactions that may occur between amide local anesthesia and other drugs.

Criteria Performance Standard:

In order to obtain a grade of “C” or “P”, the student must master the above objectives with a minimum 75% average, based on written examinations and other assignments.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Community Dental Health Prefix and Number: DEH2702
Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601

Rationale: MCO updated

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)		DEH1800, DEH1800L, DEH2802L	DEH2802L. Any Area II Math course in the AS Degree Program
COREQUISITE(S)		DEH2005, DEH2804L, DES2050	DEH2005, DEH2804L, ENC1101, DEH2300
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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: 2021 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

Musarrat Anjum Shah

Proposer's Signature

3/7/25

Date

Bilal Sabir

Academic Dean's Signature

3/7/25

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	



Master Course Outline

Course Identifier: DEH 2702

Course Title: Community Dental Health

Credit Hours: 2

Course Description: This course is designed to provide knowledge of attitudes, skills, and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. It provides an overview of the dental care delivery system, highlighting social, cultural, economic, and political factors that influence access to care and health disparities, while preparing students to deliver culturally competent, patient-centered dental hygiene services.

Students will be responsible for assessing, planning, implementing, and evaluating procedures in community oral health programs. Students will develop an understanding of the relationship between the community's overall health and resources and its effect on dental health.

Also, this course teaches dental hygienists how to critically evaluate research, interpret scientific literature, and use evidence-based findings to improve patient care and advance the profession. This course reviews the Florida Laws and Rules related to dental and dental hygiene practice. 30 class hours.

Course Pre-requisites: ~~DEH 1800, DEH 1800L, and DEH 2802L~~, Any Area II Mathematics course listed in the Associates of Science Degree Program Requirements

Course Corequisites: DEH 2005, DEH 2804L, and ~~DES-2050~~, ENC 1101, DEH2300

Major Course Objectives:

Upon successful completion of this course with a grade of 75% or better, the student will be able to:

1. Understand and summarize the Prevention Movement and its impact on the evolution of dental hygiene and dental public health practices.
2. Demonstrate skills in conducting assessment, planning, implementation and evaluation of dental education programs.
3. Recognizing how factors like income, education, environment, and social support influence health outcomes.

- 2.6 Plan a dental health presentation to meet the needs and interests of the target population.
- 2.7 Prepare learning objectives, presentation outline and educational audiovisuals designed to impact the target audience.
- 2.8 Deliver a presentation in a clear professional manner including evaluation for revising and improving the educational process.
- 3. The student will be able to critically interpret dental public health research and analyze data for evaluation purposes.
 - 3.1 Compute oral health indices to examine the degree of oral disease in a specific population.
 - 3.2 Describe the current status and trends of oral health in the United States.
 - 3.3 Identify the oral health disparities that exist among population groups and the role of the dental hygienist in addressing these issues.
 - 3.4 Explain use of epidemiological data and statistics in understanding dental health research.
 - 3.5 Complete a formal critique of research reported in dental publications and of new dental products.
 - 3.6 Know basic principles of research methodology and biostatistics.
 - 3.7 Educate the public in dental care product evaluation.
- 4. The student will be able to describe strategies for dental public health.
 - 4.1 Describe careers in dental public health.
 - 4.2 Describe various careers in dental public health including governmental careers.
 - 4.3 Describe dental hygiene employment opportunities in a variety of settings.
 - 4.4 List the populations most in need of dental hygiene care.
 - 4.5 Explain the model for creating a dental hygiene position in dental public health.
 - 4.6 Explain how to create the protocol for a newly developed dental hygiene position in dental public health.
- 5. Develop researchable questions for dental hygiene practice problems.
 - 5.1 Use critical inquiry and accepted standards for evaluating research trials and systematic.
 - 5.2 Interpret scientifically sound research approaches to address oral health research questions.
 - 5.3 Advocate the need to understand the importance of and maintain ethical and legal behavior throughout the research process.
 - 5.4 Support and participate in research activities to enhance the delivery of optimum dental care.
 - 5.5 Share research findings through educational poster presentations, literature reviews, table clinics, and articles.



Master Course Outline

Course Identifier: DEH 2702

Course Title: Community Dental Health

Credit Hours: 2

Course Description: This course is designed to provide knowledge of attitudes, skills, and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. It provides an overview of the dental care delivery system, highlighting social, cultural, economic, and political factors that influence access to care and health disparities, while preparing students to deliver culturally competent, patient-centered dental hygiene services.

Students will be responsible for assessing, planning, implementing, and evaluating procedures in community oral health programs. Students will develop an understanding of the relationship between the community's overall health and resources and its effect on dental health.

Also, this course teaches dental hygienists how to critically evaluate research, interpret scientific literature, and use evidence-based findings to improve patient care and advance the profession. This course reviews the Florida Laws and Rules related to dental and dental hygiene practice. 30 class hours.

Course Pre-requisites: DEH 2802L and any area II Mathematics course listed in the Associates of Science Degree Program requirements

Course Corequisites: DEH 2005, DEH 2804L, and ENC 1101, DEH 2300

Major Course Objectives:

Upon successful completion of this course with a grade of 75% or better, the student will be able to:

1. Understand and summarize the Prevention Movement and its impact on the evolution of dental hygiene and dental public health practices.
2. Demonstrate skills in conducting assessment, planning, implementation and evaluation of dental education programs.
3. Recognizing how factors like income, education, environment, and social support influence health outcomes.

4. Identifying and understanding the social factors that contribute to health disparities in dental care and working to reduce them.
5. Developing the skills to communicate with patients from diverse backgrounds and understanding the social context of their health behaviors.
6. Be able to critically interpret dental public health research and analyze data for evaluation purposes.
7. Be able to evaluate and apply dental hygiene research by identifying key methodologies, assessing the validity of findings, recognizing potential biases, and using evidence-based practices to improve patient care and advance the profession in clinical settings.
8. Evaluate knowledge and skills in each of the following subject areas as they relate to community-based needs:
 - a. Oral epidemiology and research methodologies.
 - b. Oral health education and promotion.
 - c. Government influence on the dental care delivery system.
 - d. Prevention, control, and treatment of oral diseases.
 - e. Program planning and evaluation.
9. Be able to explain and apply Florida laws and regulations governing dental hygiene practice, including licensing requirements, scope of practice, and ethical considerations, ensuring compliance and professionalism in their careers.

Course Objectives:

1. The student will understand and summarize the Prevention Movement and its impact on the evolution of dental hygiene and dental public health practices.
 - 1.1 Describe historical events of interest in the evolution of dental hygiene.
 - 1.2 Identify core public health functions and the role of the government in public health solutions.
 - 1.3 Explain prevention and treatment modalities that have impacted the development of dental public health programs and initiatives.
 - 1.4 Define dental public health and how need, supply, demand, utilization of dental resources and financing/costs affect dental care delivery in the U.S. and worldwide.
 - 1.5 Recognize the role of the dental hygienist in alternative practice settings.
2. The student will demonstrate skills in conducting assessment, planning, implementation and evaluation of dental education programs.
 - 2.1 Explain the importance of assessment, planning, implementation, and evaluation in dental public health program development.
 - 2.2 Assess present dental health care delivery in the public health milieu.
 - 2.3 Describe how determination of health affects the delivery of health information to individuals and the community.
 - 2.4 Discuss the key activities that are involved in developing a community-based dental health program.
 - 2.5 Suggest methods to improve public dental health care delivery.
 - 2.6 Plan a dental health presentation to meet the needs and interests of the target population.

- 2.7 Prepare learning objectives, presentation outline and educational audiovisuals designed to impact the target audience.
 - 2.8 Deliver a presentation in a clear professional manner, including evaluation for revising and improving the educational process.
- 3. The student will be able to critically interpret dental public health research and analyze data for evaluation purposes.
 - 3.1 Compute oral health indices to examine the degree of oral disease in a specific population.
 - 3.2 Describe the current status and trends of oral health in the United States.
 - 3.3 Identify the oral health disparities that exist among population groups and the role of the dental hygienist in addressing these issues.
 - 3.4 Explain use of epidemiological data and statistics in understanding dental health research.
 - 3.5 Complete a formal critique of research reported in dental publications and of new dental products.
 - 3.6 Know basic principles of research methodology and biostatistics.
 - 3.7 Educate the public in dental care product evaluation.
- 4. The student will be able to describe strategies for dental public health.
 - 4.1 Describe careers in dental public health.
 - 4.2 Describe various careers in dental public health including governmental careers.
 - 4.3 Describe dental hygiene employment opportunities in a variety of settings.
 - 4.4 List the populations most in need of dental hygiene care.
 - 4.5 Explain the model for creating a dental hygiene position in dental public health.
 - 4.6 Explain how to create the protocol for a newly developed dental hygiene position in dental public health.
- 5. Develop researchable questions for dental hygiene practice problems.
 - 5.1 Use critical inquiry and accepted standards for evaluating research trials and systematic.
 - 5.2 Interpret scientifically sound research approaches to address oral health research questions.
 - 5.3 Advocate the need to understand the importance of and maintain ethical and legal behavior throughout the research process.
 - 5.4 Support and participate in research activities to enhance the delivery of optimum dental care.
 - 5.5 Share research findings through educational poster presentations, literature reviews, table clinics, and articles.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Dental Hygiene III Clinical Prefix and Number: DEH2802L
Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601
Rationale: MCO updated

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)		DEH1800, DEH1800L	DEH1800, DEH1800L, DEH2400, DEH2602, DES1601, DES1100, DES100L, HUN2201
COREQUISITE(S)		DES1100	Any Area II Math course in the AS Degree Program
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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: 2021 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

Proposer's Signature

Date

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		PRQT		SCNS	



Master Course Outline

Course Identifier: DEH 2802L

Course Title: Dental Hygiene III Clinical

Credit Hours: 2.5

Course Description: This course will provide ongoing clinical experience in total patient care. Emphasis is placed on improved techniques in all clinical skills from previous courses. Student achievement in this course is graded as "Pass/Fail." Lab. 112.5 clinical hours.

Course Pre-requisites: DEH 1800 and DEH 1800L, DEH2400, DEH2602, DES1601, DES 1100, DES1100L, HUN2201

Course Corequisites: ~~DES 1100~~ Any Area Mathematics course listed in the Associates in Science Degree Program Requirements

Major Learning Outcomes:

1. Adhere to the "guidelines" of practical infection control in all aspects of patient management and clinic responsibility.
2. Demonstrate improved knowledge in the use of basic and auxiliary plaque control aids for various patient types.
3. Demonstrate improved communication skills, record keeping, professional and ethical behavior with patients and members of the dental health team.
4. Demonstrate improved knowledge in the development of a dental hygiene treatment plan, taking into consideration all aspects of evidence-based decision-making.
5. Increase measured proficiency in comprehensive dental hygiene treatment/documentation provided for clinical patients.
6. Demonstrate improved techniques in sharpening instruments to maintain and preserve the cutting edge.
7. Demonstrate continued prevention/management of medical/dental emergencies.
8. Demonstrate improved awareness in the recognition of dental anxiety and implementation of appropriate pain control measures.

9. Demonstrate improved skill in the use of disclosing solution and plaque indices to develop individualized patient education for various types of patients exhibiting special needs and periodontal conditions.
10. Demonstrate improved skill in selective polishing techniques.
11. Demonstrate increased proficiency in calculus detection and removal for class A & B clinical patients.
12. Demonstrate effective choice and use of chemotherapeutic agents, including topical fluoride.
13. Demonstrate increased proficiency in exposing, critiquing, and clinical documentation of intraoral, extraoral digital radiographs on live patients.
14. Expose, assess and transmit intraoral photography.
15. Demonstrate improved knowledge, skills and behaviors in the following roles: sterilization, reception and radiography.
16. Integrate theoretical principles of dental hygiene with their clinical application.
17. Perform tooth desensitization on a clinic patient.
18. Apply principles of nutritional and/or tobacco cessation counseling to the management of oral and systemic health.
19. Assess and perform caries and periodontal risk incorporating appropriate interventions of the patient's need into treatment care plan
- 20.
21. Demonstrate the use of topical anesthetic agents on a clinic patient and accurately document its administration.
22. Describe the armamentarium and assembly of equipment used to deliver local anesthetic.
23. Calculate and document in the patient's chart the amount of local anesthetic used in milligrams.
24. ~~Demonstrate subgingival irrigation on a clinic patient.~~
25. Continue to demonstrate proper care/maintenance of dental prosthetics and dental implants.
26. Assess the need for and perform therapeutic ultrasonic debridement scaling on a qualifying clinic patient with no medical contraindications.

Criteria Performance Standard:

In order to obtain a grade of "C or P", the student must master the above objectives with a minimum 75% average, based on written examinations, performance and other assignments.



Master Course Outline

Course Identifier: DEH 2802L

Course Title: Dental Hygiene III Clinical

Credit Hours: 2.5

Course Description: This course will provide ongoing clinical experience in total patient care. Emphasis is placed on improved techniques in all clinical skills from previous courses. Student achievement in this course is graded as "Pass/Fail." Lab. 112.5 clinical hours.

Course Pre-requisites: DEH 1800 and DEH 1800L, DEH2400, DEH2602, DES1601, DES 1100, DES1100L, HUN2201

Course Corequisites: Any area Mathematics course listed in the Associate in Science Degree Program requirements

Major Learning Outcomes:

1. Adhere to the "guidelines" of practical infection control in all aspects of patient management and clinic responsibility.
2. Demonstrate improved knowledge in the use of basic and auxiliary plaque control aids for various patient types.
3. Demonstrate improved communication skills, record keeping, professional and ethical behavior with patients and members of the dental health team.
4. Demonstrate improved knowledge in the development of a dental hygiene treatment plan, taking into consideration all aspects of evidence-based decision-making.
5. Increase measured proficiency in comprehensive dental hygiene treatment/documentation provided for clinical patients.
6. Demonstrate improved techniques in sharpening instruments to maintain and preserve the cutting edge.
7. Demonstrate continued prevention/management of medical/dental emergencies.
8. Demonstrate improved awareness in the recognition of dental anxiety and implementation of appropriate pain control measures.

9. Demonstrate improved skill in the use of disclosing solution and plaque indices to develop individualized patient education for various types of patients exhibiting special needs and periodontal conditions.
10. Demonstrate improved skill in selective polishing techniques.
11. Demonstrate increased proficiency in calculus detection and removal for class A & B clinical patients.
12. Demonstrate effective choice and use of chemotherapeutic agents, including topical fluoride.
13. Demonstrate increased proficiency in exposing, critiquing, and clinical documentation of intraoral, extraoral digital radiographs on live patients.
14. Expose, assess and transmit intraoral photography.
15. Demonstrate improved knowledge, skills and behaviors in the following roles: sterilization, reception and radiography.
16. Integrate theoretical principles of dental hygiene with their clinical application.
17. Perform tooth desensitization on a clinic patient.
18. Apply principles of nutritional and/or tobacco cessation counseling to the management of oral and systemic health.
19. Assess and perform caries and periodontal risk incorporating appropriate interventions of the patient's need into treatment care plan
20. Demonstrate the use of topical anesthetic agents on a clinic patient and accurately document its administration.
21. Describe the armamentarium and assembly of equipment used to deliver local anesthetic.
22. Calculate and document in the patient's chart the amount of local anesthetic used in milligrams.
23. Continue to demonstrate proper care/maintenance of dental prosthetics and dental implants.
24. Assess the need for and perform therapeutic ultrasonic debridement scaling on a qualifying clinic patient with no medical contraindications.

Criteria Performance Standard:

In order to obtain a grade of "C of P", the student must master the above objectives with a minimum 75% average, based on written examinations, performance and other assignments.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Dental Hygiene IV Clinical Prefix and Number: DEH2804L
 Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601

Rationale: MCO updated

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)		DEH2802L, DES1100, DEH1002, DEH1002L, DEH1800, DEH1800L, DES1601	DEH2802L, Any Area II Math course in the AS Degree Program
COREQUISITE(S)		DEH2005, DEH2702, DEH2300	DEH2702, DEH2005, ENC1101, DEH2300
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 <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>
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: 2021 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

Musarrat Anjum Shah 3/7/25
Proposer's Signature Date

William Hubbard 3/7/25
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	



Master Course Outline

Course Identifier: DEH 2804L

Course Title: Dental Hygiene IV Clinical

Credit Hours: 4.5

Course Description: This course provides an ongoing and expanded clinical experience including proficiency in oral prophylaxis, radiographic techniques, ~~expanded functions~~, root planing, dietary analysis, and pharmacologic agents. This course starts to prepare students for the administration of local anesthetics in the State of Florida to meet the requirements to become certified in Local Anesthesia. Additionally, the care of patients with special dental needs is addressed. Student achievement in this course is graded according to the scale outlined in the grading section of the syllabus. Lab fee required. 247.5 clinical and laboratory hours.

Course Pre-requisites: DEH 2802L, ~~DES 1100~~, Any Area II Mathematics course listed in the Associates in Science Degree Program Requirements.

Course Corequisites: DEH 2005, DEH 2702, DEH 2300, ENC1101.

Major Learning Outcomes:

1. Adhere to the "guidelines" of practical infection control in all aspects of patient management and clinic responsibility.
2. Demonstrate improved knowledge in the use of basic and auxiliary plaque control aids for various patient types including those with special needs.
3. Demonstrate improved communication skills with patients and member of the dental health team.
4. Demonstrate improved knowledge in the development of a dental hygiene treatment plan taking into consideration all aspects of the comprehensive patient assessment.
5. Increase measured proficiency in comprehensive dental hygiene treatment/documentation provided for clinical patients including those with special needs and various periodontal conditions.
6. Demonstrate improved techniques in sharpening instruments to maintain and preserve the cutting edge.
7. Demonstrate continued prevention and management of medical and dental emergencies.

Criteria Performance Standard: In order to obtain a grade of "C or P", the student must master the above objectives with a minimum 75% average, based on written examinations, performance and other assignments.



Master Course Outline

Course Identifier: DEH 2804L

Course Title: Dental Hygiene IV Clinical

Credit Hours: 4.5

Course Description: This course provides an ongoing and expanded clinical experience including proficiency in oral prophylaxis, radiographic techniques, ~~expanded functions~~, root planing, dietary analysis, and pharmacologic agents. This course starts to prepare students for the administration of local anesthetics in the State of Florida to meet the requirements to become certified in Local Anesthesia. Additionally, the care of patients with special dental needs is addressed. Student achievement in this course is graded according to the scale outlined in the grading section of the syllabus. Lab fee required. 247.5 clinical and laboratory hours.

Course Pre-requisites: DEH 2802L, any area II Mathematics course listed in the Associates in Science Degree Program requirements.

Course Corequisites: DEH 2005, DEH 2702, DEH 2300, ENC1101.

Major Learning Outcomes:

1. Adhere to the "guidelines" of practical infection control in all aspects of patient management and clinic responsibility.
2. Demonstrate improved knowledge in the use of basic and auxiliary plaque control aids for various patient types including those with special needs.
3. Demonstrate improved communication skills with patients and members of the dental health team.
4. Demonstrate improved knowledge in the development of a dental hygiene treatment plan taking into consideration all aspects of the comprehensive patient assessment.
5. Increase measured proficiency in comprehensive dental hygiene treatment/documentation provided for clinical patients including those with special needs and various periodontal conditions.
6. Demonstrate improved techniques in sharpening instruments to maintain and preserve the cutting edge.
7. Demonstrate continued prevention and management of medical and dental emergencies.

8. Demonstrate improved awareness in the recognition of dental anxiety and implementation of appropriate pain control measures.
9. Demonstrate improved skill in the use of disclosing solution and plaque indices to develop individualized patient education for various types of patients exhibiting special needs and periodontal conditions.
10. Demonstrate improved skill in selective polishing techniques.
11. Demonstrate increased proficiency in calculus detection and removal for class B and C patients.
12. Demonstrate effective choice and use of chemotherapeutic agents, including topical fluoride.
13. Demonstrate proficiency in exposing, processing, mounting, critiquing, and clinical documentation of intraoral, extraoral and digital radiographs on live patients.
14. The student will be able to demonstrate improved knowledge, skills and behaviors in the following duties: sterilization, reception and radiography.
15. Integrate theoretical principles of dental hygiene with clinical application.
16. Perform nutritional counseling for the purpose of optimal oral health on clinic patients.
17. Demonstrate increased proficiency in tooth desensitizing techniques.
18. Assess the need for study casts and demonstrate the proper techniques for taking an alginate impression and pouring and trimming a study cast.
19. Assess the need for and demonstrate the placement of pit and fissure sealants on a clinic patient.
20. Assess the need and demonstrate the technique for ultrasonic scaling on clinic patients.
21. Perform root debridement therapy on a clinic patient.
22. Demonstrate procedures for case documentation.
23. Demonstrate proper care and maintenance of removable prosthetics and dental implants.
24. Determine the relative risk presented by a patient prior to administering local anesthesia by the interpretation of medical histories, identifying risk factors, pain, and anxiety.
25. Discuss the systemic and local complications that may be encountered in the administration of local anesthetics.
26. Discuss the role emotional status, blood pressure, and pulse have on the selection of a local anesthetic.
27. Describe the armamentarium and assembly of equipment used to deliver local anesthetics, aseptic procedures, cartridge, and needle inspection and disposal.
28. Explain anatomic considerations for the administration of local anesthesia.
29. Describe the basic injection techniques commonly used in dentistry.
30. Perform the techniques of maxillary and mandibular nerve anesthesia.
31. Discuss the systemic and local complications that may be encountered in the administration of local anesthetics.
32. Calculate and document in the patient's chart the amount of local anesthetic agent used during the appointment.

Criteria Performance Standard: In order to obtain a grade of “C or P”, the student must master the above objectives with a minimum 75% average, based on written examinations, performance and other assignments.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Dental Hygiene V Clinical Prefix and Number: DEH2806L
 Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601
 Rationale: MCO updated

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)		DEH2804L	DEH2804L, DEH2702, DEH2005, ENC1101, DEH2300
COREQUISITE(S)		DEH2605, DEH2702L, DEH2810	DEH2605, DEH2702L, DEH2810, ANT2000 or POS2041
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 <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: 2021 Cost to Student: \$ _____

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 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: \$ _____

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 Description: _____ Model Number: _____
 ISBN 13: _____ Vendor: _____
 UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature

Date

SIGNATURES/APPROVALS

Musarat Anjum Shah
 Proposer's Signature

3/7/25

Date

Bilal Subany
 Academic Dean's Signature

3/7/25

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	



Master Course Outline

Course Identifier: DEH 2806L

Course Title: Dental Hygiene V Clinical

Credit Hours: 5.5

Course Description: This course will enable the student to incorporate all the techniques and treatment modalities previously learned. Emphasis will be placed on quality improvement, speed, and professional decision-making in rendering dental hygiene services. The care of the periodontal patient is emphasized. This course continues to prepare students for the administration of local anesthetics in the State of Florida to meet the requirements to become certified in Local Anesthesia. Student achievement in this course is graded according to the scale outlined in the grading section of the syllabus. Lab fee required. 240.0 clinical and laboratory hours.

Course Pre-requisite: DEH 2804L, DEH2702, DEH2005, ENC1101, DEH2300

Course Corequisites: DEH 2605, DEH 2702L, and DEH 2810, ANT2000, or POS2041

Major Learning Outcomes:

1. Adhere to the guidelines of practical infection control in all aspects of patient management and clinic responsibility.
2. Demonstrate improved knowledge in the use of basic and auxiliary plaque control aids for various types including those with periodontal disease.
3. Demonstrate improved communication skills with patients and members of the dental health team.
4. Demonstrate improved knowledge in the development of a dental hygiene treatment plan taking into consideration all aspects of the comprehensive patient assessment.
5. Increase measured proficiency in comprehensive dental hygiene treatment/documentation provided for clinical patients, including those with special needs and various periodontal conditions.
6. Demonstrate improved techniques in sharpening instruments to maintain and preserve the cutting edge.

7. Demonstrate continued prevention/management of medical/dental emergencies.
8. Demonstrate improved awareness in the recognition of dental anxiety and implementation of appropriate pain control measures.
9. Demonstrate improved skill in the use of disclosing solution and plaque indices to develop individualized patient education for various types of patients exhibiting special needs and periodontal conditions.
10. Demonstrate improved skill in selective polishing techniques.
11. Demonstrate improved proficiency in calculus detection and removal for class C & D patients.
12. Demonstrate effective choice and use of chemotherapeutic agents, including topical fluoride.
13. Demonstrate increased proficiency in exposing, processing, mounting, critiquing, and clinical documentation of intraoral, extraoral and digital radiographs on live patients.
14. The student will be able to demonstrate improved knowledge, skills and behaviors in the following duties: sterilization, reception, and radiography.
15. Integrate theoretical principles of dental hygiene with their clinical application.
16. Perform nutritional counseling for the purpose of optimal oral health on a clinic patient.
17. Demonstrate increased proficiency in tooth desensitizing techniques.
- ~~18. Demonstrate increased proficiency in subgingival irrigation on a clinic patient.~~
19. Assess the need for study casts and demonstrate the proper techniques for taking an impression and pouring and trimming a study cast.
20. Assess the need for and demonstrate increased proficiency in the placement of pit and fissure sealants.
21. Demonstrate improved proficiency in utilizing ultrasonic instrumentation on clinic patients.
22. Assess the need and demonstrate root debridement therapy on a clinic patient.
23. Demonstrate procedures for a periodontal patient case documentation.
24. Continue to demonstrate proper care and maintenance of the dental prosthetic and dental implants.
25. Demonstrate improved proficiency in the administration of local anesthesia to patients and its documentation.
26. Demonstrate improved proficiency in the management of patients with dental anxiety and pain control.
27. Calculate and document in the patient's chart the amount of local anesthetic agent used during the appointment.

Criteria Performance Standard:

In order to obtain a grade of "C" or "P", the student must master the above objectives with a minimum 75% average, based on written examinations, performance and other assignments.



Master Course Outline

Course Identifier: DEH 2806L

Course Title: Dental Hygiene V Clinical

Credit Hours: 5.5

Course Description: This course will enable the student to incorporate all the techniques and treatment modalities previously learned. Emphasis will be placed on quality improvement, speed, and professional decision-making in rendering dental hygiene services. The care of the periodontal patient is emphasized. This course continues to prepare students for the administration of local anesthetics in the State of Florida to meet the requirements to become certified in Local Anesthesia. Student achievement in this course is graded according to the scale outlined in the grading section of the syllabus. Lab fee required. 240.0 clinical and laboratory hours.

Course Pre-requisite: DEH 2804L, DEH2702, DEH2005, ENC1101, DEH2300

Course Corequisites: DEH 2605, DEH 2702L, and DEH 2810, ANT2000, or ECO2013

Major Learning Outcomes:

1. Adhere to the guidelines of practical infection control in all aspects of patient management and clinic responsibility.
2. Demonstrate improved knowledge in the use of basic and auxiliary plaque control aids for various types including those with periodontal disease.
3. Demonstrate improved communication skills with patients and members of the dental health team.
4. Demonstrate improved knowledge in the development of a dental hygiene treatment plan taking into consideration all aspects of the comprehensive patient assessment.
5. Increase measured proficiency in comprehensive dental hygiene treatment/documentation provided for clinical patients, including those with special needs and various periodontal conditions.
6. Demonstrate improved techniques in sharpening instruments to maintain and preserve the cutting edge.

7. Demonstrate continued prevention/management of medical/dental emergencies.
8. Demonstrate improved awareness in the recognition of dental anxiety and implementation of appropriate pain control measures.
9. Demonstrate improved skill in the use of disclosing solution and plaque indices to develop individualized patient education for various types of patients exhibiting special needs and periodontal conditions.
10. Demonstrate improved skill in selective polishing techniques.
11. Demonstrate improved proficiency in calculus detection and removal for class C & D patients.
12. Demonstrate effective choice and use of chemotherapeutic agents, including topical fluoride.
13. Demonstrate increased proficiency in exposing, processing, mounting, critiquing, and clinical documentation of intraoral, extraoral and digital radiographs on live patients.
14. The student will be able to demonstrate improved knowledge, skills and behaviors in the following duties: sterilization, reception, and radiography.
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16. Perform nutritional counseling for the purpose of optimal oral health on a clinic patient.
17. Demonstrate increased proficiency in tooth desensitizing techniques.
18. Assess the need for study casts and demonstrate the proper techniques for taking an impression and pouring and trimming a study cast.
19. Assess the need for and demonstrate increased proficiency in the placement of pit and fissure sealants.
20. Demonstrate improved proficiency in utilizing ultrasonic instrumentation on clinic patients.
21. Assess the need and demonstrate root debridement therapy on a clinic patient.
22. Demonstrate procedures for a periodontal patient case documentation.
23. Continue to demonstrate proper care and maintenance of the dental prosthetic and dental implants.
24. Demonstrate improved proficiency in the administration of local anesthesia to patients and its documentation.
25. Demonstrate improved proficiency in the management of patients with dental anxiety and pain control.
26. Calculate and document in the patient's chart the amount of local anesthetic agent used during the appointment.

Criteria Performance Standard:

In order to obtain a grade of "C" or "P", the student must master the above objectives with a minimum 75% average, based on written examinations, performance and other assignments.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Oral, Head and Neck Anatomy, Histology and Embryology Prefix and Number: DES1020
 Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601

Rationale: MCO updated

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)		Admissions to the Dental Hygiene Program	none
COREQUISITE(S)		DES1020L, DEH1002, and DEH1002L	DES1020L, DEH1002, DEH1002L, DES1200, DES1200L
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 <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: 2021 Cost to Student: \$ _____

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Title: _____ Edition: _____

Author(s): _____ ISBN13: _____

Publisher: _____ Year: _____ Cost to Student: \$ _____

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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: \$ _____

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Description: _____ Model Number: _____

ISBN 13: _____ Vendor: _____

UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification:

Academic Dean's Signature

Date

SIGNATURES/APPROVALS

Munawar Anjum Shah
Proposer's Signature

3/7/25
Date

Bellie Hubbard
Academic Dean's Signature

3/7/25
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	



Master Course Outline

Course Identifier: DES 1020

Course Title: Oral, Head and Neck Anatomy, Histology and Embryology

Credit Hours: 4

Course Description: This course is the study of gross anatomy, structure, and morphology of the hard and soft tissues of the oral cavity and includes the study of skeletal, muscular, circulatory, nervous, and glandular systems of the head and neck. It includes a study of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of teeth and supporting structures. Special emphasis is placed on the hard and soft structures associated with the oral cavity. 60 class hours.

Course Pre-requisites: Admission to the Dental Hygiene Program.

Course Corequisites: DES 1020L, DEH 1002, and DEH 1002L, DES 1200, DES1200L

Major Learning Outcomes:

1. Identify structures and functions of head and neck anatomy including bones, muscles, sinuses, salivary glands, nerves and blood vessels.
2. Describe embryonic development of head, oral cavity and teeth.
3. Identify the histological components of the head, oral cavity, and elements of the teeth and supporting structures.
4. Describe the structure and function of tissues of the teeth.
5. Describe the development, structure and function of the supporting structures of the teeth.
6. Describe the structure and function of salivary glands.
7. Describe oral deviations derived from developmental disturbances/anomalies.
8. Understand the basic principles of occlusion and the variables that play important roles in inter and intra arch relationships.
9. Describe the neurophysiology of local anesthesia.
10. Explain anatomic considerations for the administration of local anesthesia.

Course Objectives:

1. Identify structures and functions of the head and neck anatomy including bones, muscles, sinuses, salivary glands, nerves and blood vessels, as measured by their ability to:

- 1.1 Describe the structure and function of bones of the skull.
 - 1.2 Describe the structure and function of the maxilla and mandible.
 - 1.3 Describe the temporomandibular joint structure and function.
 - 1.4 Describe the hyoid bone and its function.
 - 1.5 Describe the hard and soft structures of the oral cavity.
 - 1.6 Describe the facial muscles and their relationship to the orofacial muscles.
 - 1.7 Describe the muscles of mastication and the function of each one.
 - 1.8 Describe the structure and function of the tongue and muscles of the floor of the mouth.
 - 1.9 Describe the muscles of the soft palate, pharynx and larynx.
 - 1.10 Describe the location and significance of the sinuses of the head and neck areas.
 - 1.11 Describe the location and structure of the salivary glands.
 - 1.12 Explain the neural pathways affecting the orofacial complex.
 - 1.13 Identify and describe the functions of the cranial nerves.
 - 1.14 Explain the role and function of the trigeminal nerve.
 - 1.15 Discuss the use of local anesthetic in the oral cavity.
 - 1.16 Identify administration sites for local anesthesia.
 - 1.17 Explain the vascular system affecting the orofacial complex.
 - 1.18 Describe the lymphatic supply to the head, neck and oral cavity.
 - 1.19 List the structures of the neck from superficial to deep.
2. Describe embryonic development of head, oral cavity and teeth, as measured by the ability to:
 - 2.1 Describe the primordial types of tissue from which structures of the head and neck are derived.
 - 2.2 Describe the process of development of the face.
 - 2.3 Describe the development of the oral and nasal cavities.
 - 2.4 Describe the development of the tongue.
 - 2.5 Describe the consequences of disturbances at different stages of development.
 - 2.6 Describe the stages of tooth development.
 - 2.7 Describe the development of supporting structures of the tooth.
3. Identify the histological components of the head, oral cavity and elements of the teeth and supporting structures, as measured by the ability to:
 - 3.1 Describe the histology of oral and facial tissues.
 - 3.2 Describe the histology and function of enamel.
 - 3.3 Describe the histology of dentin.
 - 3.4 Describe the histology of cementum.
 - 3.5 Describe the histology of pulp tissue.
 - 3.6 Describe the histology of supporting structures of the tooth.
 - 3.7 Describe changes in histology during function or disturbances in development.
4. Describe the structure of tissues of the teeth, as measured by the ability to:
 - 4.1 Describe the function of enamel.
 - 4.2 Describe the changes that occur in enamel during health and disease.
 - 4.3 Describe the function of dentin.
 - 4.4 Describe the changes that occur in dentin during health and disease.
 - 4.5 Describe the function of pulp.
 - 4.6 Describe the changes that occur in pulp during health and disease.
 - 4.7 Describe the function of cementum.
 - 4.8 Describe the changes that occur in cementum during health and disease.

5. Describe the development, structure and function of the supporting structures of the teeth, as measured by the ability to:
 - 5.1 Describe the supporting structure of the teeth.
 - 5.2 Describe the structure and function of lamina dura and alveolar bone.
 - 5.3 Describe the structure and function of oral mucous membrane.
 - 5.4 Describe the subdivisions of oral mucosa and where they are located.
 - 5.5 Describe the structure and function of the gingival sulcus and the dentogingival junction.
 - 5.6 Describe the structure and function of the periodontal ligament.
6. Describe the structure and function of salivary glands, as measured by the ability to:
 - 6.1 Classify the salivary glands.
 - 6.2 Describe the composition of saliva.
 - 6.3 Describe the histology of the salivary glands.
 - 6.4 Describe the function of the different salivary glands.
7. Describe the oral deviations derived from developmental disturbances/anomalies, as measured by the ability to:
 - 7.1 Describe the factors resulting in a cleft lip.
 - 7.2 Describe the factors resulting in a cleft palate.
 - 7.3 Describe macroglossia, microglossia and bifid tongue.
 - 7.4 Describe macrostomia.
 - 7.5 Describe variations in tooth and form and tissues that are the result of developmental disturbances.
8. Understand the basic principles of occlusion and the variables that play important roles in inter and intra arch relationships.
 - 8.1 Identify the three occlusal classifications.
 - 8.2 Define overjet, overbite, cross bite and open bite and understand how they occur.
 - 8.3 Define centric occlusion and centric relations.
 - 8.4 Understand the maxilla and mandibular vertical alignment of teeth.
 - 8.5 Define Curve of Spee, Curve of Wilson and Sphere of Monson.
 - 8.6 Define and list various types of malocclusions.
 - 8.7 Define and list possible causes of malocclusions.
9. Describe the neurophysiology of local anesthesia.
 - 9.1 Describe the functional unit of a nerve system.
 - 9.2 Differentiate the role of the cell body in sensory and motor impulse transmission.
 - 9.3 Describe the parts and functions of the neuron and its main function.
 - 9.4 Compare the ions in nerve transmission relative to resting stage, depolarization, and repolarization.
 - 9.5 Explain the stages of nerve conduction including the Na/K pump, active and passive energy.
 - 9.6 Explain the anatomy of a sensory neuron.
 - 9.7 Differentiate between type A, B, and C fibers.
 - 9.8 Explain the role of neurotransmitters in nerve conduction.
 - 9.9 Discuss the mode of action of local anesthetic agents on nerves.
10. Explain anatomic considerations for the administration of local anesthesia.

- 10.1 Locate and identify the skull bones of the head that are relevant to the administration of local anesthesia.
- 10.2 Describe the various parts and landmarks of the maxillae, palatine bones, and mandible.
- 10.3 Identify the routes of the blood vessels of the head and neck that are relevant to the administration of local anesthesia.
- 10.4 Describe the glandular tissue of the head and neck that are relevant to the administration of local anesthesia.

Criteria Performance Standard:

In order to obtain a grade of "C" or "P", the student must master the above objectives with a minimum 75% average, based on written examinations and other assignments.



Master Course Outline

Course Identifier: DES 1020

Course Title: Oral, Head and Neck Anatomy, Histology and Embryology

Credit Hours: 4

Course Description: This course is the study of gross anatomy, structure, and morphology of the hard and soft tissues of the oral cavity and includes the study of skeletal, muscular, circulatory, nervous, and glandular systems of the head and neck. It includes a study of the embryonic development of the face and oral cavity and the process of tooth development. Included is a study of the microscopic anatomy of teeth and supporting structures. Special emphasis is placed on the hard and soft structures associated with the oral cavity. 60 class hours.

Course Pre-requisites: Admission to the Dental Hygiene Program.

Course Corequisites: DES 1020L, DEH 1002, and DEH 1002L, DES 1200, DES1200L

Major Learning Outcomes:

1. Identify structures and functions of head and neck anatomy including bones, muscles, sinuses, salivary glands, nerves and blood vessels.
2. Describe embryonic development of head, oral cavity and teeth.
3. Identify the histological components of the head, oral cavity, and elements of the teeth and supporting structures.
4. Describe the structure and function of tissues of the teeth.
5. Describe the development, structure and function of the supporting structures of the teeth.
6. Describe the structure and function of salivary glands.
7. Describe oral deviations derived from developmental disturbances/anomalies.
8. Understand the basic principles of occlusion and the variables that play important roles in inter and intra arch relationships.
9. Describe the neurophysiology of local anesthesia.
10. Explain anatomic considerations for the administration of local anesthesia.

Course Objectives:

1. Identify structures and functions of the head and neck anatomy including bones, muscles, sinuses, salivary glands, nerves and blood vessels, as measured by their ability to:

- 1.1 Describe the structure and function of bones of the skull.
 - 1.2 Describe the structure and function of the maxilla and mandible.
 - 1.3 Describe the temporomandibular joint structure and function.
 - 1.4 Describe the hyoid bone and its function.
 - 1.5 Describe the hard and soft structures of the oral cavity.
 - 1.6 Describe the facial muscles and their relationship to the orofacial muscles.
 - 1.7 Describe the muscles of mastication and the function of each one.
 - 1.8 Describe the structure and function of the tongue and muscles of the floor of the mouth.
 - 1.9 Describe the muscles of the soft palate, pharynx and larynx.
 - 1.10 Describe the location and significance of the sinuses of the head and neck areas.
 - 1.11 Describe the location and structure of the salivary glands.
 - 1.12 Explain the neural pathways affecting the orofacial complex.
 - 1.13 Identify and describe the functions of the cranial nerves.
 - 1.14 Explain the role and function of the trigeminal nerve.
 - 1.15 Discuss the use of local anesthetic in the oral cavity.
 - 1.16 Identify administration sites for local anesthesia.
 - 1.17 Explain the vascular system affecting the orofacial complex.
 - 1.18 Describe the lymphatic supply to the head, neck and oral cavity.
 - 1.19 List the structures of the neck from superficial to deep.
2. Describe embryonic development of head, oral cavity and teeth, as measured by the ability to:
 - 2.1 Describe the primordial types of tissue from which structures of the head and neck are derived.
 - 2.2 Describe the process of development of the face.
 - 2.3 Describe the development of the oral and nasal cavities.
 - 2.4 Describe the development of the tongue.
 - 2.5 Describe the consequences of disturbances at different stages of development.
 - 2.6 Describe the stages of tooth development.
 - 2.7 Describe the development of supporting structures of the tooth.
3. Identify the histological components of the head, oral cavity and elements of the teeth and supporting structures, as measured by the ability to:
 - 3.1 Describe the histology of oral and facial tissues.
 - 3.2 Describe the histology and function of enamel.
 - 3.3 Describe the histology of dentin.
 - 3.4 Describe the histology of cementum.
 - 3.5 Describe the histology of pulp tissue.
 - 3.6 Describe the histology of supporting structures of the tooth.
 - 3.7 Describe changes in histology during function or disturbances in development.
4. Describe the structure of tissues of the teeth, as measured by the ability to:
 - 4.1 Describe the function of enamel.
 - 4.2 Describe the changes that occur in enamel during health and disease.
 - 4.3 Describe the function of dentin.
 - 4.4 Describe the changes that occur in dentin during health and disease.
 - 4.5 Describe the function of pulp.
 - 4.6 Describe the changes that occur in pulp during health and disease.
 - 4.7 Describe the function of cementum.
 - 4.8 Describe the changes that occur in cementum during health and disease.

5. Describe the development, structure and function of the supporting structures of the teeth, as measured by the ability to:
 - 5.1 Describe the supporting structure of the teeth.
 - 5.2 Describe the structure and function of lamina dura and alveolar bone.
 - 5.3 Describe the structure and function of oral mucous membrane.
 - 5.4 Describe the subdivisions of oral mucosa and where they are located.
 - 5.5 Describe the structure and function of the gingival sulcus and the dentogingival junction.
 - 5.6 Describe the structure and function of the periodontal ligament.
6. Describe the structure and function of salivary glands, as measured by the ability to:
 - 6.1 Classify the salivary glands.
 - 6.2 Describe the composition of saliva.
 - 6.3 Describe the histology of the salivary glands.
 - 6.4 Describe the function of the different salivary glands.
7. Describe the oral deviations derived from developmental disturbances/anomalies, as measured by the ability to:
 - 7.1 Describe the factors resulting in a cleft lip.
 - 7.2 Describe the factors resulting in a cleft palate.
 - 7.3 Describe macroglossia, microglossia and bifid tongue.
 - 7.4 Describe macrostomia.
 - 7.5 Describe variations in tooth and form and tissues that are the result of developmental disturbances.
8. Understand the basic principles of occlusion and the variables that play important roles in inter and intra arch relationships.
 - 8.1 Identify the three occlusal classifications.
 - 8.2 Define overjet, overbite, cross bite and open bite and understand how they occur.
 - 8.3 Define centric occlusion and centric relations.
 - 8.4 Understand the maxilla and mandibular vertical alignment of teeth.
 - 8.5 Define Curve of Spee, Curve of Wilson and Sphere of Monson.
 - 8.6 Define and list various types of malocclusions.
 - 8.7 Define and list possible causes of malocclusions.
9. Describe the neurophysiology of local anesthesia.
 - 9.1 Describe the functional unit of a nerve system.
 - 9.2 Differentiate the role of the cell body in sensory and motor impulse transmission.
 - 9.3 Describe the parts and functions of the neuron and its main function.
 - 9.4 Compare the ions in nerve transmission relative to resting stage, depolarization, and repolarization.
 - 9.5 Explain the stages of nerve conduction including the Na/K pump, active and passive energy.
 - 9.6 Explain the anatomy of a sensory neuron.
 - 9.7 Differentiate between type A, B, and C fibers.
 - 9.8 Explain the role of neurotransmitters in nerve conduction.
 - 9.9 Discuss the mode of action of local anesthetic agents on nerves.
10. Explain anatomic considerations for the administration of local anesthesia.

10.1 Locate and identify the skull bones of the head that are relevant to the administration of local anesthesia.

10.2 Describe the various parts and landmarks of the maxillae, palatine bones, and mandible.

10.3 Identify the routes of the blood vessels of the head and neck that are relevant to the administration of local anesthesia.

10.4 Describe the glandular tissue of the head and neck that are relevant to the administration of local anesthesia.

Criteria Performance Standard:

In order to obtain a grade of “C” or “P”, the student must master the above objectives with a minimum 75% average, based on written examinations and other assignments.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Oral, Head and Neck Anatomy Laboratory Prefix and Number: DES1020L
 Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601

Rationale: MCO updated

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)		Admissions to the Dental Hygiene Program	none
COREQUISITE(S)		DES1020, DEH1002, DEH1002L	DES1020, DEH1002, DEH1002L, DES1200, DES1200L
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 <input type="checkbox"/> Explain: NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>
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: 2021 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

Musarrat Anjum Shah

Proposer's Signature

3/7/25

Date

Billie Hubbard

Academic Dean's Signature

3/7/25

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		PRQT		SCNS	



Master Course Outline

Course Identifier: DES 1020L

Course Title: Oral, Head and Neck Anatomy Laboratory

Credit Hours: .5

Course Description: This course uses a variety of learning methods in the study of tooth morphology, structure and function, and tooth numbering systems. The student will also be able to begin to apply knowledge of anatomy to clinical dental hygiene through the use of tooth models and drawings. Student achievement in this course is graded as "Pass/Fail." Lab fee required. 22.5 laboratory hours.

Course Pre-requisites: Admission to the Dental Hygiene Program.

Course Corequisites: DES 1020, DEH 1002, and DEH 1002L, DES1200, DES1200L

Major Learning Outcomes:

1. Understand the difference between primary dentition, secondary dentition, and mixed dentition, by code, appearance and location in the oral cavity.
2. Relate anatomy of teeth to their functional role.
3. Identify the structure, function and morphology of permanent incisors.
4. Identify the structure, function and morphology of permanent canines.
5. Identify the structure, function and morphology of permanent premolars.
6. Identify the structure, function and morphology of permanent molars.
7. Identify the structure, function and morphology of deciduous teeth.
8. Recognize the essential differences between deciduous and permanent teeth.
9. The student will understand the development, form and eruption of the deciduous and permanent dentition.
10. Relate and describe the influence of individual tooth crown and root morphology to the applied practice of dental hygiene.
11. Recognize and describe developmental anomalies related to the teeth.
12. Explain anatomic considerations for the administration of local anesthesia.
13. Explain the techniques of maxillary and mandibular nerve anesthesia.

Criteria Performance Standard:

In order to obtain a grade of "C" or "P", the student must master the above major learning outcomes with a minimum 75% average, based on written examinations, performance and other assignments.



Master Course Outline

Course Identifier: DES 1020L

Course Title: Oral, Head and Neck Anatomy Laboratory

Credit Hours: .5

Course Description: This course uses a variety of learning methods in the study of tooth morphology, structure and function, and tooth numbering systems. The student will also be able to begin to apply knowledge of anatomy to clinical dental hygiene through the use of tooth models and drawings. Student achievement in this course is graded as "Pass/Fail." Lab fee required. 22.5 laboratory hours.

Course Pre-requisites: Admission to the Dental Hygiene Program.

Course Corequisites: DES 1020, DEH 1002, and DEH 1002L, DES1200, DES1200L

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2. Relate anatomy of teeth to their functional role.
3. Identify the structure, function and morphology of permanent incisors.
4. Identify the structure, function and morphology of permanent canines.
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6. Identify the structure, function and morphology of permanent molars.
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12. Explain anatomic considerations for the administration of local anesthesia.
13. Explain the techniques of maxillary and mandibular nerve anesthesia.

Criteria Performance Standard:

In order to obtain a grade of “C” or “P”, the student must master the above major learning outcomes with a minimum 75% average, based on written examinations, performance and other assignments.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Medical Emergencies for the Dental Professional Prefix and Number: DES1601
Effective Date/Term: Fall 2025 Cluster/Program Code: DENTAL

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025-202601
Rationale: MCO updated

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)		DEH1002, DEH1002L	DES1020, DES1020L, DEH1002, DEH1002L, DES1200, DES1200L
COREQUISITE(S)		DEH1800 and DEH1800L	DEH2400, DEH1800, DEH1800L, DEH2602, HUN2201, DES1100, DES1100L
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 <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: 2021 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

Proposer's Signature

3/7/25

Date

Academic Dean's Signature

3/7/25

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	



Master Course Outline

Course Identifier: DES 1601

Course Title: Medical Emergencies for the Dental Professional

Credit Hours: 1

Course Description: This course is designed to provide students with an understanding of basic medical emergencies they may encounter in a dental office environment. Emphasis will be placed on recognition, treatment, and prevention techniques. 15 class hours.

Course Pre-requisites: DEH 1002 and DEH 1002L, DES1020, DES1020L, DES1200, DES1200L

Course Corequisites: DEH 1800 and DEH 1800L, DEH2400, DEH2602, HUN2201, DES1100L

Major Learning Outcomes:

1. Students will describe the specific management of medical emergencies in the dental office.
2. Students will demonstrate an understanding of the dental hygienist's role in treating medical emergencies.
3. Students will understand the measures necessary for basic life support during an emergency.
4. Describe complications and medical emergencies that may occur when administering local anesthetic.

Course Objectives:

1. Students will describe the specific management of medical emergencies in the dental office by the ability to:
 - 1.1 List etiological signs and differentiate appropriate response(s) for common medical emergencies.
 - 1.2 Explain preventive measures taken to reduce emergencies.
 - 1.3 Discuss drugs and equipment found in an emergency kit.
 - 1.4 Describe the American Society of Anesthesiologists (ASA) patient risk classifications.

2. Students will demonstrate an understanding of the dental hygienist's role in treating medical emergencies by the ability to:
 - 2.1 Demonstrate each dental team member's responsibility during an emergency.
 - 2.2 Discuss the importance of a medical-dental health history.
 - 2.3 Explain stress reduction alternatives for patients.
 - 2.4 Demonstrate activation of the PHSC emergency protocol.
3. Students will understand the measures for providing basic life support during an emergency by the ability to:
 - 3.1 Explain the ABC's of basic life support and understand the importance of maintaining current CPR certification.
 - 3.2 Discuss medical-legal problems of emergency care.
 - 3.3 List and understand the use of contents on the PHSC emergency cart.
 - 3.4 Demonstrate use of the oxygen canister and the AED device available in the PHSC dental hygiene clinic.
 - 3.5 Recognize and describe how to treat adverse drug-related emergencies they may encounter in the dental office.
4. Describe complications and medical emergencies that may occur when administering local anesthetic.
 - 4.1 Define local and systemic anesthetic complications.
 - 4.2 Differentiate between anesthetic overdose, vasoconstrictor overdose, and allergic response, and discuss the various causes, treatments, and preventive precautions.
 - 4.3 Discuss the possible complications of local anesthetic administration to include needle, administration technique, and anesthetic solution.
 - 4.4 List the signs, symptoms prevention, and treatment of all medical emergency situations that may occur while administering local anesthetic in the dental setting.
 - 4.5 Discuss the guidelines for emergency preparedness in the dental office.
 - 4.6 Describe how to properly document emergency reactions, treatment, and referral notations.

Criteria Performance Standard:

In order to obtain a grade of "C or P", the student must master the above objectives with a minimum 75% average, based on written examinations and other assignments.



Master Course Outline

Course Identifier: DES 1601

Course Title: Medical Emergencies for the Dental Professional

Credit Hours: 1

Course Description: This course is designed to provide students with an understanding of basic medical emergencies they may encounter in a dental office environment. Emphasis will be placed on recognition, treatment, and prevention techniques. 15 class hours.

Course Pre-requisites: DEH 1002 and DEH 1002L, DES1020, DES1020L, DES1200, DES1200L

Course Corequisites: DEH 1800 and DEH 1800L, DEH2400, DEH2602, HUN2201, DES1100L

Major Learning Outcomes:

1. Students will describe the specific management of medical emergencies in the dental office.
2. Students will demonstrate an understanding of the dental hygienist's role in treating medical emergencies.
3. Students will understand the measures necessary for basic life support during an emergency.
4. Describe complications and medical emergencies that may occur when administering local anesthetic.

Course Objectives:

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 - 1.1 List etiological signs and differentiate appropriate response(s) for common medical emergencies.
 - 1.2 Explain preventive measures taken to reduce emergencies.
 - 1.3 Discuss drugs and equipment found in an emergency kit.
 - 1.4 Describe the American Society of Anesthesiologists (ASA) patient risk classifications.

2. Students will demonstrate an understanding of the dental hygienist's role in treating medical emergencies by the ability to:
 - 2.1 Demonstrate each dental team member's responsibility during an emergency.
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 - 2.4 Demonstrate activation of the PHSC emergency protocol.
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 - 3.2 Discuss medical-legal problems of emergency care.
 - 3.3 List and understand the use of contents on the PHSC emergency cart.
 - 3.4 Demonstrate use of the oxygen canister and the AED device available in the PHSC dental hygiene clinic.
 - 3.5 Recognize and describe how to treat adverse drug-related emergencies they may encounter in the dental office.
4. Describe complications and medical emergencies that may occur when administering local anesthetic.
 - 4.1 Define local and systemic anesthetic complications.
 - 4.2 Differentiate between anesthetic overdose, vasoconstrictor overdose, and allergic response, and discuss the various causes, treatments, and preventive precautions.
 - 4.3 Discuss the possible complications of local anesthetic administration to include needle, administration technique, and anesthetic solution.
 - 4.4 List the signs, symptoms prevention, and treatment of all medical emergency situations that may occur while administering local anesthetic in the dental setting.
 - 4.5 Discuss the guidelines for emergency preparedness in the dental office.
 - 4.6 Describe how to properly document emergency reactions, treatment, and referral notations.

Criteria Performance Standard:

In order to obtain a grade of "C or P", the student must master the above objectives with a minimum 75% average, based on written examinations and other assignments.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Special Topics / Seminars Prefix and Number: AMH 2930
Effective Date/Term: Fall 2025 Cluster/Program Code: A&S - SBS

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025
Rationale: Update to course description provide additional needed detail and limit possible confusion.

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 <input type="checkbox"/> Explain: _____	Yes <input type="checkbox"/> Explain: _____
		No <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
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

Proposer's Signature

Eric Walters

Date

6 March 25

Academic Dean's Signature

Date

3/6/2025

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	

AMH 2930 Special Topics/Seminars

3 cr hrs

Course Description:

History is the study of the past, including the study of change and continuity over time. This study can includes, for example, African History, Native American History, Asian History, European History, Latin American History, World History and General History, Historiography and Methodologies as applicable to the study of American History. ~~Special fee: registration fees plus cost of trip. 45 class~~45 class hours ~~hours~~.



Master Course Outline

Course Identifier: AMH 2930

Course Title: Special Topics / Seminars

Credit Hours: 3

Course Description:

History is the study of the past, including the study of change and continuity over time. This study can include, for example, African History, Native American History, Asian History, European History, Latin American History, World History and General History as applicable to the study of American History. 45 class hours.

Course Pre-requisites: None

Course Corequisites: None

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: College Success Skills Prefix and Number: SLS 1501
Effective Date/Term: Fall 2025 Cluster/Program Code: A&S - SBS

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025
Rationale: Update to Learning Outcomes to better meet DE student needs.
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)		not shown	None
COREQUISITE(S)		not shown	See attached form
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 <input type="checkbox"/> Explain: _____	Yes <input type="checkbox"/> Explain: _____
		No <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
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

Proposer's Signature

Eric Walters

6 Mar 25

Date

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	

~~SLS 1501--COLLEGE SUCCESS SKILLS~~

~~Course Description:~~

~~This course is designed to help the student develop more effective and efficient and efficient study skills and attitudes necessary to be successful in college. Emphasis is place on major study aids, lecture listening skills, note taking, reading techniques, test taking strategies, and report preparation. 45 class hours~~

~~Major Learning Outcomes:~~

- ~~1. The student will identify strengths and weaknesses in his/her study skills and learning style(s).~~
- ~~2. The student will demonstrate and practice various personal management skills.~~
- ~~3. The student will demonstrate knowledge of the major study resources available in the both the Learning Labs and libraries on each campus.~~
- ~~4. The student will demonstrate knowledge of the college's facilities, personnel, and resources.~~
- ~~5. The student will demonstrate knowledge and application of various academic skills.~~

~~Course Objectives:~~

- ~~1. The student will identify strengths and weaknesses in his/her study skills and learning style(s), as measured by his/her ability to:~~
 - ~~1.1 Using a diagnostic instrument, the student will define and explain his/her own learning style based on the strengths and weaknesses identified by this instrument.~~
 - ~~1.2 Using the data obtained from this analysis, the student will use his strengths to set goals and formulate a plan to help him/her study more effectively.~~
- ~~2. The student will demonstrate and practice various personal management skills, as determined by:~~
 - ~~2.1 Given information on negative forces and negative emotional states which may interfere with attaining educational goals, the student will identify four common dodges and explain why identifying these negative forces is important.~~
 - ~~2.2 Given information regarding study sites, the student will list four major considerations needed in study site selection.~~
 - ~~2.3 Given readings and instruction on time management and scheduling, the student will track his/her time usage for two one-Week periods and then develop a schedule appropriate to his/her needs.~~
 - ~~2.4 Given information regarding financing an education, the student will list the financial options available to him/her.~~
 - ~~2.5 Given information regarding how health factors affect learning, the student will identify these factors and explain their importance.~~
 - ~~2.6 Provided information discussing the importance of good interpersonal relationships, the student will specify factors important to nurturing these relationships and describe their importance.~~
- ~~3. The student will demonstrate knowledge of the major study resources available in the both the Learning Labs and libraries on each campus, as evidenced by the following:~~
 - ~~3.1 Given a Library orientation, the student will use on-line databases including SIRS and LINCC, hard-copy sources such as the Reader's Guide and Newsbank, and microfiche viewers.~~
 - ~~3.2 After a Learning Lab orientation, the student will select and use computer, video, and cassette materials appropriate to his/her needs.~~
- ~~4. The student will demonstrate knowledge of the college's facilities, personnel, and resources by completing the following:~~
 - ~~4.1 Provided with a general map of the college campus, the student will recognize, label, and state the purpose of various structures.~~



Master Course Outline

Course Identifier: SLS 1501

Course Title: College Success Skills

Credit Hours: 3

Course Description:

This course is designed to help the student develop more effective and efficient and efficient study skills and attitudes necessary to be successful in college. Emphasis is placed on understanding the demands and challenges of college learning, study skills and academic / career planning. 45 class hours

Course Pre-requisites None

Course Corequisites: None - This course is intended for the PHSC Dual Enrollment community of students and is to be taught at the high school campus. Students who take this course at the high school campus would not have the benefit of taking SLS 1106 as their FTC course is being held off PHSC's campus.

Course Objectives:

1. Students will demonstrate knowledge of the nature and scope of the college experience.
2. Students will apply knowledge gained from the self-assessment process to their academic journey.
3. Students will explain concepts of, challenges to, and improvement strategies to the application of student success skills at the college level.
4. Students will apply knowledge of academic planning.
5. Students will apply knowledge of career planning.

Student Learning Outcomes:

1. Students will demonstrate knowledge of the nature and scope of the college experience by being able to:
 - a. Identify the benefits of attending College.
 - b. Compare and contrast High School and College expectations.
 - c. Demonstrate the ability to navigate a course syllabus and LMS.
 - d. Illustrate the types of resources available to college students.
 - e. Explain how instructor interaction is important to student success and indicate ways to engage with instructors in a professional manner.
 - f. Elaborate on the benefits and challenges of online versus in-person classes.
 - g. Explain the necessity and importance of academic honesty and identify consequences to its violation.

- h. Explain the mindset and factors that influence academic success.
 - i. Create a personal mission statement.
 - 2. Students will apply knowledge gained from the Self-Assessment process to their academic journey by being able to:
 - a. Identify characteristics of different personality type.
 - b. Demonstrate familiarity with the concept and manifestation of Emotional Intelligence
 - c. Explaining the range of motivations that go into pursuing academic and career goals.
 - d. Differentiating between various Learning Styles.
 - e. Measure their own characteristics of personality type, emotional intelligence, and learning style.
 - 3. Students will be able to explain concepts of, challenges to, and strategies to improve to the application of the following Student Success Skills at the College Level:
 - a. Goal Setting
 - b. Time Management
 - c. Effective Communication
 - d. Note Taking
 - e. Effective Reading
 - f. Effective Writing
 - g. Effective Speaking
 - h. Critical Thinking
 - 4. Students will apply knowledge of Academic Planning by being able to:
 - a. Investigate an academic path to fit general career goals.
 - b. Identify courses of study needed to achieve intended career goals.
 - c. Compare different course paths to their intended career goals.
 - d. Investigate and identify extra-curricular and experiential learning opportunities to help them achieve their intended career goals.
 - e. Develop a detailed plan to connect academic experiences with intended career goals.
 - 5. Students will apply skills of Career Planning by being able to:
 - a. Assess their desired career outcomes in a detailed and informed manner.

- ~~4.2 After presentations on various topics by college personnel, the student will summarize the information that was presented.~~
- ~~4.3 Using a current PHCC catalog, the student will answer questions about school administration, degree requirements, academic policies, and course load.~~
- ~~5. The student will demonstrate knowledge and application of various academic skills by meeting the following criteria:~~
 - ~~5.1 After discussions about the various types of listening, the student will describe and provide examples of each type.~~
 - ~~5.2 Given instructions on the SQ4R reading and studying system, the student will identify in writing the six steps involved in the system and explain the features inherent in each step.~~
 - ~~5.3 Given selected reading material, the student will practice the SQ4R system.~~
 - ~~5.4 Given articles of varying length and complexity, the student will utilize the following five-step method to draw logical conclusions: recognize the problem, gather evidence, note facts and form ideas based upon facts, test the idea, and draw a conclusion based on the results.~~
 - ~~5.5 Given the rules of specific systems of note-taking, the student will set up his/her paper correctly, use proper abbreviations, and note-taking techniques.~~
 - ~~5.6 Given a number of memory techniques, the student will state in writing five aides to memorization and provide examples for each one.~~
 - ~~5.7 Given information describing mnemonic devices, the student identify and provide examples of mnemonic devices.~~
 - ~~5.8 Following a discussion on various types of tests, the student will describe test-taking strategies for true-false, matching short-answer, and essay examinations.~~
 - ~~5.9 Following a session detailing the ways to combat test anxiety, the student will list each method and describe its implementation.~~
 - ~~5.10 Following a class discussion and given a student will be able to select a topic of hard-copy materials to find five sources covering his/her selected topic.~~
 - ~~5.11 Given a short reading selection with reference sources indicated, each student will correctly write reference information, utilizing summarizing, paraphrasing and direct quoting.~~
 - ~~5.12 Using five sources, each student will create a Works Cited page according to current MLA format.~~
 - ~~5.13 Through careful revision, the student will develop in writing a tentative outline for his/her proposed research project.~~

Student Criteria Performance:

~~In order to attain proficiency in this course, the student must master the above objectives with a minimum 70% average, based on written and in-class assignments.~~



Master Course Outline

Course Identifier: SLS 1501
Course Title: College Success Skills
Credit Hours: 3

Course Description:

This course is designed to help the student develop more effective and efficient and efficient study skills and attitudes necessary to be successful in college. Emphasis is placed on understanding the demands and challenges of college learning, study skills and academic / career planning. 45 class hours

Course Pre-requisites **None**

Course Corequisites: **None** - This course is intended for the PHSC Dual Enrollment community of students and is to be taught at the high school campus. Students who take this course at the high school campus would not have the benefit of taking SLS 1106 as their FTC course is being held off PHSC's campus.

Course Objectives:

1. Students will demonstrate knowledge of the nature and scope of the college experience.
2. Students will apply knowledge gained from the self-assessment process to their academic journey.
3. Students will explain concepts of, challenges to, and improvement strategies to the application of student success skills at the college level.
4. Students will apply knowledge of academic planning.
5. Students will apply knowledge of career planning.

Student Learning Outcomes:

1. Students will demonstrate knowledge of the nature and scope of the college experience by being able to:
 - a. Identify the benefits of attending College.
 - b. Compare and contrast High School and College expectations.
 - c. Demonstrate the ability to navigate a course syllabus and LMS.
 - d. Illustrate the types of resources available to college students.

- e. Explain how instructor interaction is important to student success and indicate ways to engage with instructors in a professional manner.
 - f. Elaborate on the benefits and challenges of online versus in-person classes.
 - g. Explain the necessity and importance of academic honesty and identify consequences to its violation.
 - h. Explain the mindset and factors that influence academic success.
 - i. Create a personal mission statement.
- 2. Students will apply knowledge gained from the Self-Assessment process to their academic journey by being able to:
 - a. Identify characteristics of different personality type.
 - b. Demonstrate familiarity with the concept and manifestation of Emotional Intelligence
 - c. Explaining the range of motivations that go into pursuing academic and career goals.
 - d. Differentiating between various Learning Styles.
 - e. Measure their own characteristics of personality type, emotional intelligence, and learning style.
- 3. Students will be able to explain concepts of, challenges to, and strategies to improve to the application of the following Student Success Skills at the College Level:
 - a. Goal Setting
 - b. Time Management
 - c. Effective Communication
 - d. Note Taking
 - e. Effective Reading
 - f. Effective Writing
 - g. Effective Speaking
 - h. Critical Thinking
- 4. Students will apply knowledge of Academic Planning by being able to:
 - a. Investigate an academic path to fit general career goals.
 - b. Identify courses of study needed to achieve intended career goals.
 - c. Compare different course paths to their intended career goals.
 - d. Investigate and identify extra-curricular and experiential learning opportunities to help them achieve their intended career goals.
 - e. Develop a detailed plan to connect academic experiences with intended career goals.
- 5. Students will apply skills of Career Planning by being able to:
 - a. Assess their desired career outcomes in a detailed and informed manner.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Courtroom Presentation of Evidence Prefix and Number: CJE 2608
Effective Date/Term: ~~2025-3~~ 202601 Cluster/Program Code: Public Service

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: ~~2025-3~~ 202601

Rationale: Change passing grade from a D to C

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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



01/17/2025

Proposer's Signature

Date



3/6/25

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	



Master Course Outline

Course Identifier: CJE 2608

Course Title: Courtroom Presentation of Evidence

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course covers dress, grooming, speaking, listening, and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used.

Course Pre-requisites: CJE 1644 Crime Scene Safety

CJE 1643 Advanced Crime Scene Technology

To take this course, you must be enrolled in the AS-CST Crime Scene / Forensic Technology Associate in Science degree or the CCC-CST Crime Scene Technician Certificate

Course Corequisites: None

Course Objectives:

1. List and describe the fundamental components of a scientific report for use in the courtroom;
2. Identify scientific aspects of gathering and analyzing evidence;
3. Identify courtroom participants and their roles;
4. Describe common problems that might be encountered and solved by forensic professionals; ~~and~~
5. Demonstrate knowledge of case law related to forensic science and report writing.



Master Course Outline

Course Identifier: CJE 2608

Course Title: Courtroom Presentation of Evidence

Credit Hours: 3

Course Grade: C or higher

Course Description:

This course covers dress, grooming, speaking, listening, and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used.

Course Pre-requisites: CJE 1644 Crime Scene Safety

CJE 1643 Advanced Crime Scene Technology

To take this course, you must be enrolled in the AS-CST Crime Scene / Forensic Technology Associate in Science degree or the CCC-CST Crime Scene Technician Certificate

Course Corequisites: None

Course Objectives:

1. List and describe the fundamental components of a scientific report for use in the courtroom
2. Identify scientific aspects of gathering and analyzing evidence
3. Identify courtroom participants and their roles
4. Describe common problems that might be encountered and solved by forensic professionals
5. Demonstrate knowledge of case law related to forensic science and report writing

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Introduction to Networking Prefix and Number: CNT1000
Effective Date/Term: Fall 2025 (2026-1) Cluster/Program Code: IT/Cybersecurity/Workforce

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025 (2026-1)
Rationale: Updating MCO for Clarity and Certification Knowledge in accordance with new precedents.

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 <input checked="" type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
TYPE OF CREDIT		Industry Certification / CompTIA Network+	

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: (Same textbook, no change) _____

Title: CompTIA CertMaster Learn for Network+ (N10-009) Student Access Key Edition: _____

Author(s): CompTIA ISBN13: 9781642745245

Publisher: CompTIA *Email Orders* Year: TBD Cost to Student: \$ 138.50 (No change)

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: _____

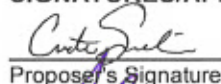
UPC Number: _____ Cost to Student: \$ _____

Textbook(s)/Ancillary Content Verification: _____

Academic Dean's Signature

Date

SIGNATURES/APPROVALS


Proposer's Signature

2/24/25

Date


Academic Dean's Signature

3/6/25
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	



Master Course Outline

Course Identifier: CNT 1000

Course Title: Introduction to Networking

Credit Hours: 3

Course Description: This is an introductory networking course. This course will cover basic local area network (LAN) and wide area network (WAN) concepts. Topics include LAN and WAN technologies, common networking components, topologies, terms, acronyms, protocols, standards, hardware and software, overview of design, and OSI and TCP/IP models. *** Please be advised that this is not a social networking course, and it is not a class on how to use a computer. Instead, this is an introductory but very technical class that teaches how the components of a computer network work. This course will prepare you for the CompTIA Network+ Industry Certification Exam. Lab fee required. 45 class hours.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:

1. The student will demonstrate an understanding of networked environments.
 - 1.1. ~~Describe current network environments, such as peer-to-peer and client/server~~
 - 1.2. ~~List and define layers in the OSI and TCP /IP network protocol models.~~
 - 1.3. ~~Identify and describe current relevant IEEE network standards.~~
 - 1.4. ~~Illustrate typical network topologies.~~
 - 1.5. ~~Identify advantages and disadvantages of each topology.~~
 - 1.6. ~~Describe the major functions of LAN hardware protocols such as Ethernet, token ring, FDDI, and arcnet.~~
 - 1.7. ~~Design a LAN, including the specification of architecture, hardware, software, etc~~
2. The student will demonstrate understanding of data communication.
 - 2.1. ~~Differentiate between telecommunications and data communications.~~
 - 2.2. ~~Describe the main functions of each relevant current standard setting organization (IEEE, TIA, etc.)~~
 - 2.3. ~~Identify LAN access control methods (CSMA/CD, token passing, etc.)~~
 - 2.4. ~~Compare and contrast the major features of the LAN access methods~~
 - 2.5. ~~Identify evolving issues, such as gigabit transmission requirements, voice over IP, and wireless technologies~~

3. The student will demonstrate knowledge and skills related to installing and configuring network hardware.
 - ~~3.1. Describe the major functions of network connectivity hardware, such as hubs, repeaters, bridges, routers, switches, and gateways.~~
 - ~~3.2. Describe the hardware needed to connect a LAN to the Internet~~
 - ~~3.3. Describe the major functions of network server hardware components.~~
 - ~~3.3. Describe the server hardware requirements.~~
 - ~~3.4. Describe the server hardware needed for hosting a Web site.~~
 - ~~3.5. Identify a variety of specialized servers (e.g. proxy, email, DHCP, Web, etc.)~~
 - ~~3.6. Describe the major functions of network client hardware components.~~
 - ~~3.7. Describe client hardware requirements.~~
 - ~~3.8. Differentiate between hardware used to implement different topologies such as token ring and Ethernet.~~
4. The student will demonstrate knowledge and skills related to performing internetworking activities.
 - ~~4.1. Describe WAN topologies and MAN topologies.~~
 - ~~4.2. Differentiate between WAN topologies and LAN topologies~~
 - ~~4.3. Explain how the first three layers of the OSI model relate to routing and switching.~~
 - ~~4.4. Differentiate among routing, switching and bridging.~~
5. The student will demonstrate knowledge and skills related to performing network administration and management activities.
 - ~~5.1. Explain RMON and SNMP and their use in monitoring a network~~
 - ~~5.2. Describe typical WAN links and discuss bandwidth considerations~~
6. The student will demonstrate knowledge and skills related to performing troubleshooting and maintenance activities.
 - ~~6.1. Describe effective troubleshooting strategies and techniques to resolve basic hardware, software and network problems.~~
 - ~~6.2. Identify resources for troubleshooting including online documentation.~~
7. The student will demonstrate knowledge and skills related to performing documentation and technical reference activities.
 - ~~7.1. Describe appropriate documentation procedures and practices.~~
 - ~~7.2. Effectively use several standard visual modeling tools.~~
 - ~~7.3. Describe effective strategies for online research.~~
 - ~~7.4. Locate technical information online.~~



Master Course Outline

Course Identifier: CNT 1000

Course Title: Introduction to Networking

Credit Hours: 3

Course Description: This is an introductory networking course. This course will cover basic local area network (LAN) and wide area network (WAN) concepts. Topics include LAN and WAN technologies, common networking components, topologies, terms, acronyms, protocols, standards, hardware and software, overview of design, and OSI and TCP/IP models. *** Please be advised that this is not a social networking course, and it is not a class on how to use a computer. Instead, this is an introductory but very technical class that teaches how the components of a computer network work. This course will prepare you for the CompTIA Network+ Industry Certification Exam. Lab fee required. 45 class hours.

Course Pre-requisites: None

Course Corequisites: None

Course Objectives:

1. The student will demonstrate an understanding of networked environments.
2. The student will demonstrate understanding of data communication.
3. The student will demonstrate knowledge and skills related to installing and configuring network hardware.
4. The student will demonstrate knowledge and skills related to performing internetworking activities.
5. The student will demonstrate knowledge and skills related to performing network administration and management activities.
6. The student will demonstrate knowledge and skills related to performing troubleshooting and maintenance activities.
7. The student will demonstrate knowledge and skills related to performing documentation and technical reference activities.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Fundamentals of Nursing Prefix and Number: PRN0000

Effective Date/Term: Fall 2026.1 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2026.1

Rationale: Revision to Learning Objectives to align with the FL DOE PN Curriculum Framework

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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



3-7-25

Proposer's Signature

Date



3/7/25

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	



Master Course Outline

Course Identifier: PRN 0000

Course Title Fundamentals of Nursing

Credit Hours:3 Technical CreditHours

Course Description: This course introduces the student to theoretical concepts of health care occupations, nurse assisting and practical nursing. Fundamental concepts such as basic health needs, roles of the nurse and basic nursing principles and skills are emphasized. This course consists of 90 theory hours.

Course Pre-requisites:. Admission to Practical Nursing Program

Course Corequisites: PRN 0000L and PRN 0080
or equivalent.

Course Objectives

Upon successful completion of this course with a minimum grade of 80% the student will be able to meet the following theoretical objectives:

1. Understand the health care delivery system and health occupations. (DOE 01.0)
2. Explain oral and written communication skills in creating, expressing and interpreting information and ideas. (DOE ~~02-009.0~~)
3. Describe the importance of professional ethics and legal responsibilities. (DOE ~~03-010.0~~)
4. Understand wellness and disease concepts. (DOE ~~04-013.0~~)
5. Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. (DOE ~~05-002.0~~)
6. Recognize and respond to emergency situations. (DOE ~~06-002.0~~)
7. Recognize and practice infection control procedures. (DOE ~~07-012.0~~)
8. Utilize technology skills as necessary. (DOE 08.0)
9. Explain the importance of employability skill and entrepreneurship skills. (DOE ~~09-029.0~~)
10. Understand blood borne diseases, including HIV/AIDS. (DOE ~~10-003.0~~)

11. Understand mathematic and science knowledge and skills. (DOE ~~11.0~~17.0)
12. Understand language arts knowledge and skills. (~~DOE 12.0~~)
13. Understand personal money-management concepts, procedures, and strategies. (DOE ~~13.0~~19.0)
14. Classify problems using critical thinking skills, creativity and innovation. (~~DOE 14.0~~)
15. Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. (DOE ~~15.0~~01.0)
16. Identify leadership and teamwork skills needed to accomplish team goals and objectives. (DOE. ~~16.0~~01.0)
17. Recognize verbal and written communications specific to the nursing assistant. (DOE ~~17.0~~09.0)
18. Identify legal and ethical responsibilities specific to the nursing assistant. (DOE ~~18.0~~10.0)

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Master Course Outline

Course Identifier: PRN 0000

Course Title Fundamentals of Nursing

Credit Hours:3 Technical CreditHours

Course Description: This course introduces the student to theoretical concepts of health care occupations, nurse assisting and practical nursing. Fundamental concepts such as basic health needs, roles of the nurse and basic nursing principles and skills are emphasized. This course consists of 90 theory hours.

Course Pre-requisites:. Admission to Practical Nursing Program

Course Corequisites: PRN 0000L and PRN 0080
or equivalent.

Course Objectives

Upon successful completion of this course with a minimum grade of 80% the student will be able to meet the following theoretical objectives:

1. Understand the health care delivery system and health occupations. (DOE 01.0)
2. Explain oral and written communication skills in creating, expressing and interpreting information and ideas. (DOE 09.0)
3. Describe the importance of professional ethics and legal responsibilities. (DOE 10.0)
4. Understand wellness and disease concepts. (DOE 13.0)
5. Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. (DOE 02.0)
6. Recognize and respond to emergency situations. (DOE 02.0)
7. Recognize and practice infection control procedures. (DOE 12.0)
8. Utilize technology skills as necessary. (DOE 08.0)
9. Explain the importance of employability skill and entrepreneurship skills. (DOE 29.0)
10. Understand blood borne diseases, including HIV/AIDS. (DOE 03.0)

11. Understand mathematic and science knowledge and skills. (DOE 17.0)
12. Understand language arts knowledge and skills.
13. Understand personal money-management concepts, procedures, and strategies. (DOE 19.0)
14. Classify problems using critical thinking skills, creativity and innovation.
15. Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. (DOE 01.0)
16. Identify leadership and teamwork skills needed to accomplish team goals and objectives. (DOE. 01.0)
17. Recognize verbal and written communications specific to the nursing assistant. (DOE 09.0)
18. Identify legal and ethical responsibilities specific to the nursing assistant. (DOE 10.0)

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Fundamentals of Nursing *Clinical* Prefix and Number: PRN0000L
Effective Date/Term: Fall 2026.1 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2026.1
Rationale: Revision to Learning Objectives to align with the FL DOE PN Curriculum Framework

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

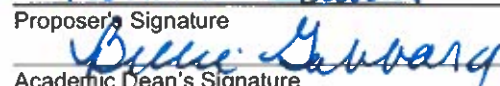
SIGNATURES/APPROVALS



Proposer's Signature

3/2/25

Date



Academic Dean's Signature

3/7/25

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		PRQT		SCNS	



Master Course Outline

Course Identifier: PRN0000L

Course Title Fundamentals of Nursing Clinical

Credit Hours: 5 Technical Credit Hours

Course Description: This course introduces the student to the lab and clinical concepts and skills of health care occupations, nurse assisting, and practical nursing. Fundamental concepts such as basic health needs, roles of the nurse and basic nursing principles and skills are emphasized. This course consists of 45 laboratory hours and 105 clinical hours

Course Pre-requisites: Admission to Practical Nursing Program

Course Corequisites: PRN 0000 and PRN 0080 or equivalent

Course Objectives Upon successful completion of this course with a minimum grade of 80%, the student will be able to meet the following in the lab/clinical objectives:

1. Demonstrate knowledge of the health care delivery system and health occupations (DOE 01.0)
2. Use oral and written communication skills in creating, expressing and interpreting information and ideas in the clinical setting. (DOE ~~02-009.0~~)
3. Applies principles of professional ethics and legal responsibilities. (DOE ~~03-010.0~~)
4. Apply wellness and disease concepts to clients. (DOE ~~04-013.0~~)
5. Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. (DOE ~~05-002.0~~)
6. Respond to emergency situations (DOE ~~06-002.0~~)
7. Applies infection control procedures (DOE ~~07-008.0~~)
8. Utilizes technology skills as appropriate in the clinical setting. (DOE 08.0)
9. Demonstrate language arts knowledge and skills through therapeutic communication techniques. (DOE ~~12-009.0~~)
10. Problem solves utilizing critical thinking skills, creativity and innovation. (~~14.0~~)

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CAA 5/2020; DBot 6/2020

11. Participates as a member of the healthcare teams, work units, departments, organizations, inter-organizational systems, and the larger environment. (DOE ~~15.001.0~~)
12. Demonstrates leadership and teamwork skills needed to accomplish team goals and objectives. (DOE ~~16.001.0~~)
13. Use verbal and written communications specific to the nursing assistant. (DOE ~~17.009.0~~)
- ~~14. Demonstrate legal and ethical responsibilities specific to the nursing assistant. (DOE ~~18.0~~)~~
- ~~15. Performs physical comfort and safety techniques specific to the nursing assistant. (DOE ~~19.0~~)~~
16. Provides patient care. (DOE ~~20.004.0~~)
17. Perform patient care procedures. (DOE ~~21.016.0~~)
- ~~18. Apply the principles of infection control specific to the nursing assistant. (DOE ~~22.011.0~~)~~
19. Assists client with restorative (rehabilitative) activities. (DOE ~~27.006.0~~).

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Master Course Outline

Course Identifier: PRN0000L

Course Title Fundamentals of Nursing Clinical

Credit Hours: 5 Technical Credit Hours

Course Description: This course introduces the student to the lab and clinical concepts and skills of health care occupations, nurse assisting, and practical nursing. Fundamental concepts such as basic health needs, roles of the nurse and basic nursing principles and skills are emphasized. This course consists of 45 laboratory hours and 105 clinical hours

Course Pre-requisites: Admission to Practical Nursing Program

Course Corequisites: PRN 0000 and PRN 0080 or equivalent

Course Objectives Upon successful completion of this course with a minimum grade of 80%, the student will be able to meet the following in the lab/clinical objectives:

1. Demonstrate knowledge of the health care delivery system and health occupations (DOE 01.0)
2. Use oral and written communication skills in creating, expressing and interpreting information and ideas in the clinical setting. (DOE 09.0)
3. Applies principles of professional ethics and legal responsibilities. (DOE 10.0)
4. Apply wellness and disease concepts to clients. (DOE 13.0)
5. Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. (DOE 02.0)
6. Respond to emergency situations (DOE 02.0)
7. Applies infection control procedures (DOE 08.0)
8. Utilizes technology skills as appropriate in the clinical setting. (DOE 08.0)
9. Demonstrate language arts knowledge and skills through therapeutic communication techniques. (DOE 09.0)
10. Problem solves utilizing critical thinking skills, creativity and innovation.

11. Participates as a member of the healthcare teams, work units, departments, organizations, inter-organizational systems, and the larger environment. (DOE 10.0)
12. Demonstrates leadership and teamwork skills needed to accomplish team goals and objectives. (DOE 01.0)
13. Use verbal and written communications specific to the nursing assistant. (DOE 09.0)
14. Provides patient care. (DOE 04.0)
15. Perform patient care procedures. (DOE 16.0)
16. Assists client with restorative (rehabilitative) activities. (DOE 06.0).

Last revised: 05/28/2020

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Fundamentals of Nursing II Prefix and Number: PRN0002
Effective Date/Term: Fall 2026.1 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2026.1
Rationale: Revision to Learning Objectives to align with the FL DOE PN Curriculum Framework

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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


Proposer's Signature

3/7/25
Date


Academic Dean's Signature

3/7/25
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	



Master Course Outline

Course Identifier: PRN 0002

Course Title Fundamental of Nursing II

Credit Hours: 2 Technical Credit Hours

Course Description: This course is designed to explore Maslow's hierarchy of needs, nursing principles, and the roles of the Practical nurse (Provider of Care, Communicator and Member of a Profession), as the approach to the care of clients with alterations of oxygenation, nutrition, hydration, mobility, comfort, safety and security. Legal and ethical issues, cultural diversity, growth and development, nutrition and diet therapy, pharmacologic intervention and professional adjustments are discussed. This course consists of 60 theory hours.

Course Pre-requisites: PRN 0000, PRN 0000L, PRN 0080

Course Corequisites: PRN 0030

Course Objectives

Upon successful completion of this course with a minimum grade of 80% the student will be able to meet the following theoretical objectives

1. Understand patient care procedures. (DOE ~~21.0~~ 2-2.04.0)
2. Explain care for geriatric patients. (DOE ~~23.005.0~~)
3. Understands biological, psychological, and social support. (DOE ~~25.018.0~~)
4. Understand the significance of supervised organizational functions, following the patient plan of care. (DOE ~~26.007.0~~)
5. Understand computer literacy as related to nursing functions. (DOE ~~28.008.0~~)
6. Identify appropriate verbal and written communications in the performance of nursing functions. (DOE ~~29.009.0~~)
7. Understand the legal and ethical responsibilities specific to the nursing profession. (DOE ~~30.010.0~~)
8. Describe human growth and development. (DOE ~~31.015.0~~)
9. Understand the principles of infection control, utilizing nursing principles. (DOE ~~32.011.0~~)
- 9.10. Recognize aseptic techniques. (DOE ~~33.012.0~~)
11. Recall and describe the anatomy and physiology of the human body. (DOE ~~34.013.0~~)
12. Recall and describe the principles of nutrition. (DOE ~~35.014.0~~).

13. Understand the theoretical principles of nursing procedures. (DOE
~~36.0~~16.0).

~~13.~~14. 14. Describe principles of medication administration. (DOE
~~37.0~~17.0)

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Master Course Outline

Course Identifier: PRN 0002

Course Title Fundamental of Nursing II

Credit Hours: 2 Technical Credit Hours

Course Description: This course is designed to explore Maslow's hierarchy of needs, nursing principles, and the roles of the Practical nurse (Provider of Care, Communicator and Member of a Profession), as the approach to the care of clients with alterations of oxygenation, nutrition, hydration, mobility, comfort, safety and security. Legal and ethical issues, cultural diversity, growth and development, nutrition and diet therapy, pharmacologic intervention and professional adjustments are discussed. This course consists of 60 theory hours.

Course Pre-requisites: PRN 0000, PRN 0000L, PRN 0080

Course Corequisites: PRN 0030

Course Objectives

Upon successful completion of this course with a minimum grade of 80% the student will be able to meet the following theoretical objectives

1. Understand patient care procedures. (DOE 04.0)
2. Explain care for geriatric patients. (DOE 05.0)
3. Understands biological, psychological, and social support. (DOE 18.0)
4. Understand the significance of supervised organizational functions, following the patient plan of care. (DOE 07.0)
5. Understand computer literacy as related to nursing functions. (DOE 08.0)
6. Identify appropriate verbal and written communications in the performance of nursing functions. (DOE 09.0)
7. Understand the legal and ethical responsibilities specific to the nursing profession. (DOE 10.0)
8. Describe human growth and development. (DOE 15.0)
9. Understand the principles of infection control, utilizing nursing principles. (DOE 11.0)
10. Recognize aseptic techniques. (DOE 12.0)
11. Recall and describe the anatomy and physiology of the human body. (DOE 13.0)
12. Recall and describe the principles of nutrition. (DOE 14.0).

13. Understand the theoretical principles of nursing procedures. (DOE 16.0).
14. Describe principles of medication administration. (DOE 17.0)

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Fundamentals of Nursing *II Clinical* Prefix and Number: PRN0002L
Effective Date/Term: Fall 2026.1 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2026.1
Rationale: Revision to Learning Objectives to align with the FL DOE PN Curriculum Framework

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/> _____	NO <input type="checkbox"/> _____
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

 Rachel Stewart

3/7/25

Proposer's Signature

Date

 Bellic Hubbard

3/7/25

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		PRQT		SCNS	



Master Course Outline

Course Identifier: PRN 0002L

Course Title Fundamental of Nursing II Clinical

Credit Hours:5 Technical Credit Hours

Course Description: In this course, concepts related to Maslow's hierarchy of needs, nursing principles and the roles of the practical nurse (provider of care, communicator and member of the profession), are applied in the laboratory and clinical setting as the approach to the care of clients with alterations of oxygenation, nutrition, hydration, mobility, comfort, safety and security. Legal and ethical issues, cultural diversity, growth and development, nutrition and diet therapy, pharmacologic intervention and professional adjustments are discussed. 150 clock hours.

Course Pre-requisites PRN 0000, PRN 0000L and PRN 0080 or equivalent

Course Corequisites: PRN 0030

Course Objectives

Upon successful completion of this course with a minimum grade of 80 %, the student will be able to meet the following in the lab/clinical objectives:

1. Perform patient care procedures. (DOE ~~21.004.0~~).
2. Provide care for geriatric patients. (DOE ~~23.005.0~~)
3. Provide biological, psychological, and social support to the client. (DOE ~~25.018.0~~)
4. Performs supervised care according to organizational policies and procedures, following the patient plan of care. (DOE ~~07.0~~)
5. Demonstrate computer literacy as related to nursing functions. (DOE ~~28.008.0~~)
6. Use appropriate verbal and written communications in the performance of nursing functions. (DOE ~~29.009.0~~)
7. Demonstrate legal and ethical responsibilities specific to the nursing profession. (DOE ~~30.010.0~~)
8. Apply concepts of human growth and development in client care. (DOE ~~31.015.0~~)
9. Apply the principles of infection control, utilizing nursing principles. (DOE ~~24.011.0~~)
10. Perform aseptic techniques. (DOE ~~33.012.0~~)
11. Describe the anatomy and physiology of the human body. (DOE ~~34.013.0~~)
12. Apply principles of nutrition. (DOE ~~35.014.0~~)
13. Perform nursing procedures. (DOE ~~36.016.0~~)

14. Administer medication under the direction of the nursing instructor.

| (DOE 17.0)

(DOE 37.0)



Master Course Outline

Course Identifier: PRN 0002L

Course Title Fundamental of Nursing II Clinical

Credit Hours:5 Technical Credit Hours

Course Description: In this course, concepts related to Maslow's hierarchy of needs, nursing principles and the roles of the practical nurse (provider of care, communicator and member of the profession), are applied in the laboratory and clinical setting as the approach to the care of clients with alterations of oxygenation, nutrition, hydration, mobility, comfort, safety and security. Legal and ethical issues, cultural diversity, growth and development, nutrition and diet therapy, pharmacologic intervention and professional adjustments are discussed. 150 clock hours.

Course Pre-requisites PRN 0000, PRN 0000L and PRN 0080 or equivalent

Course Corequisites: PRN 0030

Course Objectives

Upon successful completion of this course with a minimum grade of 80 %, the student will be able to meet the following in the lab/clinical objectives:

1. Perform patient care procedures. (DOE 04.0).
2. Provide care for geriatric patients. (DOE 05.0)
3. Provide biological, psychological, and social support to the client. (DOE 18.0)
4. Performs supervised care according to organizational policies and procedures, following the patient plan of care. (DOE 07.0)
5. Demonstrate computer literacy as related to nursing functions. (DOE 08.0)
6. Use appropriate verbal and written communications in the performance of nursing functions. (DOE 09.0)
7. Demonstrate legal and ethical responsibilities specific to the nursing profession. (DOE 10.0)
8. Apply concepts of human growth and development in client care. (DOE 15.0)
9. Apply the principles of infection control, utilizing nursing principles. (DOE 15.0)
10. Perform aseptic techniques. (DOE 12.0)
11. Describe the anatomy and physiology of the human body. (DOE 13.0)
12. Apply principles of nutrition. (DOE 14.0)
13. Perform nursing procedures. (DOE 16.0)
14. Administer medication under the direction of the nursing instructor. (DOE 17.0)

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Medication Administration/ Pharmacology Prefix and Number: PRN0030
Effective Date/Term: Fall 2026.1 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2026.1

Rationale: Revision to Learning Objectives to align with the FL DOE PN Curriculum Framework

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/> _____	NO <input type="checkbox"/> _____
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: \$ _____

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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



Proposer's Signature

3/7/25

Date



Academic Dean's Signature

3/7/25

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		PRQT		SCNS	

PRN 0030- Medication Administration/Pharmacology

Course Description:

Prerequisites: PRN 0000, PRN 0000L, PRN 0080 or equivalent. Corequisites: PRN 0002 and PRN 0002L. This course is designed to introduce the practical nursing student to basic pharmacological principles and concepts and as an elective review for ADN students. The content includes medical math, pharmacological concepts, medication administration, and legal and ethical considerations. 60 class hours.

Course Outcomes:

1. Demonstrate medical math concepts (DOE 17.0).
2. Demonstrate knowledge of pharmacologic concepts. (DOE 22.0; 24.0)
3. Demonstrate safe medication administration. (DOE

21.017.0)

3.4. Performance Objectives:

1. Demonstrate medical math concepts (DOE 17.0):- The student will be able to:
 - 1.1 Convert from one measurement system to another (i.e., apothecary, metric and household).
 - 1.2 Read and interpret symbols and abbreviations used in medication orders and administration.
 - 1.3 Calculate medication dosage for oral and parenteral medications based on medication order and label.
2. Demonstrate knowledge of pharmacologic concepts. (DOE 22.0; 24.0). The student will be able to:
 - 2.1 Discuss basic concepts related to pharmacologic agents.
 - 2.2 Identify action, dosage, side effects, contraindicated and nursing interventions for each of the drug classifications:-
3. *Demonstrate safe medication administration (DOE 21.017.0). The student will be able to:
 - 3.1 Demonstrate 100% accuracy in dose calculation (Mastery Tests)
 - 3.2 Demonstrate the six rights of administering medication.
 - 3.3 Observe and respond to client's need for medication.
 - 3.4 Administer topical medication.
 - 3.5 Administer inhalants.
 - 3.6 Administer oral medication.
 - 3.7 Administer sublingual medication.
 - 3.8 Administer rectal medication.
 - 3.9 Administer vaginal medication.
 - 3.10 Administer eye medications.
 - 3.11 Administer ear drops.
 - 3.12 Administer nose drops.
 - 3.13 Administer intramuscular injection (including Z-tract).
 - 3.14 Administer intradermal injection.

- 3.15 Administer subcutaneous injection.
- 3.16 Properly obtain, monitor and document use of controlled substances.
- 3.17 Instill bladder medication.
- 3.18 Care for equipment and supplies used to administer medications.
- 3.19 Instruct client regarding self-administration of medication and their expected effects and potential side effects.
- 3.20 Observe and communicate effects of medications.
- 3.21 Document administration of medication and client's response on medical record.
- 3.22 Store medications properly.
- 3.23 Assist client with taking self-administered prescribed medication in the home.
- 3.24 Demonstrate use of medication resources.

* Competencies integrated into clinical courses.

PRN 0030- Medication Administration/Pharmacology

Course Description:

Prerequisites: PRN 0000, PRN 0000L, PRN 0080 or equivalent. Corequisites: PRN 0002 and PRN 0002L. This course is designed to introduce the practical nursing student to basic pharmacological principles and concepts and as an elective review for ADN students. The content includes medical math, pharmacological concepts, medication administration, and legal and ethical considerations. 60 class hours.

Course Outcomes:

1. Demonstrate medical math concepts. (DOE 17.0)
2. Demonstrate knowledge of pharmacologic concepts. (DOE 22.0; 24.0)
3. Demonstrate safe medication administration. (DOE 17.0))

Performance Objectives:

1. Demonstrate medical math concepts (DOE 17.0). The student will be able to:
 - 1.1 Convert from one measurement system to another (i.e., apothecary, metric and household).
 - 1.2 Read and interpret symbols and abbreviations used in medication orders and administration.
 - 1.3 Calculate medication dosage for oral and parenteral medications based on medication order and label.
2. Demonstrate knowledge of pharmacologic concepts (DOE 22.0; 24.0). The student will be able to:
 - 2.1 Discuss basic concepts related to pharmacologic agents.
 - 2.2 Identify action, dosage, side effects, contraindicated and nursing interventions for each of the drug classifications.
3. *Demonstrate safe medication administration (DOE 17.0). The student will be able to:
 - 3.1 Demonstrate 100% accuracy in dose calculation (Mastery Tests)
 - 3.2 Demonstrate the six rights of administering medication.
 - 3.3 Observe and respond to client's need for medication.
 - 3.4 Administer topical medication.
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 - 3.6 Administer oral medication.
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 - 3.8 Administer rectal medication.
 - 3.9 Administer vaginal medication.
 - 3.10 Administer eye medications.
 - 3.11 Administer ear drops.
 - 3.12 Administer nose drops.
 - 3.13 Administer intramuscular injection (including Z-tract).
 - 3.14 Administer intradermal injection.

- 3.15 Administer subcutaneous injection.
- 3.16 Properly obtain, monitor and document use of controlled substances.
- 3.17 Instill bladder medication.
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- 3.19 Instruct client regarding self-administration of medication and their expected effects and potential side effects.
- 3.20 Observe and communicate effects of medications.
- 3.21 Document administration of medication and client's response on medical record.
- 3.22 Store medications properly.
- 3.23 Assist client with taking self-administered prescribed medication in the home.
- 3.24 Demonstrate use of medication resources.

* Competencies integrated into clinical courses.

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Body Structure and Function

Prefix and Number: PRN0080

Effective Date/Term: Fall 2026.1

Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2026.1

Rationale: Revision to Learning Objectives to align with the FL DOE PN Curriculum Framework; Revision to Course description to align with current PN program course passing grade.

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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Patricia Stewart 03/06/25

Proposer's Signature *Belle Galloway* Date 3/7/25

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		PRQT		SCNS	

COURSE TITLE: PRN 0080 Body Structure & Function

COURSE DESCRIPTION:

This course is designed to introduce practical nursing students to basic concepts and principles of human structures (anatomy) and function (physiology). The emphasis is on the interaction of all body systems. This course consists of 45 theory hours. Prerequisite: Admission to the Practical Nursing Program. Co-requisites: PRN 0000, PRN 0000L.

CREDIT HOURS: 1.5 Technical Credit Hours

COURSE OBJECTIVES:

Upon successful completion of this course with a minimum grade of ~~75~~80%, the student will be able to meet the following objectives:

1. Utilize correct medical terminology in describing anatomy and physiology of the human body. (DOE ~~3409.0~~)
2. Utilizes abbreviations appropriately in communicating written medical terminology. (~~DOE 09.0~~)
3. Understand the metric system conversion.
4. Define homeostasis.
5. Identify body positions, directional terms, body planes, body cavities, and body regions.
6. Understands the basic structure (anatomy) of each individual body system. (DOE ~~3413.0~~)
7. Understand the basic function (physiology) of the individual body system.(DOE ~~3413.0~~)
8. Examine the relationship of each individual body system to the structure and function of the total human body (DOE ~~3413.0~~).

COURSE TITLE: PRN 0080 Body Structure & Function

COURSE DESCRIPTION:

This course is designed to introduce practical nursing students to basic concepts and principles of human structures (anatomy) and function (physiology). The emphasis is on the interaction of all body systems. This course consists of 45 theory hours. Prerequisite: Admission to the Practical Nursing Program. Co-requisites: PRN 0000, PRN 0000L.

CREDIT HOURS: 1.5 Technical Credit Hours

COURSE OBJECTIVES:

Upon successful completion of this course with a minimum grade of 80%, the student will be able to meet the following objectives:

1. Utilize correct medical terminology in describing anatomy and physiology of the human body. (DOE 09.0)
2. Utilizes abbreviations appropriately in communicating written medical terminology. (DOE 09.0)
3. Understand the metric system conversion.
4. Define homeostasis.
5. Identify body positions, directional terms, body planes, body cavities, and body regions.
6. Understands the basic structure (anatomy) of each individual body system. (DOE 13.0)
7. Understand the basic function (physiology) of the individual body system. (DOE 13.0)
8. Examine the relationship of each individual body system to the structure and function of the total human body (DOE 13.0).

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Certified CompTIA IT Fundamentals+ Prefix and Number: NCC0106
 Effective Date/Term: 2022-2 Cluster/Program Code: CTW

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Summer 2025

Rationale: There has been a name change by CompTIA to this exam from IT Fundamentals+ to Tech+.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Certified CompTIA Tech+
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 <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Proposer's Signature

Date

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	



Master Course Outline

Course Identifier: NCC 0106

Course Title: Certified CompTIA Tech+ Exam Prep Course / CWE

Credit Hours: 30 Non-Credit Clock Hours / Remote

Course Description: The CompTIA Tech+ Exam Prep course focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including:

- Using features and functions of common operating systems and establishing network connectivity
- Identifying common software applications and their purpose
- Using security and web browsing best practices

This course is intended for individuals who are advanced end users and/or are considering a career in IT and is also a good fit for individuals interested in pursuing professional-level certifications, such as CompTIA A+.

Course Pre-requisites: None

Course Co-requisites: None

Course Objectives: Upon successful completion of this course, students will demonstrate knowledge of and be able to:

1.0 IT Concepts and Terminology

1.1 Explain the basics of computing.

1.2 Identify notational systems.

1.3 Compare and contrast common units of measure.

1.4 Explain the troubleshooting methodology.

2.0 Infrastructure

2.1 Explain common computing devices and their purposes

2.2 Explain the purpose of common internal computing components.

2.3 Compare and contrast storage types.

2.4 Given a scenario, install and configure common peripheral devices.

2.5 Compare and contrast common types of input/output device interfaces.

2.6 Compare and contrast virtualization and cloud technologies.

2.7 Compare and contrast common internet service types.

2.8 Identify basic networking concepts.

2.9 Explain the basic capabilities of a small wireless network.

3.0 Applications and Software

3.1 Identify components of an operating system.

3.2 Explain the purpose of operating systems.

3.3 Explain the purpose and proper use of software.

3.4 Given a scenario, configure and use web browser features.

3.5 Identify common uses of artificial intelligence (AI).

4.0 Software Development Concepts

- 4.1 Compare and contrast programming language categories.
- 4.2 Identify fundamental data types and their characteristics.
- 4.3 Explain the purpose and use of programming concepts.
- 4.4 Identify programming organizational techniques and logic concepts.

5.0 Data and Database Fundamentals

- 5.1 Explain the value of data and information.
- 5.2 Explain database concepts and the purpose of a database.
- 5.3 Compare and contrast various database structures.
- 5.4 Explain basic data backup concepts.

6.0 Security

- 6.1 Explain fundamental security concepts and frameworks.
- 6.2 Explain methods to secure devices and best practices.
- 6.3 Explain password best practices.
- 6.4 Identify common use cases for encryption.
- 6.5 Given a scenario, configure security settings for a small wireless network.

Student Learning Outcomes: The applied student will gain knowledge in the following areas after successfully completing the Certified CompTIA IT Tech+ Exam Prep course and Exam FC0-U71:

- Concepts and Terminology
- Infrastructure
- Applications and Software
- Software Development Concepts
- Data and Database Fundamentals
- Security

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: Thursday, April 24, 2025

This proposal is for course fee revisions reviewed and approved by the Council on Academic Affairs (CAA) during meetings held on Friday, February 28, 2025, and Friday, March 28, 2025.

CAA presents these course fee revisions to the District Board of Trustees (DBOT) for final review and approval during its meeting on Thursday, April 24, 2025.

Course Fee Revisions: College Credit

Course(s)	From	To	Rationale	Effective
RTE111L Radiology Patient Care Lab	\$170.00	\$175.00	Castlebranch (vendor) has increased their background check and fingerprinting fees.	Fall 2025 (202601)
RTE2824 Radiography Clinical Practicum III			The total dollar amount reflects a combination of background check, fingerprinting, and drug/alcohol fees.	
EMS2621 Paramedic I Clinical			The \$5.00 increase is specifically \$1.00 increase to background check and \$4.00 increase to fingerprinting.	
NUR1006L Nursing Fundamental Clinical/ADN Transition			<i>*This is an entirely new fee for Surgical Technology courses, as the Associate of Science program was launched Spring 2025 (202502).</i>	
NUR1200L Adult Nursing I Clinical/AND Transition				
NUR4636C Community Nursing				
NUR2460L Family Nursing Care Clinical				
NUR1021L Fundamentals of Nursing Clinical				

HUS2940
Human Services
Internship I

DEH1002L
Dental Hygiene I
Clinical

DEH2804L
Dental Hygiene IV
Clinical

EMS1431
Emergency Medical
Technician Clinical

STS1302
Introduction to
Surgical
Technology*

STS2944
Surgical Technology
Clinical I*

DEH1002L Dental Hygiene I Clinical	\$0.00	\$150.00	Trajecsyst Student Progress Monitoring System new fee to help track student clinical progress on CODA mandated items.	Fall 2025 (202601)
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Course Fee Revisions: Technical Credit

Course(s)	From	To	Rationale	Effective
DEA0758L Preclinical Procedures for Dental Assistant Lab	\$170.00	\$175.00	Castlebranch (vendor) has increased their background check and fingerprinting fees. The total dollar amount reflects a combination of background check, fingerprinting, and drug/alcohol fees.	Fall 2025 (202601)
MEA0204 Medical Assisting Clinical			The \$5.00 increase is specifically \$1.00 increase to background check and \$4.00 increase to fingerprinting.	
PRN0000L Fundamentals of Nursing/PN			<i>*This is an entirely new fee for course which now require additional clearance for student participation.</i>	
HCP0742 Phlebotomy Clinical*				
EMS0110 EMS/Firefighter Combo*				

Course Fee Revisions: Continuing Workforce Education

Course(s)	From	To	Rationale	Effective
NCO0981 Certified Outpatient Coder	\$0.00	\$3,095.00	Course is offered through third-party partner Ed2Go, and total reflects full cost to student for completing the course.	Spring 2025 (202502)

PASCO-HERNANDO STATE COLLEGE COURSE REVISION/DELETION FORM

COURSE INFORMATION

Current Course Title: Radiography Patient Care Lab Prefix and Number: RTE1111L
 Effective Date/Term: Fall 202601 Cluster/Program Code: AS-RAD

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Proposer's Signature

Bleui Garbano

Date

2/14/25

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	

Re: Castle Branch fee change and addition.

From Tina Lischak <Lischat@phsc.edu>

Date Tue 2/18/2025 4:26 PM

To Mandy Cabrera <cabrerm@phsc.edu>; Eddie Williams <williad@phsc.edu>; Karen Lotz <lotzk@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Phillip Borum <borump@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>

Mandy,
I approve for radiography.

Regards,

Tina Lischak BA, R.T.(R)

Assistant Professor/Program Director, Radiography

West Campus, M107

10230 Ridge Rd

New Port Richey, FL 34654

727-816-3735



From: Mandy Cabrera <cabrerm@phsc.edu>

Sent: Tuesday, February 18, 2025 4:19 PM

To: Eddie Williams <williad@phsc.edu>; Karen Lotz <lotzk@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Phillip Borum <borump@phsc.edu>; Tina Lischak <Lischat@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>

Subject: Fw: Castle Branch fee change and addition.

**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: Radiography Patient Care Laboratory

Course Number: RTE1111L

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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 ___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Bellei Hubbard Date 2/14/25

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: Radiography Clinical Practicum III Prefix and Number: RTE2824
Effective Date/Term: Fall 202601 Cluster/Program Code: AS-RAD

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601
Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____
Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		No <input type="checkbox"/>	No <input type="checkbox"/>
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

Proposer's Signature

Belle Hubbard

Date

2/14/25

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		PRQT		SCNS	

Re: Castle Branch fee change and addition.

From Tina Lischak <Lischat@phsc.edu>

Date Tue 2/18/2025 4:26 PM

To Mandy Cabrera <cabrerm@phsc.edu>; Eddie Williams <williad@phsc.edu>; Karen Lotz <lotzk@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Phillip Borum <borump@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>

Mandy,
I approve for radiography.

Regards,

Tina Lischak BA, R.T.(R)

Assistant Professor/Program Director, Radiography

West Campus, M107

10230 Ridge Rd

New Port Richey, FL 34654

727-816-3735



From: Mandy Cabrera <cabrerm@phsc.edu>

Sent: Tuesday, February 18, 2025 4:19 PM

To: Eddie Williams <williad@phsc.edu>; Karen Lotz <lotzk@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Phillip Borum <borump@phsc.edu>; Tina Lischak <Lischat@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>

Subject: Fw: Castle Branch fee change and addition.

**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: Radiography Clinical Practicum III

Course Number: RTE2824

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No^X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Billie Hubbard Date 2/14/25

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 I Clinical Prefix and Number: EMS2621
 Effective Date/Term: Fall 202601 Cluster/Program Code: CCC-PARA

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Proposer's Signature

Date

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	

Re: Castle Branch fee change and addition.

From Phillip Borum <borump@phsc.edu>

Date Tue 2/18/2025 6:59 PM

To Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>

I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"

Phillip

*Phillip J Borum, MPA, RN, CPEN, PMD
Program Director / Associate Professor - EMS Programs
Division of Nursing and Health Programs
Pasco Hernando State College
10230 Ridge Road
New Port Richey Fl 34654
O: 727.816.3365
borump@phsc.edu*



From: Mandy Cabrera <cabrerm@phsc.edu>

Sent: Friday, February 14, 2025 4:44 PM

To: Zoe Zalta <zaltaz@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Phillip Borum <borump@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>

Subject: Castle Branch fee change and addition.

Zoe,

Here are the castle branch fee price updates I filled these out for the programs they are attached to. I completed the ICU-1B and the ICU-10 and the Fee addition to Phlebotomy and EMT/FIRE courses as they were self-pay before.

Program Directors,

I am including program directors here to have them review the documents and to ***reply to this email " I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"***

**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: Paramedic I Clinical

Course Number: EMS2621

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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 ___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Brian Hayward Date 2/14/25

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: Nursing Fundamental Clinical/ADN Transition Prefix and Number: NUR1006L
 Effective Date/Term: Fall 202601 Cluster/Program Code: AS-NLT/APP-NLT(LPN) or AS-NPT/APP-NPT(Para)

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>
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

Proposer's Signature _____ Date _____

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	

Re: Castle Branch fee change and addition.

From Patricia Stewart <stewarp@phsc.edu>
Date Mon 2/17/2025 8:37 AM
To Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>
Cc Billie Gabbard <gabbarb@phsc.edu>

" I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature."

Patricia Stewart, DNP, APRN, CPNP, CNE
Associate Dean of Nursing
Office: M-256

Pasco-Hernando State College - West Campus
10230 Ridge Road
New Port Richey, FL 34654
Phone:727-816-3116
stewarp@phsc.edu

From: Mandy Cabrera <cabrerm@phsc.edu>
Sent: Friday, February 14, 2025 4:44 PM
To: Zoe Zalta <zaltaz@phsc.edu>
Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Phillip Borum <borump@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>
Subject: Castle Branch fee change and addition.

Zoe,

Here are the castle branch fee price updates I filled these out for the programs they are attached to. I completed the ICU-1B and the ICU-10 and the Fee addition to Phlebotomy and EMT/FIRE courses as they were self-pay before.

Program Directors,

I am including program directors here to have them review the documents and to **reply to this email " I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"**

I am just asking you to review the document and note that the Castle branch fee has increased by \$5 this increase will go into effect for 202601. Thank you for your assistance in this matter. Feel free to copy and paste the statement above for your convenience.

Mandy Cabrera
Administrative Assistant, Dean Billie Gabbard
Division of Nursing and Health Program
West Campus, M177
10230 Ridge Rd
New Port Richey, FL 34654
727-816-3299



PHSC
PASCO-HERNANDO STATE COLLEGE

**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: Nursing Fundamentals Clinical/ADN Transition

Course Number: NUR1006L

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Bellei Gaudard Date 2/14/25

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: Adult Nursing I Clinical/ADN Transition Prefix and Number: NUR1200L
 Effective Date/Term: Fall 202601 Cluster/Program Code: AS-NLT/APP-NLT(LPN) or AS-NPT/APP-NPT(Para)

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601
 Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____
 Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>
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

Proposer's Signature _____ Date _____

Academic Dean's Signature _____ Date 2/14/25

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, 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	

Re: Castle Branch fee change and addition.

From Patricia Stewart <stewarp@phsc.edu>
Date Mon 2/17/2025 8:37 AM
To Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>
Cc Billie Gabbard <gabbarb@phsc.edu>

" I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature."

Patricia Stewart, DNP, APRN, CPNP, CNE
Associate Dean of Nursing
Office: M-256

Pasco-Hernando State College - West Campus
10230 Ridge Road
New Port Richey, FL 34654
Phone:727-816-3116
stewarp@phsc.edu

From: Mandy Cabrera <cabrerm@phsc.edu>
Sent: Friday, February 14, 2025 4:44 PM
To: Zoe Zalta <zaltaz@phsc.edu>
Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Phillip Borum <borump@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>
Subject: Castle Branch fee change and addition.

Zoe,

Here are the castle branch fee price updates I filled these out for the programs they are attached to. I completed the ICU-1B and the ICU-10 and the Fee addition to Phlebotomy and EMT/FIRE courses as they were self-pay before.

Program Directors,

I am including program directors here to have them review the documents and to **reply to this email " I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"**

I am just asking you to review the document and note that the Castle branch fee has increased by \$5 this increase will go into effect for 202601. Thank you for your assistance in this matter. Feel free to copy and paste the statement above for your convenience.

Mandy Cabrera
Administrative Assistant, Dean Billie Gabbard
Division of Nursing and Health Program
West Campus, M177
10230 Ridge Rd
New Port Richey, FL 34654
727-816-3299



PHSC
PASCO-HERNANDO STATE COLLEGE

**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: Adult Nursing I Clinical/ADN Transition

Course Number: NUR1200L

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No^X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Billie Givard Date 2/14/25

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: Community Nursing Prefix and Number: NUR4636C
 Effective Date/Term: Fall 202601 Cluster/Program Code: APP-BSN

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>
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

Proposer's Signature _____ Date _____

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	

Re: Castle Branch fee change and addition.

From Karen Lotz <lotzk@phsc.edu>

Date Tue 2/18/2025 4:53 PM

To Mandy Cabrera <cabrerm@phsc.edu>; Eddie Williams <williad@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Phillip Borum <borump@phsc.edu>; Tina Lischak <Lischat@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>

I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature.

Karen Lotz MSN Ed., BSN, RN

BSN Interim Program Director

Essentials Champion

Associate Professor

lotzk@phsc.edu

From: Mandy Cabrera <cabrerm@phsc.edu>

Sent: Tuesday, February 18, 2025 4:19 PM

To: Eddie Williams <williad@phsc.edu>; Karen Lotz <lotzk@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Phillip Borum <borump@phsc.edu>; Tina Lischak <Lischat@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>

Subject: Fw: Castle Branch fee change and addition.

**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: Community Nursing

Course Number: NUR4636C

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No^X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Billie Hubbard Date 2/14/25

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: Family Nursing Care Clinical Prefix and Number: NUR20460L
 Effective Date/Term: Fall 202601 Cluster/Program Code: AS-NGT

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: No <input type="checkbox"/>	YES <input type="checkbox"/> Explain: No <input type="checkbox"/>
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

Proposer's Signature _____ Date _____

Academic Dean's Signature *Bellie Hubbard* _____ Date *2/14/25*

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

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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	

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Cc Billie Gabbard <gabbarb@phsc.edu>

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Associate Dean of Nursing
Office: M-256

Pasco-Hernando State College - West Campus
10230 Ridge Road
New Port Richey, FL 34654
Phone:727-816-3116
stewarp@phsc.edu

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Sent: Friday, February 14, 2025 4:44 PM
To: Zoe Zalta <zaltaz@phsc.edu>
Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Phillip Borum <borump@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>
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Zoe,

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I am including program directors here to have them review the documents and to **reply to this email " I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"**

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Mandy Cabrera
Administrative Assistant, Dean Billie Gabbard
Division of Nursing and Health Program
West Campus, M177
10230 Ridge Rd
New Port Richey, FL 34654
727-816-3299



PHSC
PASCO-HERNANDO STATE COLLEGE

**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: Family Care Nursing Clinical

Course Number: NUR2460L

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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 ___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Brian Hubbard Date 2/14/25

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: Fundamentals of Nursing Clinical Prefix and Number: NUR1021L
 Effective Date/Term: Fall 202601 Cluster/Program Code: AS-NGT

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: _____ NO <input type="checkbox"/>
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

Proposer's Signature _____ Date _____

Academic Dean's Signature _____ Date _____

SUBSTANTIVE CHANGE VERIFICATION AND RECOMMENDATION

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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	

Re: Castle Branch fee change and addition.

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Date Mon 2/17/2025 8:37 AM
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Cc Billie Gabbard <gabbarb@phsc.edu>

" I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature."

Patricia Stewart, DNP, APRN, CPNP, CNE
Associate Dean of Nursing
Office: M-256

Pasco-Hernando State College - West Campus
10230 Ridge Road
New Port Richey, FL 34654
Phone:727-816-3116
stewarp@phsc.edu

From: Mandy Cabrera <cabrerm@phsc.edu>
Sent: Friday, February 14, 2025 4:44 PM
To: Zoe Zalta <zaltaz@phsc.edu>
Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Phillip Borum <borump@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>
Subject: Castle Branch fee change and addition.

Zoe,

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Program Directors,

I am including program directors here to have them review the documents and to **reply to this email " I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"**

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Mandy Cabrera
Administrative Assistant, Dean Billie Gabbard
Division of Nursing and Health Program
West Campus, M177
10230 Ridge Rd
New Port Richey, FL 34654
727-816-3299



PHSC
PASCO-HERNANDO STATE COLLEGE

**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: Fundamentals of Nursing Clinical

Course Number: NUR1021L

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Belle Galloway Date 2/14/25

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: Human Services Internship 1 Prefix and Number: HUS2940
 Effective Date/Term: Fall 202601 Cluster/Program Code: _____

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>
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

Proposer's Signature Bellie Gannon Date 2/14/25
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	

Re: Castle Branch fee change and addition.

From Eddie Williams <williad@phsc.edu>

Date Tue 2/18/2025 4:27 PM

To Tina Lischak <Lischat@phsc.edu>; Mandy Cabrera <cabrerm@phsc.edu>; Karen Lotz <lotzk@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Phillip Borum <borump@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>

I approve for Social & Human Services.

Eddie Williams, Ed.D, LMHC, LMFT, LCSW, MCAP, HS-BCP

Program Director/Professor

Social & Human Services

North Campus

11415 Ponce de Leon Blvd. Brooksville, FL 34601

Spring Hill Campus

450 Beverly Ct. Spring Hill, FL 34606

(352) [340-4865](tel:3523404865) Office

(352) [340-4968](tel:3523404968) Fax

From: Tina Lischak <Lischat@phsc.edu>

Sent: Tuesday, February 18, 2025 4:26 PM

To: Mandy Cabrera <cabrerm@phsc.edu>; Eddie Williams <williad@phsc.edu>; Karen Lotz <lotzk@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Phillip Borum <borump@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>

Subject: Re: Castle Branch fee change and addition.

Mandy,
I approve for radiography.

Regards,

Tina Lischak BA, R.T.(R)

Assistant Professor/Program Director, Radiography

West Campus, M107

**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: Human Services Internship I

Course Number: HUS2940

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No^X___

The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Bellee Hubbard Date 2/14/25

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: Dental Hygiene I Clinical Prefix and Number: DEH1002L
 Effective Date/Term: Fall 202601 Cluster/Program Code: AS-DH

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601
 Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____
 Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>
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

Proposer's Signature _____ Date _____

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	

Re: Castle Branch fee change and addition.

From Musarrat Anjum Shah <shahm@phsc.edu>

Date Wed 2/19/2025 9:01 AM

To Phillip Borum <borump@phsc.edu>; Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>

Good Morning!

I approve of the proposed changes 😊.

Anjum Shah, CRDH, Ed.D

(she/her/hers)

Professor and Dental Hygiene Program Director

Pasco-Hernando State College

10230 Ridge Road, Office M-123

New Port Richey, FL 34654

(727) 816-3350



From: Phillip Borum <borump@phsc.edu>

Sent: Tuesday, February 18, 2025 6:59 PM

To: Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>

Subject: Re: Castle Branch fee change and addition.

I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"

Phillip

**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: Dental Hygiene I Clinical

Course Number: DEH1002L

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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 ___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Billie Hubbard Date 2/14/25

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: Dental Hygiene IV Clinical Prefix and Number: DEH2804L
 Effective Date/Term: Fall 202601 Cluster/Program Code: AS-DH

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>
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

Proposer's Signature _____ Date _____

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	

Re: Castle Branch fee change and addition.

From Musarrat Anjum Shah <shahm@phsc.edu>

Date Wed 2/19/2025 9:01 AM

To Phillip Borum <borump@phsc.edu>; Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>

Good Morning!

I approve of the proposed changes 😊.

Anjum Shah, CRDH, Ed.D

(she/her/hers)

Professor and Dental Hygiene Program Director

Pasco-Hernando State College

10230 Ridge Road, Office M-123

New Port Richey, FL 34654

(727) 816-3350



From: Phillip Borum <borump@phsc.edu>

Sent: Tuesday, February 18, 2025 6:59 PM

To: Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>

Subject: Re: Castle Branch fee change and addition.

I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"

Phillip

**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: Dental Hygiene IV Clinical

Course Number: DEH2804L

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: Castlebranch Background check and Fingerprint fee combined \$136 (increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No^X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Billie Gardner Date 2/14/25

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: Emergency Medical Technician Clinical Prefix and Number: EMS1431

Effective Date/Term: Fall 202601 Cluster/Program Code: CC-EMT

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>
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

Proposer's Signature

Belle Hubbard

Date

2/14/25

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	

Re: Castle Branch fee change and addition.

From Phillip Borum <borump@phsc.edu>

Date Tue 2/18/2025 6:59 PM

To Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>

I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"

Phillip

*Phillip J Borum, MPA, RN, CPEN, PMD
Program Director / Associate Professor - EMS Programs
Division of Nursing and Health Programs
Pasco Hernando State College
10230 Ridge Road
New Port Richey Fl 34654
O: 727.816.3365
borump@phsc.edu*



From: Mandy Cabrera <cabrerm@phsc.edu>

Sent: Friday, February 14, 2025 4:44 PM

To: Zoe Zalta <zaltaz@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Phillip Borum <borump@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>

Subject: Castle Branch fee change and addition.

Zoe,

Here are the castle branch fee price updates I filled these out for the programs they are attached to. I completed the ICU-1B and the ICU-10 and the Fee addition to Phlebotomy and EMT/FIRE courses as they were self-pay before.

Program Directors,

I am including program directors here to have them review the documents and to ***reply to this email " I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"***

**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: Emergency Medical Technician Clinical

Course Number: EMS1431

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No^X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Billie Gorman Date 2/14/25

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: Dental Hygiene I Clinical Prefix and Number: DEH 1002L
 Effective Date/Term: Fall 2025 Cluster/Program Code: As-DH/AAP-DH

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 2025

Rationale: See attached Justification for Fees for Trajecsyst

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	\$0	\$150.00
	Special Fees		
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Musarrat Anjum Shah

1/23/25

Proposer's Signature *Belle G. Ward*

Date *2/18/25*

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		PRQT		SCNS	

Justification for Fees for Trajecsyst as an attachment to ICU-10 & ICU-1B

Trajecsyst Student Progress Monitoring System helps us track students' clinical progress on items that CODA mandates the dental hygiene program track on each student. Faculty log in to the Trajecsyst website and enter students' grades, competencies, and requirements in real-time.

There is a one-time fee of \$150 per student for the duration of their time in the dental hygiene program up to 27 months. The college will have access to the student reports for seven (they are working to increase it to 10) years and can download student reports at any time for accreditation. Students will also have access to their completed requirements online and their progress in the program, without a paper trail.

**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: Dental Hygiene I Clinical
Course Number: DEH 1002L

I. STUDENT LABORATORY FEES

Materials/Supplies (cost of textbooks if included in fee):

Software: Trajecsyst

Personnel (non-instructional):

Total Cost Per Student \$ 150.00

II. SPECIAL FEES

Technical Support (non-instructional):

Laboratory Assistants:

Contracted Services:

Testing:

Professional Liability Insurance:

Student Health Insurance:

Miscellaneous costs:

Total Cost Per Student \$ _____

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 X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: See attached.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ _____

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 150.00

Proposer Musarrat Anjum Shah Date 1/23/25

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: Introduction to Surgical Technology Prefix and Number: STS1302
 Effective Date/Term: August 2025 / 2026-1 Cluster/Program Code: AS/STS

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: August 2025 / 2026-1

Rationale: _____

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		4
	Technical		
LECTURE HOURS	Contact		60
	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	\$136.00 background check, \$39.00 Drug Screening
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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

Date

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: Introduction to Surgical Technology

Course Number: STS 1302

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: Castlebranch Background check and Fingerprint \$136 Drug/Alcohol
\$39.00

Total Cost Per Student \$ 175.00

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 ___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee is for Background screening, fingerprinting and drug screening for clinical clearance.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Jane Everett / Billie Hubbard Date 02/13/2025

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: Surgical Technology Clinical I Prefix and Number: STS2944

Effective Date/Term: Spring 202602 Cluster/Program Code: AS-ST5

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Spring 202602

Rationale: New course creation.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
PREREQUISITE(S)			
COREQUISITE(S)			
AMOUNT OF CREDIT	College		4
	Technical		
LECTURE HOURS	Contact		
	Clock		
LABORATORY HOURS	Contact		
	Clock		
CLINICAL HOURS	Contact		180
	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	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS	YES <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:	
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	
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: August 2025 / 2026-1 **All of these books are purchased in STS1302 and used in all subsequent courses throughout the program.

Title: Surgical Technology for the Surgical Technologist Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62573-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 300.00

Year Subscription to CIU through Bobcat \$214.99 (All books for the ST Program are included in the yearly fee)

Title: Surgical Technology for the Surgical Technologist Workbook Edition: 6th

Author(s): AST, Inc ISBN13: 978-0-357-62575-0

Publisher: Cengage Year: 2024 Cost to Student: \$ 129.75

Title: Surgical Instruments Edition: 3rd

Author(s): Anita Hornacky & Nancymarie Phillips ISBN13: 978-0-357-62586-6

Publisher: Cengage Year: 2024 Cost to Student: \$ 150.50

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 _____ Date 2/14/25

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	

**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: Surgical Technology Clinical I

Course Number: STS 2944

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: Castlebranch Background check and Fingerprint \$136 Drug/Alcohol
\$39.00

Total Cost Per Student \$ 175.00

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___ No^X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee is for Background screening, fingerprinting and drug screening for clinical clearance.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer *Terri Everett* Date 02/13/2025

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: Preclinical Procedures for Dental Assistant lab Prefix and Number: DEA0758L
 Effective Date/Term: Fall 202601 Cluster/Program Code: CC-DA

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Proposer's Signature

Date

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	

Re: Castle Branch fee change and addition.

From Musarrat Anjum Shah <shahm@phsc.edu>

Date Wed 2/19/2025 9:01 AM

To Phillip Borum <borump@phsc.edu>; Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>

Cc Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>

Good Morning!

I approve of the proposed changes 😊.

Anjum Shah, CRDH, Ed.D

(she/her/hers)

Professor and Dental Hygiene Program Director

Pasco-Hernando State College

10230 Ridge Road, Office M-123

New Port Richey, FL 34654

(727) 816-3350



From: Phillip Borum <borump@phsc.edu>

Sent: Tuesday, February 18, 2025 6:59 PM

To: Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>

Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>

Subject: Re: Castle Branch fee change and addition.

I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"

Phillip

**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: Preclinical Procedures for Dental Assistant Lab

Course Number: DEA0758L

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No^X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Bileen Hubbard Date 2/14/25

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: Medical Assisting Clinical Prefix and Number: MEA0204
 Effective Date/Term: Fall 202601 Cluster/Program Code: CC-EMT

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain:	YES <input type="checkbox"/> Explain:
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

 _____
Proposer's Signature

2/14/25

 _____
Academic Dean's Signature

2/14/25

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	

**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: Medical Assisting Clinical

Course Number: MEA0204

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No^X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Bilal Gabbard Date 2/14/25

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: Fundamentals of Nursing/PN Prefix and Number: PRN0000L
 Effective Date/Term: Fall 202601 Cluster/Program Code: AS-NLT/APP-NLT(LPN) or AS-NPT/APP-NPT(Para)

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Change in fee amount of Background screening and drug screening for clinical clearance. Vendor increase.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$39, \$53.25/\$170.00 total	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>	YES <input type="checkbox"/> Explain: NO <input type="checkbox"/>
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

Proposer's Signature _____ Date _____

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	

Re: Castle Branch fee change and addition.

From Patricia Stewart <stewarp@phsc.edu>
Date Mon 2/17/2025 8:37 AM
To Mandy Cabrera <cabrerm@phsc.edu>; Zoe Zalta <zaltaz@phsc.edu>
Cc Billie Gabbard <gabbarb@phsc.edu>

" I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature."

Patricia Stewart, DNP, APRN, CPNP, CNE
Associate Dean of Nursing
Office: M-256

Pasco-Hernando State College - West Campus
10230 Ridge Road
New Port Richey, FL 34654
Phone:727-816-3116
stewarp@phsc.edu

From: Mandy Cabrera <cabrerm@phsc.edu>
Sent: Friday, February 14, 2025 4:44 PM
To: Zoe Zalta <zaltaz@phsc.edu>
Cc: Billie Gabbard <gabbarb@phsc.edu>; Patricia Stewart <stewarp@phsc.edu>; Eddie Williams <williad@phsc.edu>; Tina Lischak <Lischat@phsc.edu>; Phillip Borum <borump@phsc.edu>; Musarrat Anjum Shah <shahm@phsc.edu>
Subject: Castle Branch fee change and addition.

Zoe,

Here are the castle branch fee price updates I filled these out for the programs they are attached to. I completed the ICU-1B and the ICU-10 and the Fee addition to Phlebotomy and EMT/FIRE courses as they were self-pay before.

Program Directors,

I am including program directors here to have them review the documents and to **reply to this email " I approve of the proposed changes (Castle Branch fee increase of \$5) and ask that this email be used as my signature"**

I am just asking you to review the document and note that the Castle branch fee has increased by \$5 this increase will go into effect for 202601. Thank you for your assistance in this matter. Feel free to copy and paste the statement above for your convenience.

Mandy Cabrera
Administrative Assistant, Dean Billie Gabbard
Division of Nursing and Health Program
West Campus, M177
10230 Ridge Rd
New Port Richey, FL 34654
727-816-3299



PHSC
PASCO-HERNANDO STATE COLLEGE

**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: Fundamentals of Nursing Clinical/PN

Course Number: PRN0000L

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: Castlebranch Background check and Fingerprint fee combined \$136
(increased \$5.00) Drug/Alcohol \$39.00. Total \$175.00

Total Cost Per Student \$ 175.00

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___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee increase of \$5.00 for drug testing will result in increase from \$131 to \$136.00; outside vendor increase due to current economic conditions. New total to student is \$175.00.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Billie Gervaud Date 2/14/25

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: Phlebotomy Clinical Prefix and Number: HCP0742
Effective Date/Term: Fall 202601 Cluster/Program Code: CC-PHLB

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Addition of Background screening and drug screening for clinical clearance.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS	YES <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____	
	NO <input type="checkbox"/>	NO <input type="checkbox"/>	
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

Proposer's Signature

Belle Hubbard

Date

2/14/25

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	

**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: Phlebotomy Clinical

Course Number: HCP0742

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: Castlebranch Background check and Fingerprint \$136 Drug/Alcohol
\$39.00

Total Cost Per Student \$ 175.00

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 ___ No X The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee is for Background screening, fingerprinting and drug screening for clinical clearance.

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: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer Billie Gappard Date 2/14/25

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: EMS/Firefighter Combo Prefix and Number: EMS0110

Effective Date/Term: Fall 202601 Cluster/Program Code: CC-FEMT

COURSE CHANGE(S)

Course REVISION (Check, if applicable): ☒ Effective Date/Term: Fall 202601

Rationale: Addition of Background screening and drug screening for clinical clearance.

Course DELETION (Check, if applicable): ☐ Effective Date/Term: _____

Rationale: _____

ITEMS TO CHANGE		CHANGE FROM	CHANGE TO
TITLE		Refer to Course Information	Refer to Master Course Outline
COURSE Prefix and NUMBER		Refer to Course Information	Refer to Master Course Outline
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	\$136 background screening, Drug Screening \$39
	Distance Learning Fees		
	Other User Course Fees		
CREDIT-BY-EXAMINATION TEST STATUS		YES <input type="checkbox"/> Explain: _____	YES <input type="checkbox"/> Explain: _____
		NO <input type="checkbox"/>	NO <input type="checkbox"/>
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

Proposer's Signature

Academic Dean's Signature

Date

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: EMT/Fire Combo

Course Number: EMS0110

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: Castlebranch Background check and Fingerprint \$136 Drug/Alcohol
\$39.00

Total Cost Per Student \$ 175.00

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 ___ No ☒ The proposer has negotiated with the vendor the proposed fee increase with the emphasis on maintaining the current fee.

Describe: Fee is for Background screening, fingerprinting and drug screening for clinical clearance.

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: _____

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: \$ _____

Recommended Special Fees: \$ 175.00

Recommended Distance Learning Fees: \$ _____
(Cost Per Credit Hour Times Number of Credit Hours)

Recommended Other User Course Fees: \$ _____

Total Recommended Fees: \$ 175.00

Proposer  _____ Date 02/14/2025

Approved _____ Not Approved _____

Chair, Council on Academic Affairs

Date

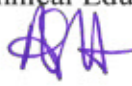
ICU-10 (Rev. 6/17)

Memorandum

Pasco-Hernando State College
Continuing Education Workforce Development

To: Dr. Daniel Powell, Ph.D., Vice President/Chief Academic Officer, West Campus

From: Alysen Heil, Dean of Workforce Development, Career & Technical Education

Subject: Online Noncredit Courses for CAA – New Ed2go Course 

Date: April 2025

Attached please find a course proposal for a new online Ed2go noncredit course, this course is effective Term 2025-2.

Thank you!

April,
2025
2025-2

Ed2go Courses

Course Number	New Courses	Course Hours	PHSC Tuition Fee	Total Cost to Student
NCO 0981	Certified Outpatient Coder	200	\$3,095.00	\$3,095.00

DUAL ENROLLMENT



PHSC
PASCO-HERNANDO STATE COLLEGE

Home School DE Recruitment Initiatives:

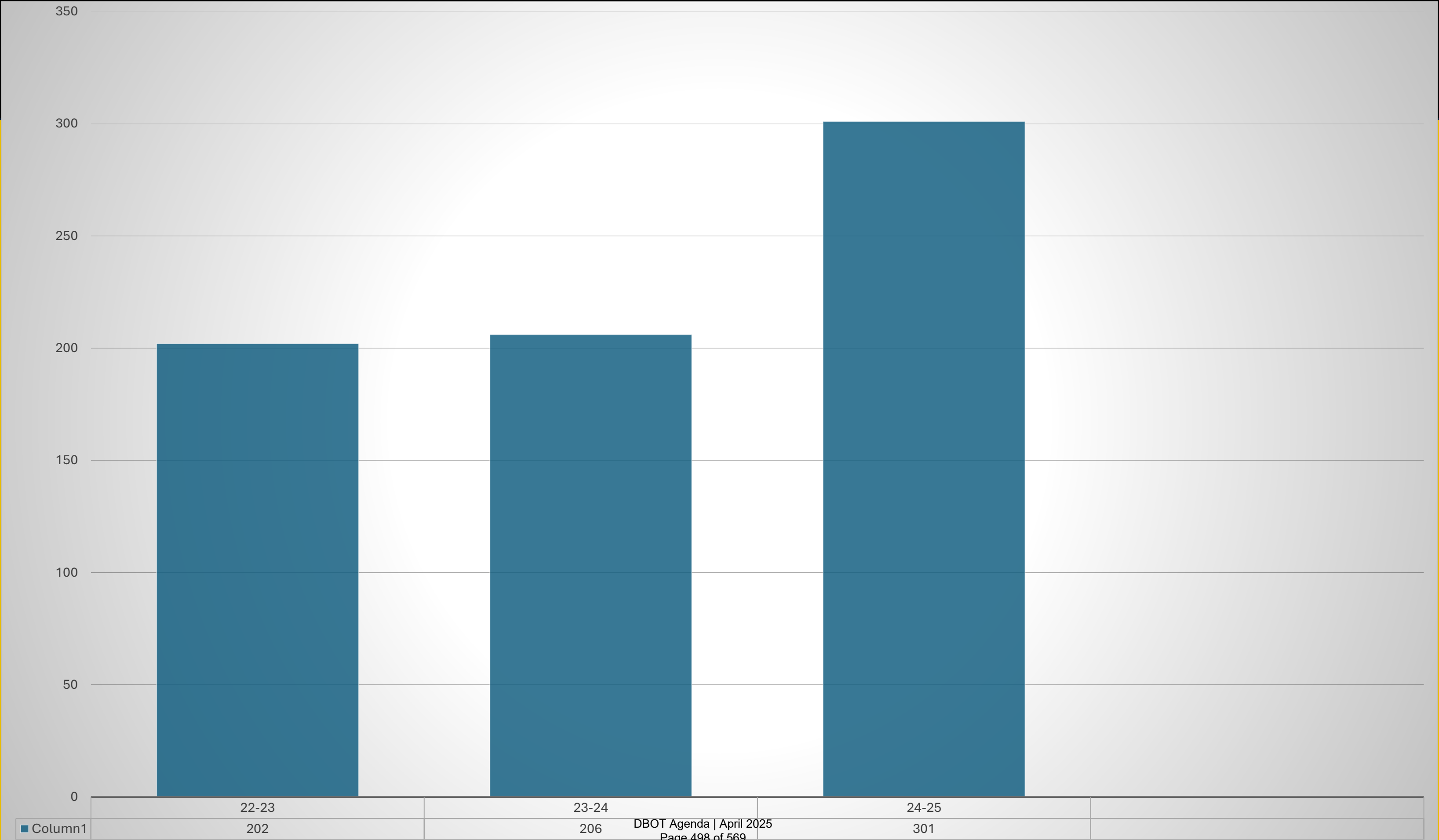
- October 16, 2024 – Dual Enrollment Virtual Family Night – **28 participants** ****Hurricane Milton recovery****
- November 13, 2024 – Dual Enrollment Virtual Family Night – **58 participants**
- December 11, 2024 – Dual Enrollment Virtual Family Night – **31 participants**
- February 17, 2025 – Home School/Private School Virtual Family Night – **31 participants**
- Met with FLVS admin to initiate agreement (March 4, 2025)

ELIGIBILITY FOR DUAL ENROLLMENT

Students must meet the following eligibility criteria per **s. 1007.271(3), Florida Statutes (F.S.)**:

- Be enrolled as a student in a Florida home education program (grades 6–12).
- Complete an articulation agreement each academic year.
- Provide verification of enrollment in a home education program (either county or PEP).
- For college credits, demonstrate college readiness outlined in **Rule 6A–10.0315**, Florida Administrative Code (F.A.C.) pursuant to Rule 6A–14.064, F.A.C.; (College Placement testing).

Number of Home School Articulation Agreements 2022-2025



Home School Dual Enrollment – Pasco County, Hernando County and PEP student trends

- **22–23 – 202 articulation agreements on file**
 - 153 Pasco County, 49 Hernando County
- **23–24 Academic Year – 206 articulation agreements on file**
 - 144 Pasco County, 57 Hernando County, 1 Hillsborough County, 4 PEP students
- **24–25 Academic Year – 301 articulation agreements on file**
 - 166 Pasco County, 64 Hernando County, 1 Hillsborough County, 70 PEP students

Dual Enrollment – Fall 2024

- 2,500 total dual enrollment students (Public, Private and Home School)
- 126 home school students (5% of total DE population)

126 Unique students
347 classes total

- 230– A's
- 69– B's
- 27– C's
- 12– D's/F's
- 1– I grade
- 8– W's

93% pass
rate

Homeschool Recruitment Initiatives



PHSC Recruiters will be a sponsor at the 2025 annual Florida Homeschool Convention in Orlando.



PHSC Recruiters will be speaking at the Tampa Bay Homeschool Conference in Trinity on July 12th.

HOME SCHOOL OPEN HOUSE EVENT

SPRINGHILL CAMPUS









Monday, May 5, 2025
 4-6 p.m. in B Building
 Rao Musunuru, M.D. Conference Center

This event is for home school students in Hernando County who are interested in getting information about Dual Enrollment, PHSC programs, and taking a tour of our campus.

» APPLY TODAY!

apply.phsc.edu/register/homeschool25









PASCO-HERNANDO STATE COLLEGE

phsc.edu



Pasco-Hernando State College is committed to equal access/equal opportunity in its programs, activities and employment. For additional information, visit phsc.edu.



PHSC West Campus Ballfield ADA Upgrades – GMP Narrative

10230 Ridge Road, New Port Richey, Florida 34654

February 28, 2025

Executive Summary

The A.D. Morgan Corporation is pleased to present its Guaranteed Maximum Price (GMP) Deliverable for the PHSC West Campus Ballfield ADA Upgrades project in New Port Richey, Florida.

We have, to the best of our ability, provided you with a complete scope of work based on the Construction Drawing – Bid Set by Florida Architects dated January 24, 2024 (Revised October 16, 2024).

Our GMP Deliverable includes the cost of all the construction products identified for this project based on current pricing at the time this proposal was developed.

The schedule is based on 120 calendar days to substantial complete from Notice to Proceed, Permit Approval and Material Procurement dates. Final Completion will be 21 calendar days from substantial completion.

GMP Approval	04/24/2025
Construction Start Date	6/10/2025
Substantial Completion Date	09/17/2025
Final Completion Date	10/08/2025

From this data and our current understanding of the schedule and logistics issues involved with the project, we have arrived at present, a Proposed Guaranteed Maximum Price of **Eight Hundred, Ninety Thousand, Four Hundred and Sixty-Nine Dollars. (\$890,469)** for the PHSC West Campus Ballfield ADA Upgrades Project scope identified in this GMP Deliverable.

Sincerely,

Jeremy M. Warner

Jeremy M. Warner
A.D. Morgan Corporation
Director of Preconstruction

Budget Amendment Approval Request
Pasco-Hernando State College

Budget Amendment Number 255-018 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	\$5,219,350.03	\$83,894.00	\$0.00	\$83,894.00	\$5,303,244.03
Available Fund Balance/Revenue	\$6,718,698.87	\$83,894.00	\$0.00	\$83,894.00	\$6,802,592.87
Personnel	\$1,760,717.94	\$26,984.00	\$0.00	\$26,984.00	\$1,787,701.94
Current Expense	\$2,153,762.19	\$34,231.00	\$0.00	\$34,231.00	\$2,187,993.19
Capital Outlay	\$2,804,218.74	\$22,679.00	\$0.00	\$22,679.00	\$2,826,897.74
Total Budgeted Expenditures	\$6,718,698.87	\$83,894.00	\$0.00	\$83,894.00	\$6,802,592.87
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 Perkins Grant Budget Amendment						
	\$0.00	\$83,894.00	\$26,984.00	\$34,231.00	\$22,679.00	\$83,894.00
Total	\$0.00	\$83,894.00	\$26,984.00	\$34,231.00	\$22,679.00	\$83,894.00

President

Date

Adopted

Report No. 2025-155
March 2025

STATE OF FLORIDA AUDITOR GENERAL

Financial Audit

PASCO-HERNANDO STATE COLLEGE

For the Fiscal Year Ended
June 30, 2024



Sherrill F. Norman, CPA
Auditor General

Board of Trustees and President

During the 2023-24 fiscal year, Dr. Jesse Pisors served as President from February 1, 2024, Dr. Timothy L. Beard served as President of Pasco-Hernando State College before that date, and the following individuals served as Members of the Board of Trustees:

	<u>County</u>
Marilyn Pearson-Adams, Chair from 6-18-24, Vice Chair from 7-18-23 through 6-17-24	Hernando
Dr. Rebecca Schulkowski, Vice Chair from 6-18-24	Pasco
Lee Maggard, Chair from 7-18-23 through 6-17-24, Vice Chair through 7-17-23	Pasco
John Richard Mitten, Chair through 7-17-23	Hernando
John Allocco Jr. from 4-12-24 ^a	Hernando
Ryan Brady from 4-12-24 ^b	Pasco
Dr. Gino Collura from 4-12-24 ^c	Pasco
Dr. David A. Garcia through 9-25-23 ^b	Hernando
Dr. Jeffrey E. Harrington through 5-6-24 ^d	Pasco
Alvaro A. Hernandez through 11-17-23 ^c	Pasco
Nicole Newlon J.D.	Pasco

^a Trustee position vacant 7-1-23, through 4-11-24.

^b Trustee position vacant 9-26-23, through 4-11-24.

^c Trustee position vacant 11-18-23, through 4-11-24.

^d Trustee position vacant 5-7-24, through 6-30-24.

The Auditor General conducts audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

The team leader was Denise Cox, and the audit was supervised by Anna A. McCormick, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at jaimehoelscher@aud.state.fl.us or by telephone at (850) 412-2868.

This report and other reports prepared by the Auditor General are available at:

FLAuditor.gov

Printed copies of our reports may be requested by contacting us at:

State of Florida Auditor General

Claude Pepper Building, Suite G74 · 111 West Madison Street · Tallahassee, FL 32399-1450 · (850) 412-2722

PASCO-HERNANDO STATE COLLEGE

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SUMMARY

SUMMARY OF REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Our audit disclosed that the basic financial statements of Pasco-Hernando State College (a component unit of the State of Florida) were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

SUMMARY OF REPORT ON INTERNAL CONTROL AND COMPLIANCE

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* issued by the Comptroller General of the United States.

AUDIT OBJECTIVES AND SCOPE

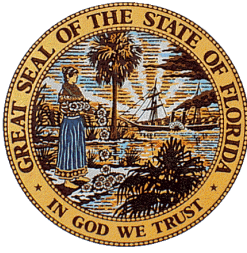
Our audit objectives were to obtain reasonable assurance about whether the financial statements as a whole were free from material misstatements, whether due to fraud or error, and to issue an auditor's report that included our opinion. In doing so we:

- Exercised professional judgment and maintained professional skepticism throughout the audit.
- Identified and assessed the risks of material misstatement of the financial statements, whether due to fraud or error, and designed and performed audit procedures responsive to those risks.
- Obtained an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluated the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluated the overall presentation of the financial statements.
- Concluded whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.
- Examined various transactions to determine whether they were executed, in both manner and substance, in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

An examination of Federal awards administered by the College is included within the scope of our Statewide audit of Federal awards administered by the State of Florida.

AUDIT METHODOLOGY

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.



Sherrill F. Norman, CPA
Auditor General

AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74
111 West Madison Street
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722
Fax: (850) 488-6975

The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of Pasco-Hernando State College, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of the other auditors, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of Pasco-Hernando State College and of its discretely presented component unit as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the discretely presented component unit, which represent 100 percent of the transactions and account balances of the discretely presented component unit columns as of June 30, 2024. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the discretely presented component unit, is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the ***Auditor's Responsibilities for the Audit of the Financial Statements*** section of our report. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical

requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that **MANAGEMENT'S DISCUSSION AND ANALYSIS**, the **Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan**, **Schedule of College Contributions – Florida Retirement System Pension Plan**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Health Insurance Subsidy Pension Plan**, **Schedule of College Contributions – Health Insurance Subsidy Pension Plan**, and **Notes to Required Supplementary Information**, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 21, 2025, on our consideration of the Pasco-Hernando State College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters included under the heading **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an

audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sherrill F. Norman". The signature is fluid and cursive, with the first name "Sherrill" and last name "Norman" clearly legible, and "F." as a small initial between them.

Sherrill F. Norman, CPA
Tallahassee, Florida
March 21, 2025

MANAGEMENT’S DISCUSSION AND ANALYSIS

Management’s discussion and analysis (MD&A) provides an overview of the financial position and activities of the College for the fiscal year ended June 30, 2024, and should be read in conjunction with the financial statements and notes thereto. The MD&A, and financial statements and notes thereto, are the responsibility of College management. The MD&A contains financial activity of the College for the fiscal years ended June 30, 2024, and June 30, 2023.

FINANCIAL HIGHLIGHTS

The College’s assets and deferred outflows of resources totaled \$264.8 million at June 30, 2024. This balance reflects an increase of \$3.6 million compared to the 2022-23 fiscal year resulting primarily from the following: an increase in cash and cash equivalents of \$9.3 million offset by a decrease in net capital assets of \$3.4 million, a decrease in deferred outflows of resources for pensions of \$1.5 million, and a decrease in inventories of \$1 million.

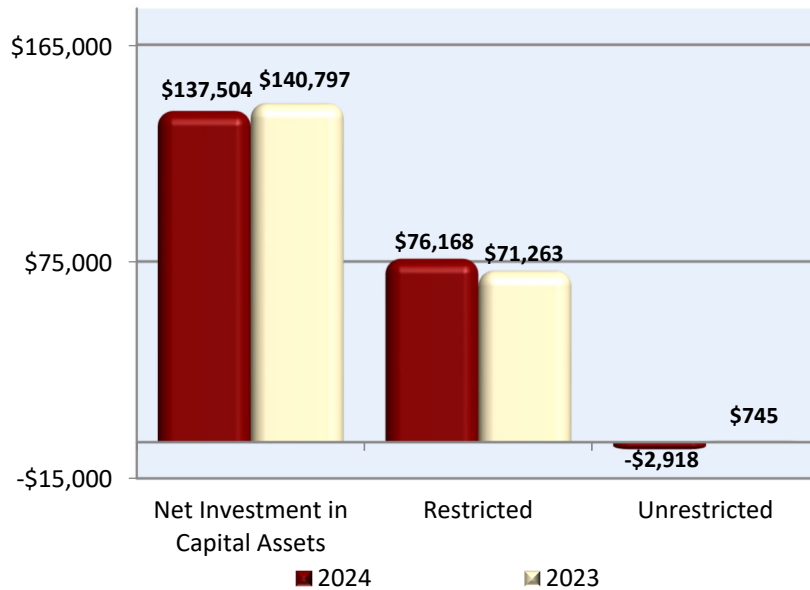
While assets and deferred outflows of resources increased, liabilities and deferred inflows of resources also increased by \$5.6 million, or 11.6 percent, totaling \$54 million at June 30, 2024, compared to \$48.4 million at June 30, 2023. The increase is mainly attributed to an increase in the net pension liability of \$2.7 million with an increase in related deferred inflows of resources of \$1 million, an increase in accounts payable and retainage payable of \$1.8 million, and an increase in compensated absences payable of \$1.2 million which were offset by a decrease in salary and payroll taxes payable of \$1.3 million. As a result, the College’s ending net position decreased \$2.1 million resulting in a year-end net position balance of \$210.8 million.

The College’s operating revenues totaled \$11.1 million for the 2023-24 fiscal year, representing a 7.2 percent decrease compared to the 2022-23 fiscal year. The decrease is mainly attributed to the decrease in net auxiliary service revenue of \$1.5 million due to outsourcing College bookstore operations in December of 2023.

Operating expenses totaled \$104.6 million for the 2023-24 fiscal year, representing an increase of 19 percent as compared to the 2022-23 fiscal year primarily due to an increase in materials and supplies of \$3.6 million due to spending on deferred maintenance projects and an increase in personnel services of \$9.4 million related mainly to the following: a 5 percent across the board salary increase for all permanent employees (\$1.5 million); a \$4.9 million increase in pension expense; a \$1.1 million increase in accrued leave expense; and a \$1.2 million increase in other benefit related expenses.

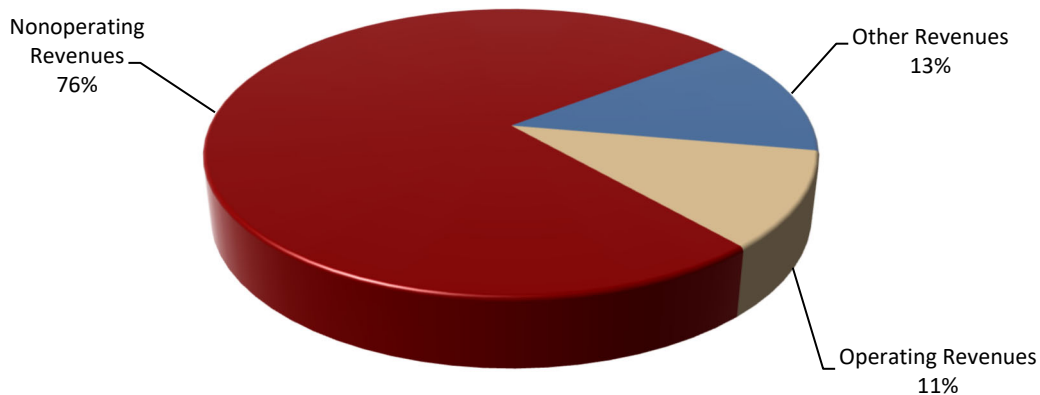
Net position represents the residual interest in the College’s assets and deferred outflows of resources after deducting liabilities and deferred inflows of resources. The College’s comparative total net position by category for the fiscal years ended June 30, 2024, and June 30, 2023, is shown in the following graph:

Net Position (In Thousands)



The following chart provides a graphical presentation of College revenues by category for the 2023-24 fiscal year:

Total Revenues 2023-24 Fiscal Year



OVERVIEW OF FINANCIAL STATEMENTS

Pursuant to the Governmental Accounting Standards Board (GASB) Statement No. 35, the College's financial report consists of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. These financial statements, and notes thereto, encompass the College and its component unit, Pasco-Hernando State College Foundation, Inc. (Foundation). Although legally separate, this component unit is important because the College is financially accountable for it, as the College reports its financial activities to the

State of Florida. Based on the application of the criteria for determining component units, the Foundation is included within the College reporting entity as a discretely presented component unit.

Information regarding the Foundation including copies of their separately issued financial statements can be obtained from the Executive Vice President of Administration and Chief Financial Officer, 10230 Ridge Road, New Port Richey, Florida, 34654. This MD&A focuses on the College, excluding the discretely presented component unit. For this component unit reporting under GASB standards, MD&A information is included in their separately issued audit report.

The Statement of Net Position

The statement of net position reflects the assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the College, using the accrual basis of accounting, and presents the financial position of the College at a specified time. Assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position, which is one indicator of the College's current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the College's financial condition.

The following summarizes the College's assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position at June 30:

Condensed Statement of Net Position at June 30

(In Thousands)

	2024	2023
Assets		
Current Assets	\$ 69,947	\$ 71,514
Capital Assets, Net	140,199	143,559
Other Noncurrent Assets	43,415	33,387
Total Assets	253,561	248,460
Deferred Outflows of Resources	11,220	12,757
Liabilities		
Current Liabilities	8,060	6,670
Noncurrent Liabilities	42,258	39,180
Total Liabilities	50,318	45,850
Deferred Inflows of Resources	3,709	2,562
Net Position		
Net Investment in Capital Assets	137,504	140,797
Restricted	76,168	71,263
Unrestricted	(2,918)	745
Total Net Position	\$ 210,754	\$ 212,805

The College's assets and deferred outflows of resources totaled \$264.8 million at June 30, 2024. This balance reflects an increase of \$3.6 million compared to the 2022-23 fiscal year resulting primarily from the following: an increase in cash and cash equivalents of \$9.3 million offset by a decrease in net capital

assets of \$3.4 million, a decrease in deferred outflows of resources for pensions of \$1.5 million, and a decrease in inventories of \$1 million.

Total liabilities and deferred inflows of resources also increased by \$5.6 million, or 11.6 percent, totaling \$54 million at June 30, 2024, compared to \$48.4 million at June 30, 2023. The increase is mainly attributed to an increase in the net pension liability of \$2.7 million with an increase in related deferred inflows of \$1 million, an increase in accounts payable and retainage payable of \$1.8 million, and an increase in compensated absences payable of \$1.2 million which were offset by a decrease in salary and payroll taxes payable of \$1.3 million. Consequently, ending net position decreased \$2.1 million resulting in a year-end net position balance of \$210.8 million.

The Statement of Revenues, Expenses, and Changes in Net Position

The statement of revenues, expenses, and changes in net position presents the College’s revenue and expense activity, categorized as operating and nonoperating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

The following summarizes the College’s activity for the 2023-24 and 2022-23 fiscal years:

**Condensed Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Years
(In Thousands)**

	<u>2023-24</u>	<u>2022-23</u>
Operating Revenues	\$ 11,052	\$ 11,906
Less, Operating Expenses	<u>104,613</u>	<u>87,902</u>
Operating Loss	(93,561)	(75,996)
Net Nonoperating Revenues	<u>77,904</u>	<u>78,034</u>
Income (Loss) Before Other Revenues	(15,657)	2,038
Other Revenues	<u>13,606</u>	<u>21,513</u>
Net Increase (Decrease) In Net Position	<u>(2,051)</u>	<u>23,551</u>
Net Position, Beginning of Year	<u>212,805</u>	<u>189,254</u>
Net Position, End of Year	<u><u>\$ 210,754</u></u>	<u><u>\$ 212,805</u></u>

Operating Revenues

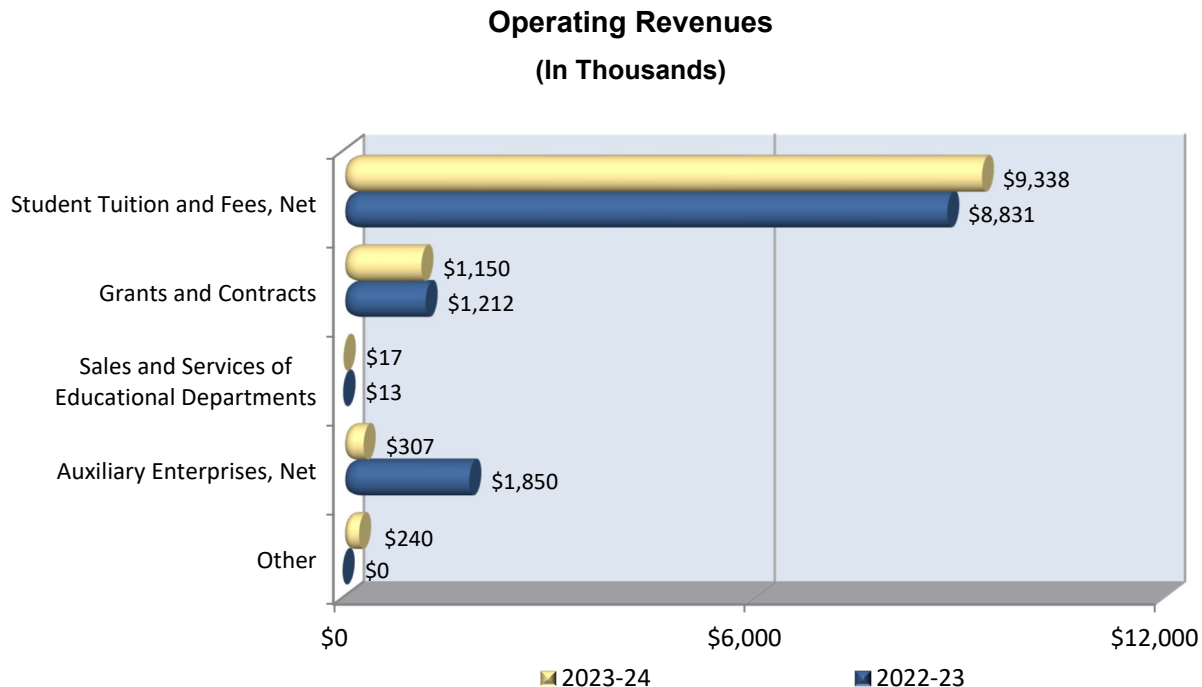
GASB Statement No. 35 categorizes revenues as either operating or nonoperating. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of equal or similar value.

The following summarizes the operating revenues by source that were used to fund operating activities for the 2023-24 and 2022-23 fiscal years:

**Operating Revenues
For the Fiscal Years
(In Thousands)**

	2023-24	2022-23
Student Tuition and Fees, Net	\$ 9,338	\$ 8,831
Grants and Contracts	1,150	1,212
Sales and Services of Educational Departments	17	13
Auxiliary Enterprises, Net	307	1,850
Other	240	-
Total Operating Revenues	\$ 11,052	\$ 11,906

The following chart presents the College's operating revenues for the 2023-24 and 2022-23 fiscal years:



The College's operating revenues totaled \$11.1 million for the 2023-24 fiscal year, representing a 7.2 percent decrease compared to the 2022-23 fiscal year. The decrease is mainly attributed to the following: a decrease in net auxiliary service revenue of \$1.5 million due to outsourcing College bookstore operations in December of 2023, an increase of \$0.5 million in net student tuition and fees, and an increase in other operating revenues of \$0.2 million.

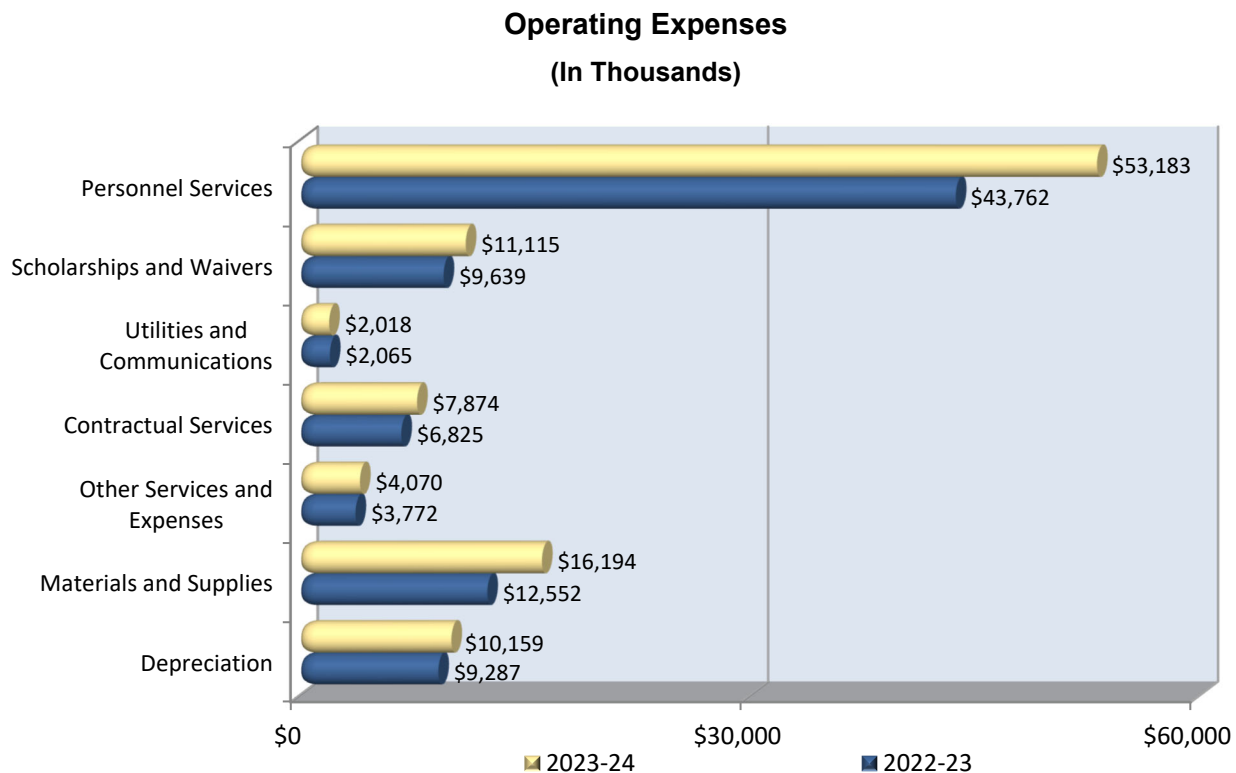
Operating Expenses

Expenses are categorized as operating or nonoperating. The majority of the College's expenses are operating expenses as defined by GASB Statement No. 35. GASB gives financial reporting entities the choice of reporting operating expenses in the functional or natural classifications. The College has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position and has displayed the functional classification in the notes to financial statements.

The following summarizes operating expenses by natural classification for the 2023-24 and 2022-23 fiscal years:

Operating Expenses For the Fiscal Years		
(In Thousands)		
	2023-24	2022-23
Personnel Services	\$ 53,183	\$ 43,762
Scholarships and Waivers	11,115	9,639
Utilities and Communications	2,018	2,065
Contractual Services	7,874	6,825
Other Services and Expenses	4,070	3,772
Materials and Supplies	16,194	12,552
Depreciation	10,159	9,287
Total Operating Expenses	\$ 104,613	\$ 87,902

The following chart presents the College's operating expenses for the 2023-24 and 2022-23 fiscal years:



College operating expenses increased by \$16.7 million, or 19 percent, from \$87.9 million to \$104.6 million for the 2023-24 fiscal year primarily due to an increase in materials and supplies of \$3.6 million due to spending on deferred maintenance projects and an increase in personnel services of \$9.4 million related mainly to the following: a 5 percent across the board salary increase for all permanent employees (\$1.5 million); a \$4.9 million increase in pension expense; a \$1.1 million increase in accrued leave expense; and a \$1.2 million increase in other benefit related expenses.

Nonoperating Revenues and Expenses

Certain revenue sources that the College relies on to provide funding for operations, including State noncapital appropriations, Federal and State student financial aid, certain gifts and grants, and investment income, are defined by GASB as nonoperating. Nonoperating expenses include capital financing costs and other costs related to capital assets. The following summarizes the College's nonoperating revenues and expenses for the 2023-24 and 2022-23 fiscal years:

Nonoperating Revenues (Expenses) For the Fiscal Years

(In Thousands)

	2023-24	2022-23
State Noncapital Appropriations	\$ 53,507	\$ 50,956
Federal and State Student Financial Aid	18,226	15,361
Gifts and Grants	4,426	10,888
Investment Income	1,790	843
Other Nonoperating Revenues	4	66
Interest on Capital Asset-Related Debt	(49)	(80)
Net Nonoperating Revenues	\$ 77,904	\$ 78,034

Net nonoperating revenues for the College decreased by \$0.1 million, to \$77.9 million for the 2023-24 fiscal year due primarily to an increase of \$2.6 million in State general revenue recurring appropriations, an increase of \$2.9 million in student financial aid due to increases in Pell grant mandatory funding, a decrease of \$6.5 million in gifts and grants related to Higher Education Emergency Relief Fund (HEERF) grant funding ending and an increase in investment interest of \$0.9 million.

Other Revenues

This category is composed of State capital appropriations and capital grants, contracts, gifts, and fees. The following summarizes the College's other revenues for the 2023-24 and 2022-23 fiscal years:

Other Revenues For the Fiscal Years

(In Thousands)

	2023-24	2022-23
State Capital Appropriations	\$ 11,513	\$ 5,241
Capital Grants, Contracts, Gifts, and Fees	2,093	16,272
Total	\$ 13,606	\$ 21,513

Total other revenues for the College decreased by \$7.9 million to \$13.6 million. This decrease is primarily based on a one-time receipt of deferred maintenance funding of \$14.3 million in the 2022-23 fiscal year and an increase of \$6.3 million in Public Education Capital Outlay (PECO) funding for the 2023-24 fiscal year.

The Statement of Cash Flows

The statement of cash flows provides information about the College's financial results by reporting the major sources and uses of cash and cash equivalents. This statement will assist in evaluating the College's ability to generate net cash flows, its ability to meet its financial obligations as they come due, and its need for external financing. Cash flows from operating activities show the net cash used by the operating activities of the College. Cash flows from capital financing activities include all plant funds and related long-term debt activities. Cash flows from investing activities show the net source and use of cash related to purchasing or selling investments, and earning income on those investments. Cash flows from noncapital financing activities include those activities not covered in other sections.

The following summarizes the College's cash flows for the 2023-24 and 2022-23 fiscal years:

Condensed Statement of Cash Flows For the Fiscal Years (In Thousands)

	<u>2023-24</u>	<u>2022-23</u>
Cash Provided (Used) by:		
Operating Activities	\$ (75,937)	\$ (64,888)
Noncapital Financing Activities	75,320	84,505
Capital and Related Financing Activities	8,107	2,729
Investing Activities	<u>1,766</u>	<u>829</u>
Net Increase in Cash and Cash Equivalents	9,256	23,175
Cash and Cash Equivalents, Beginning of Year	<u>63,850</u>	<u>40,675</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 73,106</u></u>	<u><u>\$ 63,850</u></u>

Major sources of funds came from State noncapital appropriations (\$53.5 million), Federal and State student financial aid (\$17.4 million), State capital appropriations (\$12.2 million), net student tuition and fees (\$9.2 million), and noncapital gifts and grants (\$4.4 million).

Major uses of funds were for payments to employees for salaries and benefits (\$47.6 million), payments to suppliers (\$26 million), payments to students for scholarships (\$11.3 million), and purchases of capital assets (\$5.9 million).

Changes in cash and cash equivalents were the result of the following factors:

- Cash used by operating activities increased by \$11 million as compared to the prior fiscal year due primarily to:
 - An increase in payments to students for scholarships of \$1.7 million related to an increased disbursement of Federal student aid over the 2022-23 fiscal year.
 - An increase in payments to suppliers of \$3.4 million related to noncapital expenditures for deferred maintenance projects.
 - An increase in payments to employees and for employee benefits of \$4.8 million primarily due to salary increases and increases in premiums for health insurance and pension payments.

- Cash receipts from noncapital financing activities decreased by \$9.2 million related to an increase in state noncapital appropriations of \$2.6 million, a decrease in Federal and State financial aid of \$5.3 million, and a decrease in gifts and grants of \$6.5 million.
- Cash received from capital related financing activities amounted to \$8.1 million for the 2023-24 fiscal year, which represents a \$5.4 million increase as compared to the 2022-23 fiscal year primarily due to an increase in PECO funding in the current fiscal year.

**CAPITAL ASSETS, CAPITAL EXPENSES AND COMMITMENTS, SUBSCRIPTION-BASED
INFORMATION TECHNOLOGY ARRANGEMENT COMMITMENT,
AND DEBT ADMINISTRATION**

Capital Assets

At June 30, 2024, the College had \$283.5 million in capital assets, less accumulated depreciation of \$143.3 million, for net capital assets of \$140.2 million. Depreciation charges for the current fiscal year totaled \$10.2 million. The following table summarizes the College's capital assets, net of accumulated depreciation, at June 30:

Capital Assets, Net at June 30

(In Thousands)

	<u>2024</u>	<u>2023</u>
Land	\$ 4,407	\$ 4,407
Construction in Progress	7,146	1,044
Subscription-Based Information Technology Arrangement in Progress	924	924
Buildings	113,967	118,676
Other Structures and Improvements	9,570	13,488
Furniture, Machinery, and Equipment	2,198	2,345
Lease Assets	123	189
Subscription-Based Information Technology Arrangements	1,864	2,486
Capital Assets, Net	<u><u>\$140,199</u></u>	<u><u>\$143,559</u></u>

Additional information about the College's capital assets is presented in the notes to financial statements.

Capital Expenses and Commitments

Major capital expenses through June 30, 2024, were incurred on the following projects:

- Construction in progress additions included construction costs for the East Campus STEM Center for Student Success, remodeling costs for the Gowers Corner Apprenticeship Program, and the East Campus Fire Academy/Burn Center.
- Furniture, machinery, and equipment additions consisted of computer equipment, educational equipment, maintenance carts, a cargo van, and a 15-passenger transit van.

The College's major construction commitments, totaling \$20.3 million at June 30, 2024, are as follows:

- East Campus STEM Center for Student Success
- Gowers Corner Apprenticeship Program
- East Campus Fire Academy/Burn Center

	Amount (In Thousands)
Total Committed	\$ 27,324
Completed to Date	<u>(6,993)</u>
Balance Committed	<u>\$ 20,331</u>

Subscription-Based Information Technology Arrangement (SBITA) Commitment

As of June 30, 2024, the College had capital expenses related to GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, and implementation costs related to transitioning to a new enterprise resource planning software. Due to implementation challenges, no subscription payments or implementation payments were made for this SBITA during the 2023-24 fiscal year. The College's SBITA commitment at June 30, 2024, was as follows:

Project Description	Amounts (In Thousands)		
	Total Commitment	Completed to Date	Balance Committed
SaaS Banner	<u>\$ 3,135</u>	<u>\$ 924</u>	<u>\$ 2,211</u>

Additional information about the College's construction commitments and SBITA commitment is presented in the notes to financial statements.

Debt Administration

As of June 30, 2024, the College had \$3.6 million in outstanding bonds, subscription arrangement, and leases payable, representing a decrease of \$0.2 million, or 5 percent, from the prior fiscal year. The following table summarizes the outstanding long-term debt by type for the fiscal years ended June 30:

Long-Term Debt at June 30

(In Thousands)

	2024	2023
SBE Capital Outlay Bonds	\$ 859	\$ 978
Subscription Arrangement	2,572	2,572
Leases Payable	<u>123</u>	<u>190</u>
Total	<u>\$ 3,554</u>	<u>\$ 3,740</u>

Additional information about the College's long-term debt is presented in the notes to financial statements.

ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

Pasco-Hernando State College's economic condition is closely tied to that of the State of Florida. The College received an increase in its State General Revenue Recurring Appropriations of \$0.4 million and Nursing PIPELINE from \$1.7 million to \$2.5 million and a decrease for Lottery appropriations of \$0.4 million from the 2023-24 fiscal year to the 2024-25 fiscal year. The College's approved

2024-25 fiscal year budget is based on projected student fee revenues of \$12.5 million calculated on an anticipated fee-paying enrollment of 5,226 full-time equivalent (FTE) students. FTE fee-paying enrollment reflects a 9 percent increase over the 2023-24 fiscal year.

The College did not recommend an increase in baccalaureate, credit, or post-secondary adult vocational fees consistent with the Governor's request. This is the eleventh consecutive year that the College has not increased tuition. Pasco-Hernando State College's approved tuition rates remain within the allowable range of statutory adjustment flexibility and therefore will continue to be compliant with Florida Statutes.

The College continues to implement cost-saving measures to reduce expenses and has maintained an appropriate level of unallocated fund balance and board designated reserves as a preventative measure to offset potential State funding reductions and enrollment declines.

REQUESTS FOR INFORMATION

Questions concerning information provided in the MD&A or other required supplementary information, and financial statements and notes thereto, or requests for additional financial information should be addressed to the Executive Vice President of Administration and Chief Financial Officer, Pasco-Hernando State College, 10230 Ridge Road, New Port Richey, Florida 34654.

BASIC FINANCIAL STATEMENTS

PASCO-HERNANDO STATE COLLEGE A Component Unit of the State of Florida Statement of Net Position

June 30, 2024

	College	Component Unit
ASSETS		
Current Assets:		
Cash and Cash Equivalents	\$ 28,131,698	\$ 4,796,608
Restricted Cash and Cash Equivalents	1,583,157	-
Investments	-	207,992
Accounts Receivable, Net	1,201,310	-
Notes Receivable, Net	-	1,188,839
Due from Other Governmental Agencies	38,471,709	27,698
Due from Component Unit	420,021	-
Prepaid Expenses	125,882	40,932
Deposits	12,902	-
Total Current Assets	69,946,679	6,262,069
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	43,391,028	-
Investments	-	34,856,314
Restricted Investments	22,348	28,206,339
Notes Receivable, Net	-	23,418
Prepaid Expenses	1,558	-
Depreciable Capital Assets, Net	127,721,959	1,989
Nondepreciable Capital Assets	12,477,075	288,863
Total Noncurrent Assets	183,613,968	63,376,923
TOTAL ASSETS	253,560,647	69,638,992
DEFERRED OUTFLOWS OF RESOURCES		
Other Postemployment Benefits	273,176	-
Pensions	10,947,134	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	11,220,310	-
LIABILITIES		
Current Liabilities:		
Accounts Payable	3,489,306	44,464
Salary and Payroll Taxes Payable	1,490,743	-
Retainage Payable	611,988	-
Due to Other Governmental Agencies	16,496	-
Due to College	-	802,433
Unearned Revenue	81,928	19,751
Deposits Held for Others	320,910	-
Long-Term Liabilities - Current Portion:		
Bonds Payable	125,000	-
Leases Payable	67,089	-
Subscription Arrangements Liability	1,273,771	-
Compensated Absences Payable	552,777	-
Other Postemployment Benefits Payable	29,775	-
Total Current Liabilities	8,059,783	866,648

	<u>College</u>	<u>Component Unit</u>
LIABILITIES (Continued)		
Noncurrent Liabilities:		
Bonds Payable	734,000	-
Leases Payable	55,918	-
Subscription Arrangements Liability	1,298,299	-
Compensated Absences Payable	5,786,532	-
Other Postemployment Benefits Payable	505,983	-
Net Pension Liability	33,877,189	-
Total Noncurrent Liabilities	<u>42,257,921</u>	<u>-</u>
TOTAL LIABILITIES	<u>50,317,704</u>	<u>866,648</u>
DEFERRED INFLOWS OF RESOURCES		
Other Postemployment Benefits	273,045	-
Pensions	3,436,534	-
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>3,709,579</u>	<u>-</u>
NET POSITION		
Net Investment in Capital Assets	137,503,956	-
Restricted:		
Nonexpendable:		
Endowment	-	28,206,339
Expendable:		
Endowment	-	15,851,714
Grants and Loans	1,436,510	-
Scholarships	180,219	20,403,988
Capital Projects	74,528,526	-
Debt Service	22,348	-
Unrestricted	<u>(2,917,885)</u>	<u>4,310,303</u>
TOTAL NET POSITION	<u>\$ 210,753,674</u>	<u>\$ 68,772,344</u>

The accompanying notes to financial statements are an integral part of this statement.

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PASCO-HERNANDO STATE COLLEGE
A Component Unit of the State of Florida
Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Year Ended June 30, 2024

	<u>College</u>	<u>Component Unit</u>
REVENUES		
Operating Revenues:		
Student Tuition and Fees, Net of Scholarship Allowances of \$8,461,576	\$ 9,337,618	\$ -
Federal Grants and Contracts	1,104,184	-
State and Local Grants and Contracts	46,327	55,396
Nongovernmental Grants and Contracts	-	2,010,903
Sales and Services of Educational Departments	17,105	-
Auxiliary Enterprises, Net of Scholarship Allowances of \$1,015,389	307,128	-
Other Operating Revenues	239,731	717,254
Total Operating Revenues	<u>11,052,093</u>	<u>2,783,553</u>
EXPENSES		
Operating Expenses:		
Personnel Services	53,183,227	690,094
Scholarships and Waivers	11,115,445	2,239,123
Utilities and Communications	2,017,887	-
Contractual Services	7,874,465	104,854
Other Services and Expenses	4,069,667	25,365
Materials and Supplies	16,193,588	22,073
Depreciation	10,158,808	796
Total Operating Expenses	<u>104,613,087</u>	<u>3,082,305</u>
Operating Loss	<u>(93,560,994)</u>	<u>(298,752)</u>
NONOPERATING REVENUES (EXPENSES)		
State Noncapital Appropriations	53,507,044	-
Federal and State Student Financial Aid	18,226,413	-
Gifts and Grants	4,425,584	-
Investment Income	1,790,193	1,742,440
Net Gain on Investments	-	3,249,732
Other Nonoperating Revenues	4,145	-
Interest on Capital Asset-Related Debt	(48,931)	-
Net Nonoperating Revenues	<u>77,904,448</u>	<u>4,992,172</u>
Income (Loss) Before Other Revenues	<u>(15,656,546)</u>	<u>4,693,420</u>
State Capital Appropriations	11,512,720	-
Capital Grants, Contracts, Gifts, and Fees	2,092,813	-
Additions to Endowments	-	65,407
Total Other Revenues	<u>13,605,533</u>	<u>65,407</u>
Increase (Decrease) in Net Position	<u>(2,051,013)</u>	<u>4,758,827</u>
Net Position, Beginning of Year	<u>212,804,687</u>	<u>64,013,517</u>
Net Position, End of Year	<u>\$ 210,753,674</u>	<u>\$ 68,772,344</u>

The accompanying notes to financial statements are an integral part of this statement.

PASCO-HERNANDO STATE COLLEGE
A Component Unit of the State of Florida
Statement of Cash Flows

For the Fiscal Year Ended June 30, 2024

	<u>College</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Student Tuition and Fees, Net	\$ 9,204,415
Grants and Contracts	1,135,207
Payments to Suppliers	(25,986,256)
Payments for Utilities and Communications	(2,017,887)
Payments to Employees	(34,663,201)
Payments for Employee Benefits	(12,986,280)
Payments for Scholarships	(11,295,761)
Auxiliary Enterprises, Net	44,929
Sales and Services of Educational Departments	17,105
Other Receipts	610,147
Net Cash Used by Operating Activities	<u>(75,937,582)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
State Noncapital Appropriations	53,507,044
Federal and State Student Financial Aid	17,387,654
Gifts and Grants Received for Other Than Capital or Endowment Purposes	4,425,584
Net Cash Provided by Noncapital Financing Activities	<u>75,320,282</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
State Capital Appropriations	12,194,770
Capital Grants and Gifts	2,092,813
Proceeds from Sale of Capital Assets	4,145
Purchases of Capital Assets	(5,949,836)
Principal Paid on Capital Debt and Leases	(186,075)
Interest Paid on Capital Debt and Leases	(48,931)
Net Cash Provided by Capital and Related Financing Activities	<u>8,106,886</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment Income	<u>1,766,419</u>
Net Increase in Cash and Cash Equivalents	9,256,005
Cash and Cash Equivalents, Beginning of Year	<u>63,849,878</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 73,105,883</u></u>

	<u>College</u>
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES	
Operating Loss	\$ (93,560,994)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:	
Depreciation Expense	10,158,808
Changes in Assets, Liabilities, Deferred Outflows of Resources, and Deferred Inflows of Resources:	
Accounts Receivables, Net	(937,647)
Due from Other Governmental Agencies	164,612
Due from Component Unit	(185,774)
Inventories	984,348
Prepaid Expenses	841,150
Accounts Payable	693,619
Salaries and Payroll Taxes Payable	(982,174)
Unearned Revenue	133
Deposits Held for Others	370,416
Compensated Absences Payable	1,237,126
Other Postemployment Benefits Payable	(125,987)
Net Pension Liability	2,720,689
Deferred Outflows of Resources Related to Other Postemployment Benefits	30,549
Deferred Inflows of Resources Related to Other Postemployment Benefits	126,436
Deferred Outflows of Resources Related to Pensions	1,506,524
Deferred Inflows of Resources Related to Pensions	1,020,584
NET CASH USED BY OPERATING ACTIVITIES	<u><u>\$ (75,937,582)</u></u>

The accompanying notes to financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Reporting Entity. The governing body of Pasco-Hernando State College, a component unit of the State of Florida, is the College Board of Trustees. The Board of Trustees constitutes a corporation and is composed of nine members appointed by the Governor and confirmed by the Senate. The Board of Trustees is under the general direction and control of the Florida Department of Education, Division of Florida Colleges, and is governed by State law and State Board of Education (SBE) rules. However, the Board of Trustees is directly responsible for the day-to-day operations and control of the College within the framework of applicable State laws and SBE rules. The College serves Pasco and Hernando Counties.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. These criteria were used to evaluate potential component units for which the Board of Trustees is financially accountable and other organizations for which the nature and significance of their relationship with the Board of Trustees are such that exclusion would cause the College's financial statements to be misleading. Based on the application of these criteria, the College is a component unit of the State of Florida, and its financial balances and activities are reported in the State's Annual Comprehensive Financial Report by discrete presentation.

Discretely Presented Component Unit. Based on the application of the criteria for determining component units, the Pasco-Hernando State College Foundation, Inc. (Foundation), a legally separate entity, is included within the College's reporting entity as a discretely presented component unit and is governed by a separate board.

The Foundation is also a direct-support organization, as defined in Section 1004.70, Florida Statutes, and although legally separate from the College, is financially accountable to the College. The Foundation is managed independently, outside the College's budgeting process, and its powers generally are vested in a governing board pursuant to various State statutes. The Foundation receives, holds, invests, and administers property, and makes expenditures to or for the benefit of the College.

The Foundation is audited by other auditors pursuant to Section 1004.70(6), Florida Statutes. The Foundation's audited financial statements are available to the public and can be obtained from the Executive Vice President of Administration and Chief Financial Officer, Pasco-Hernando State College, 10230 Ridge Road, New Port Richey, Florida 34654. The financial data reported on the accompanying financial statements was derived from the Foundation's audited financial statements for the fiscal year ended December 31, 2023.

Basis of Presentation. The College's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by GASB. The National Association of College and University Business Officers (NACUBO) also provides the College with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board (FASB). GASB allows public colleges various reporting options. The College has elected to report as an entity engaged in only

business-type activities. This election requires the adoption of the accrual basis of accounting and entitywide reporting including the following components:

- Management's Discussion and Analysis
- Basic Financial Statements:
 - Statement of Net Position
 - Statement of Revenues, Expenses, and Changes in Net Position
 - Statement of Cash Flows
 - Notes to Financial Statements
- Other Required Supplementary Information

Measurement Focus and Basis of Accounting. Basis of accounting refers to when revenues, expenses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The College's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The College follows GASB standards of accounting and financial reporting.

The College's component unit uses the economic resources measurement focus and the accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred, and follows GASB standards of accounting and financial reporting.

Significant interdepartmental sales between auxiliary service departments and other institutional departments have been accounted for as reductions of expenses and not revenues of those departments.

The College's principal operating activity is instruction. Operating revenues and expenses generally include all fiscal transactions directly related to instruction as well as administration, academic support, student services, physical plant operations, and depreciation of capital assets. Nonoperating revenues include State noncapital appropriations, Federal and State student financial aid, gifts and grants, and investment income (net of unrealized gains or losses on investments). Interest on capital asset-related debt is a nonoperating expense. Other revenues generally include revenues for capital construction projects.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the College's policy to first apply the restricted resources to such programs followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources and is reported net of tuition scholarship allowances. Tuition scholarship allowances are the difference between

the stated charge for goods and services provided by the College and the amount that is actually paid by the student or the third party making payment on behalf of the student. The College applied the “Alternate Method” as prescribed in NACUBO Advisory Report 2000-05 to determine the reported net tuition scholarship allowances. Under this method, the College computes these amounts by allocating the cash payments to students, excluding payments for services, using a ratio of total aid to aid not considered third-party aid.

The statement of cash flows is presented using the direct method in compliance with GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

Cash and Cash Equivalents. Cash and cash equivalents consist of cash on hand, cash in demand accounts, and cash invested with the State Treasury Special Purpose Investment Account (SPIA) and State Board of Administration (SBA) Florida PRIME investment pools. For reporting cash flows, the College considers all highly liquid investments with original maturities of 3 months or less, that are not held solely for income or profit, to be cash equivalents. Under this definition, the College considers amounts invested in the State Treasury SPIA and SBA Florida PRIME investment pools to be cash equivalents.

College cash deposits are held in banks qualified as public depositories under Florida law. All such deposits are insured by the Federal Deposit Insurance Corporation (FDIC), up to specified limits, or collateralized with securities held in Florida’s multiple financial institution collateral pool required by Chapter 280, Florida Statutes. Cash and cash equivalents that are externally restricted to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital or other restricted assets are classified as restricted.

At June 30, 2024, the College reported as cash equivalents at fair value \$12,376,554 in the State Treasury SPIA investment pool representing ownership of a share of the pool, not the underlying securities (Level 3 inputs, as discussed in Note 3.). Pooled investments with the State Treasury are not registered with the Securities and Exchange Commission. Oversight of the pooled investments with the State Treasury is provided by the Treasury Investment Committee per Section 17.575, Florida Statutes. The authorized investment types are set forth in Section 17.57, Florida Statutes. The State Treasury SPIA investment pool carried a credit rating of AA-f by Standard & Poor’s, had an effective duration of 3.23 years and fair value factor of 0.9958 at June 30, 2024. Participants contribute to the State Treasury SPIA investment pool on a dollar basis. These funds are commingled and a fair value of the pool is determined from the individual values of the securities. The fair value of the securities is summed and a total pool fair value is determined. A fair value factor is calculated by dividing the pool’s total fair value by the pool participant’s total cash balance. The fair value factor is the ratio used to determine the fair value of an individual participant’s pool balance. The College relies on policies developed by the State Treasury for managing interest rate risk or credit risk for this investment pool. Disclosures for the State Treasury SPIA investment pool are included in the notes to financial statements of the State’s Annual Comprehensive Financial Report.

At June 30, 2024, the College reported as cash equivalents \$12,616,184 in the Florida PRIME investment pool administered by the SBA pursuant to Section 218.405, Florida Statutes. The College’s investments

in the Florida PRIME investment pool, which the SBA indicates is a Securities and Exchange Commission Rule 2a7-like external investment pool, are similar to money market funds in which shares are owned in the fund rather than the underlying investments. The Florida PRIME investment pool carried a credit rating of AAAm by Standard & Poor's and had a weighted-average days to maturity (WAM) of 45 days as of June 30, 2024. A portfolio's WAM reflects the average maturity in days based on final maturity or reset date, in the case of floating-rate instruments. WAM measures the sensitivity of the Florida PRIME investment pool to interest rate changes. The investments in the Florida PRIME investment pool are reported at amortized cost.

Section 218.409(8)(a), Florida Statutes, provides that "the principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the executive director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board [State Board of Administration] can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the trustees, the Joint Legislative Auditing Committee, and the Investment Advisory Council. The trustees shall convene an emergency meeting as soon as practicable from the time the executive director has instituted such measures and review the necessity of those measures. If the trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the executive director until the trustees are able to meet to review the necessity for the moratorium. If the trustees agree with such measures, the trustees shall vote to continue the measures for up to an additional 15 days. The trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the trustees exceed 15 days." As of June 30, 2024, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100 percent of their account value.

Capital Assets. College capital assets consist of land, subscription-based information technology arrangement in progress, construction in progress, buildings, other structures and improvements, furniture, machinery, and equipment, lease assets, and subscription-based information technology arrangement. These assets are capitalized and recorded at cost at the date of acquisition or at acquisition value at the date received in the case of gifts and purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The College has a capitalization threshold of \$5,000 for tangible personal property, \$65,000 for buildings and other structures and improvements, and \$3,000,000 for subscription-based information technology arrangement. Depreciation is computed on the straight-line basis over the following estimated useful lives:

- Buildings – 40 years
- Other Structures and Improvements – 10 years
- Furniture, Machinery, and Equipment:
 - Computer Equipment – 3 years
 - Vehicles, Office Machines, and Educational Equipment – 5 years

- Furniture – 7 years
- Lease Assets – 5 years
- Subscription-Based Information Technology Arrangement - 5 years

Noncurrent Liabilities. Noncurrent liabilities include bonds payable, leases payable, compensated absences payable, other postemployment benefits (OPEB) payable, subscription arrangement liabilities, and net pension liabilities that are not scheduled to be paid within the next fiscal year.

Pensions. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net positions of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS and HIS fiduciary net positions have been determined on the same basis as they are reported by the FRS and the HIS plans. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

2. Deficit Net Position in Individual Funds

The College reported an unrestricted net position which included a deficit in the current funds - unrestricted, as shown below. This deficit can be attributed to the full recognition of long-term liabilities (i.e., compensated absences payable, OPEB payable, and net pension liabilities) in the current unrestricted funds.

<u>Fund</u>	<u>Net Position</u>
Current Funds - Unrestricted	\$ (14,841,685)
Auxiliary Funds	11,923,800
Total	\$ (2,917,885)

3. Investments

The Board of Trustees has adopted a written investment policy providing that surplus funds of the College shall be invested in those institutions and instruments permitted under the provisions of Florida Statutes. Section 218.415(16), Florida Statutes, authorizes the College to invest in the Florida PRIME investment pool administered by the SBA; Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; interest-bearing time deposits and savings accounts in qualified public depositories, as defined by Section 280.02, Florida Statutes; direct obligations of the United States Treasury; obligations of Federal agencies and instrumentalities; securities of, or interests in, certain open-end or closed-end management type investment companies; and other investments approved by the Board of Trustees as authorized by law. SBE Rule 6A-14.0765(3), Florida Administrative Code, provides that College loan, endowment, annuity, and life income funds may also be invested pursuant to Section 215.47, Florida Statutes. Investments authorized by Section 215.47, Florida Statutes, include bonds, notes, commercial paper, and various other types of investments.

Investments set aside to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital assets are classified as restricted.

Fair Value Measurement. The College categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

State Board of Administration Debt Service Accounts. The College reported investments totaling \$22,348 at June 30, 2024, in the SBA Debt Service Accounts. These investments are used to make debt service payments on bonds issued by the SBE for the benefit of the College. The College's investments consist of United States Treasury securities, with maturity dates of 6 months or less, and are reported at fair value (Level 1 inputs). The College relies on policies developed by the SBA for managing interest rate risk and credit risk for these accounts. Disclosures for the Debt Service Accounts are included in the notes to financial statements of the State's Annual Comprehensive Financial Report.

Component Unit Investments. *Fair Value Measurement:* Generally accepted accounting principles in the United States of America establishes a hierarchy for which assets and liabilities must be grouped, based on significant levels of inputs (assumptions that market participants would use in pricing an asset or liability) as follows:

- Level 1 Input Valuations, where the valuation is based on quoted market prices for identical assets or liabilities traded in active markets (which include exchanges and over-the-counter markets with sufficient volume);
- Level 2 Input Valuations, where the valuation is based on quoted market prices for similar instruments traded in active markets, quoted prices for identical or similar instruments in markets that are not active and model-based valuation techniques for which all significant assumptions are observable in the market; and
- Level 3 Input Valuations, where the valuation is generated from model-based techniques that use significant assumptions not observable in the market, but observable based on Foundation specific data.

Investments held by the Foundation, at December 31, 2023, are reported at fair value (Level 1 and 3 inputs) as follows:

<u>Investment Type</u>	<u>Amount</u>	<u>Fair Value Measurements Using</u>	
		<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Unobservable Inputs (Level 3)</u>
United States Government Obligations	\$ 2,363,467	\$ 2,363,467	\$ -
Federal Agency Obligations	2,928,270	2,928,270	-
Corporate Bonds and Notes	4,533,349	4,533,349	-
Asset-Back Securities	255,415	255,415	-
Mortgage-Backed Securities	3,203,434	3,203,434	-
Equity Mutual Funds	37,227,968	37,227,968	-
Domestic Stocks	12,318,604	5,397,263	6,921,341
Taxable Municipal Bonds	393,742	393,742	-
CFTB Investment Pool	46,396	46,396	-
Total Component Unit Investments	\$ 63,270,645	\$ 56,349,304	\$ 6,921,341

The following risks apply to the Foundation's investments other than stocks and other equity securities:

Interest Rate Risk: Interest rate risk is the risk that changing interest rates will adversely affect the fair value of the investment. The prices of fixed income securities with a longer time to maturity tend to be more sensitive to changes in the interest rate and, therefore, more volatile than those with shorter maturities. The Foundation's investment policy, as a means of mitigating this risk, calls for maintaining significant balances in cash equivalents and other short-term investments, as changing interest rates have limited impact on these securities prices and limiting the duration of bond investments to 80 to 120 percent of the fixed-income benchmark. Maturities for the Foundation's investments in debt securities and mutual funds are shown on the following schedule:

<u>Investment Type</u>	<u>Investment Maturities (In Years)</u>				
	<u>Fair Value</u>	<u>Less Than 1</u>	<u>1-5</u>	<u>6-10</u>	<u>More Than 10</u>
United States Government Obligations	\$ 2,363,467	\$ 17,246	\$ 844,030	\$ 644,245	\$ 857,946
Federal Agency Obligations	2,928,270	-	1,425,241	-	1,503,029
Corporate Bonds and Notes	4,533,349	20,283	2,006,908	1,936,785	569,373
Asset-Backed Securities	255,415	-	238,739	-	16,676
Mortgage-Backed Securities	3,203,434	-	-	73,208	3,130,226
Equity Mutual Funds	37,227,968	37,227,968	-	-	-
Taxable Municipal Bonds	393,742	-	-	-	393,742
Total	\$ 50,905,645	\$ 37,265,497	\$ 4,514,918	\$ 2,654,238	\$ 6,470,992

Credit Risk: Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Credit quality is an assessment of the issuer's ability to pay interest on the bond, and ultimately pay the principal. Credit quality is evaluated by independent investment rating organizations such as Standard & Poor's and Moody's Investor Services. The lower the rating, the greater the risk that the bond issuer may default or fail to meet its payment obligations. Generally, the lower the bond's credit rating, the higher its yield should be to compensate for the additional risk. Obligations of the United States Government or obligations explicitly guaranteed by the United States Government, are not considered to have credit risk. The Foundation's investment policy limits fixed income securities to those

that are rated Baa2 and higher by Moody's and BBB (mid) by Standard & Poor's is preferred. In addition, if investments are downgraded below the minimum rating, the security shall be sold within 10 trading days. At December 31, 2023, the Foundation's fixed income securities were rated as follows:

<u>Investment Type</u>	<u>Standard & Poor's</u>	<u>Moody's</u>	<u>Percentage Total Debt Securities Investments</u>
United States Government Obligations	AA+	Aaa	17%
Federal Agency Obligations	AA+	Aaa	21%
Corporate Bonds and Notes	AAA - N/A	A1 - Baa2	33%
Asset-Backed Securities	AAA	Aaa - N/A	2%
Mortgage-Backed Securities	AAA - AA-	Aaa - N/A	23%
Taxable Municipal Bonds	AAA - AA+	Aaa - Aa3	4%

Custodial Credit Risk: Custodial credit risk is the risk that in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in the possession of another party. Exposure to custodial risk relates to the investment securities that are held by someone other than the Foundation and are not registered in the Foundation's name. The Foundation's Investment policy states that custodial credit risk for deposits will be mitigated by limiting deposits to the amount insured by the FDIC for each banking institution. Custodial credit risk for investments will be mitigated by prohibiting investments in securities that are not eligible for depository trust company holding. The Foundation's fixed income securities are registered in the name of the Foundation and, according to industry standard, held in "book entry" format per the investment management agreements with the individual financial institutions managing those assets.

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of investments in a single issuer. Securities issued or explicitly guaranteed by the United States Government, Fannie Mae and Government agencies are not considered by management to be a concentration of credit risk. The Foundation's investment policy limits the amount of investments with any one issuer to 5 percent of an investment manager's equity portfolio, except for investments in: United States Government guaranteed investments, mutual funds, external investment pools, and other pooled investments. In addition, investments in nongovernmental bonds are limited to 2 percent of an investment manager's fixed income portfolio. From time to time the Foundation holds deposits in excess of the amount insured by the FDIC. Management believes that the risk of loss on these deposits is remote.

Foreign Currency Risk: Foreign currency risk is the possibility that changes in exchange rates between the United States dollar and foreign currencies could adversely affect a deposit or investment's fair value. As of December 31, 2023, the Foundation's portfolio did not hold any foreign bonds. The Foundation's investment policy limits foreign investments to 15 percent of the Foundation's assets and prohibits the use of non-Depository Trust company eligible securities.

4. Accounts Receivable

Accounts receivable represent amounts for Federal Title IV repayments, student fee deferments, various student services provided by the College, and third-party nongovernmental receivables. The accounts receivable are reported net of a \$215,210 allowance for doubtful accounts.

5. Due From Other Governmental Agencies

The amount due from other governmental agencies primarily consists of \$35,993,825 of Public Education Capital Outlay allocations and deferred maintenance funding due from the State for construction and maintenance of College facilities.

6. Due From Component Unit

The amount due from component unit consists of amounts owed to the College by the Foundation for scholarships and student aid, and agreements to support a portion of the College's programs. The College's financial statements are reported for the fiscal year ended June 30, 2024. The College's component unit's financial statements are reported for the fiscal year ended December 31, 2023. Accordingly, amounts reported by the College as due from component unit on the Statement of Net Position do not agree with amounts reported by the component unit as due to the College.

7. Capital Assets

Capital assets activity for the fiscal year ended June 30, 2024, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Nondepreciable Capital Assets:				
Land	\$ 4,407,231	\$ -	\$ -	\$ 4,407,231
Subscription-Based Information Technology Arrangements in Progress	924,308	-	-	924,308
Construction in Progress	1,043,615	6,207,222	105,301	7,145,536
Total Nondepreciable Capital Assets	\$ 6,375,154	\$ 6,207,222	\$ 105,301	\$ 12,477,075
Depreciable Capital Assets:				
Buildings	\$ 191,657,453	\$ -	\$ -	\$ 191,657,453
Other Structures and Improvements	66,869,060	-	-	66,869,060
Furniture, Machinery, and Equipment	8,637,898	696,283	303,408	9,030,773
Lease Assets	334,679	-	-	334,679
Subscription-Based Information Technology Arrangement	3,107,355	-	-	3,107,355
Total Depreciable Capital Assets	270,606,445	696,283	303,408	270,999,320
Less, Accumulated Depreciation:				
Buildings	72,981,616	4,709,206	-	77,690,822
Other Structures and Improvements	53,381,384	3,917,190	-	57,298,574
Furniture, Machinery, and Equipment	6,292,463	844,005	303,408	6,833,060
Lease Assets	145,027	66,936	-	211,963
Subscription-Based Information Technology Arrangement	621,471	621,471	-	1,242,942
Total Accumulated Depreciation	133,421,961	10,158,808	303,408	143,277,361
Total Depreciable Capital Assets, Net	\$ 137,184,484	\$ (9,462,525)	\$ -	\$ 127,721,959

8. Unearned Revenue

Unearned revenue at June 30, 2024, includes amounts collected for Pay-for-Print and College Gift Cards that have not been used. As of June 30, 2024, the College reported the following amounts as unearned revenue:

<u>Description</u>	<u>Amount</u>
Pay-for-Print Collections	\$ 80,321
College Gift Cards Not Used	1,607
Total Unearned Revenue	\$ 81,928

9. Long-Term Liabilities

Long-term liabilities activity for the fiscal year ended June 30, 2024, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Current Portion</u>
Bonds Payable	\$ 978,000	\$ -	\$ 119,000	\$ 859,000	\$ 125,000
Leases Payable	190,083	-	67,076	123,007	67,089
Subscription Arrangement Liability	2,572,070	-	-	2,572,070	1,273,771
Compensated Absences Payable	5,102,183	1,760,626	523,500	6,339,309	552,777
Other Postemployment Benefits Payable	661,745	56,272	182,259	535,758	29,775
Net Pension Liability	31,156,500	15,823,858	13,103,169	33,877,189	-
Total Long-Term Liabilities	\$ 40,660,581	\$ 17,640,756	\$ 13,995,004	\$ 44,306,333	\$ 2,048,412

Bonds Payable. The SBE issues capital outlay bonds on behalf of the College. These bonds mature serially and are secured by a pledge of the College's portion of the State-assessed motor vehicle license tax and by the State's full faith and credit. The SBE and the SBA administer the principal and interest payments, investment of debt service resources, and compliance with reserve requirements. The College had the following bonds payable at June 30, 2024:

<u>Bond Type</u>	<u>Amount Outstanding</u>	<u>Interest Rate (Percent)</u>	<u>Annual Maturity To</u>
SBE Capital Outlay Bonds: Series 2020A	<u>\$ 859,000</u>	5.0	2030

Annual requirements to amortize all bonded debt outstanding as of June 30, 2024, are as follows:

Fiscal Year Ending June 30	SBE Capital Outlay Bonds		
	Principal	Interest	Total
2025	\$ 125,000	\$ 42,950	\$ 167,950
2026	133,000	36,700	169,700
2027	139,000	30,050	169,050
2028	146,000	23,100	169,100
2029	154,000	15,800	169,800
2030	162,000	8,100	170,100
Total	\$ 859,000	\$ 156,700	\$ 1,015,700

Leases Payable. Copier equipment in the amount of \$334,679 is being acquired under a lease agreement. The imputed interest rate is 0.02 percent. Future minimum payments under the lease agreement and the present value of the minimum payments as of June 30, 2024, are as follows:

Fiscal Year Ending June 30	Total	Principal	Interest
2025	\$ 67,107	\$ 67,089	\$ 18
2026	55,923	55,918	5
Total Minimum Lease Payments	\$ 123,030	\$ 123,007	\$ 23

Subscription Arrangement Liability. The College has a 5-year subscription-based information technology arrangement (SBITA) for the right to use Ellucian Banner SaaS Enterprise Resource Planning system totaling \$3,107,355. The College has discounted the future minimum payments using its incremental borrowing rate of 5 percent. Due to implementation challenges with Ellucian, no subscription or implementation payments were made for this SBITA during the 2023-24 fiscal year. Therefore, the future minimum payments under SBITA and present value of the minimum payments as of June 30, 2024, are as follows:

Fiscal Year Ending June 30	Total	Principal	Interest
2025	\$ 1,334,959	\$ 1,273,771	\$ 61,188
2026	671,534	639,556	31,978
2027	691,680	658,743	32,937
Total	\$ 2,698,173	\$ 2,572,070	\$ 126,103

Compensated Absences Payable. College employees may accrue annual and sick leave based on length of service, subject to certain limitations regarding the amount that will be paid upon termination. The College reports a liability for the accrued leave; however, State noncapital appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the College expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2024, the estimated liability for compensated absences, which includes the College's share of the Florida Retirement System and FICA contributions, totaled \$6,339,309. The current portion of the compensated

absences liability, \$552,777, is the amount expected to be paid in the coming fiscal year and represents a historical percentage of leave used applied to total accrued leave liability.

Other Postemployment Benefits Payable. The College follows GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, for other postemployment benefits administered by the Florida College System Risk Management Consortium (Consortium).

General Information about the OPEB Plan

Plan Description. The Other Postemployment Benefits Plan (OPEB Plan) is a single-employer defined benefit plan administered by the Consortium that provides OPEB for all employees who satisfy the College’s retirement eligibility provisions. Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the College are eligible to participate in the College’s health and life insurance benefits. The College subsidizes the premium rates paid by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the OPEB Plan on average than those of active employees. The College does not offer any explicit subsidies for retiree coverage. Retirees are required to enroll in the Federal Medicare (Medicare) program for their primary coverage as soon as they are eligible. The OPEB Plan contribution requirements and benefit terms of the College and the OPEB Plan members are established and may be amended by action from the Board of Trustees. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

Benefits Provided. The OPEB Plan provides healthcare benefits for retirees and their dependents as well as life insurance for retirees. The OPEB Plan only provides an implicit subsidy as described above.

Employees Covered by Benefit Terms. At the June 30, 2023, the following employees were covered by the benefit terms:

Inactive Employees or Beneficiaries Currently Receiving Benefits	35
Inactive Employees Entitled to But Not Yet Receiving Benefits	18
Active Employees	444
Total	<u>497</u>

Total OPEB Liability

The College’s total OPEB liability of \$535,758 was measured as of June 30, 2023, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs. The total OPEB liability in the June 30, 2023, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.40 percent
Real wage growth	0.85 percent
Wage inflation	3.25 percent
Salary increases	
Regular Employees	3.40 percent – 7.80 percent
Senior Management Employees	4.10 percent – 8.20 percent
Discount rate	
Prior Measurement Date	3.54 percent
Measurement Date	3.65 percent
Healthcare cost trend rates	
Pre-Medicare	7.00 percent for 2023, decreasing to an ultimate rate of 4.40 percent by 2034.
Medicare	5.125 percent for 2023 decreasing to an ultimate rate of 4.40 percent by 2027.

The discount rate was based on the Bond Buyer General Obligation 20-year Municipal Bond Index.

Mortality rates were based on the PUB-2010 mortality tables with adjustments for FRS experience and generational mortality improvements using Scale MP-2018.

The demographic actuarial assumptions for retirement, disability incidence, withdrawal and salary increases used in the June 30, 2023, valuation were based on the results of an actuarial experience study for the period of July 1, 2013, through June 30, 2018, adopted by the FRS.

The remaining actuarial assumptions (e.g., initial per capita costs, health care cost trends, rate of plan participation, rates of plan election, etc.) used in the June 30, 2023, valuation were based on a review of recent plan experience done concurrently with the June 30, 2023, valuation.

Changes in the Total OPEB Liability

	Amount
Balance at 6/30/23	<u>\$ 661,745</u>
Changes for the year:	
Service Cost	32,173
Interest	24,099
Differences Between Expected and Actual Experience	(121,952)
Changes in Assumptions or Other Inputs	(33,743)
Benefit Payments	<u>(26,564)</u>
Net Changes	<u>(125,987)</u>
Balance at 6/30/24	<u><u>\$ 535,758</u></u>

Changes of assumptions and other inputs since the prior measurement date:

- Change in the anticipated plan participation.
- Change in medical trend.
- Rates of retirement and DROP entry assumptions for all membership classes were updated for the 2023 actuarial valuation to reflect plan changes enacted by Senate Bill 7024.

- Change in the discount rate from 3.54 percent in 2022 to 3.65 percent in 2023.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate. The following table presents the total OPEB liability of the College, as well as what the College's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.65 percent) or 1 percentage point higher (4.65 percent) than the current rate:

	<u>1% Decrease (2.65%)</u>	<u>Current Discount Rate (3.65%)</u>	<u>1% Increase (4.65%)</u>
Total OPEB liability	\$605,945	\$535,758	\$477,707

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates. The following table presents the total OPEB liability of the College, as well as what the College's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rates</u>	<u>1% Increase</u>
Total OPEB liability	\$453,178	\$535,758	\$642,475

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the fiscal year ended June 30, 2024, the College recognized OPEB expense of \$60,773. At June 30, 2024, the College reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 126,195	\$ 112,469
Change of assumptions or other inputs	117,206	160,576
Transactions subsequent to the measurement date	29,775	-
Total	\$ 273,176	\$ 273,045

Of the total amount reported as deferred outflows of resources related to OPEB, \$29,775 resulting from benefits paid subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the total OPEB liability in the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2025	\$ 4,527
2026	7,012
2027	8,307
2028	8,307
2029	3,378
Thereafter	(61,175)
Total	\$ (29,644)

Net Pension Liability. As a participating employer in the Florida Retirement System (FRS), the College recognizes its proportionate share of the collective net pension liabilities of the FRS cost-sharing multiple-employer defined benefit plans. As of June 30, 2024, the College's proportionate share of the net pension liabilities totaled \$33,877,189. Note 10. includes a complete discussion of defined benefit pension plans.

10. Retirement Plans – Defined Benefit Pension Plans

General Information about the Florida Retirement System (FRS)

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 121, Florida Statutes, also provides for nonintegrated, optional retirement programs in lieu of the FRS to certain members of the Senior Management Service Class employed by the State and faculty and specified employees of State colleges. Chapter 112, Florida Statutes, established the HIS Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the College are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. An annual comprehensive financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site (www.dms.myflorida.com).

The College's FRS and HIS pension expense totaled \$8,790,444 for the fiscal year ended June 30, 2024.

FRS Pension Plan

Plan Description. The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class* – Members in senior management level positions.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of creditable service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

The DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 96 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

Benefits Provided. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following table shows the percentage value for each year of service credit earned:

<u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>	<u>% Value</u>
Regular Class members initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
Regular Class members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
Senior Management Service Class	2.00

As provided in Section 121.101, Florida Statutes, if the member was initially enrolled in the Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member was initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

Contributions. The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2023-24 fiscal year were:

<u>Class</u>	<u>Percent of Gross Salary</u>	
	<u>Employee</u>	<u>Employer (1)</u>
FRS, Regular	3.00	13.57
FRS, Senior Management Service	3.00	34.52
Deferred Retirement Option Program (applicable to members from all of the above classes)	0.00	21.13
FRS, Reemployed Retiree	(2)	(2)

(1) Employer rates include 2 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.06 percent for administrative costs of the Investment Plan.

(2) Contribution rates are dependent upon retirement class in which reemployed.

The College's contributions to the Plan totaled \$3,079,846 for the fiscal year ended June 30, 2024.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2024, the College reported a liability of \$22,586,101 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023. The College's proportionate share of the net pension liability was based on the College's 2022-23 fiscal year contributions relative to the total 2022-23 fiscal year contributions of all participating members. At June 30, 2023, the College's proportionate share was

0.056680989 percent, which was a decrease of 0.00565172 from its proportionate share measured as of June 30, 2022.

For the fiscal year ended June 30, 2024, the College recognized pension expense of \$4,668,095. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 2,120,591	\$ -
Change of assumptions	1,472,315	-
Net difference between projected and actual earnings on FRS Plan investments	943,235	-
Changes in proportion and differences between College FRS contributions and proportionate share of contributions	1,620,477	1,576,667
College FRS contributions subsequent to the measurement date	3,079,846	-
Total	\$ 9,236,464	\$ 1,576,667

The deferred outflows of resources totaling \$3,079,846, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2025	\$ 659,732
2026	(168,138)
2027	3,856,593
2028	221,737
2029	10,027
Total	\$ 4,579,951

Actuarial Assumptions. The total pension liability in the July 1, 2023, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	3.25 percent, average, including inflation
Investment rate of return	6.70 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

The actuarial assumptions used in the July 1, 2023, valuation were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation (1)</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1.0%	2.9%	2.9%	1.1%
Fixed Income	19.8%	4.5%	4.4%	3.4%
Global Equity	54.0%	8.7%	7.1%	18.1%
Real Estate (Property)	10.3%	7.6%	6.6%	14.8%
Private Equity	11.1%	11.9%	8.8%	26.3%
Strategic Investments	3.8%	6.3%	6.1%	7.7%
Total	100.0%			
Assumed inflation - Mean			2.4%	1.4%

(1) As outlined in the Plan’s investment policy.

Discount Rate. The discount rate used to measure the total pension liability was 6.70 percent. The Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate used in the 2023 valuation was unchanged from the previous valuation.

Sensitivity of the College’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the College’s proportionate share of the net pension liability calculated using the discount rate of 6.70 percent, as well as what the College’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (5.70 percent) or 1 percentage point higher (7.70 percent) than the current rate:

	<u>1% Decrease (5.70%)</u>	<u>Current Discount Rate (6.70%)</u>	<u>1% Increase (7.70%)</u>
College’s proportionate share of the net pension liability	\$38,580,770	\$22,586,101	\$9,203,690

Pension Plan Fiduciary Net Position. Detailed information about the Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

HIS Pension Plan

Plan Description. The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida

Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided. For the fiscal year ended June 30, 2024, eligible retirees and beneficiaries received a monthly HIS payment of \$7.50 for each year of creditable service completed at the time of retirement with a minimum HIS payment of \$45 and a maximum HIS payment of \$225 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

Contributions. The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2024, the contribution rate was 2.00 percent of payroll pursuant to Section 112.363, Florida Statutes. The College contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The College's contributions to the HIS Plan totaled \$586,881 for the fiscal year ended June 30, 2024.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At June 30, 2024, the College reported a net pension liability of \$11,291,088 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022, and update procedures were used to determine the net pension liability as of July 1, 2023. The College's proportionate share of the net pension liability was based on the College's 2022-23 fiscal year contributions relative to the total 2022-23 fiscal year contributions of all participating members. At June 30, 2023, the College's proportionate share was 0.071096596 percent, which was a decrease of 0.004087552 from its proportionate share measured as of June 30, 2022.

For the fiscal year ended June 30, 2024, the College recognized pension expense of \$4,122,349. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 165,294	\$ 26,502
Change of assumptions	296,839	978,412
Net difference between projected and actual earnings on HIS Plan investments	5,831	-
Changes in proportion and differences between College HIS contributions and proportionate share of HIS contributions	655,825	854,953
College contributions subsequent to the measurement date	586,881	-
Total	\$ 1,710,670	\$ 1,859,867

The deferred outflows of resources totaling \$586,881, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2025	\$ (188,374)
2026	(100,970)
2027	(143,319)
2028	(157,499)
2029	(116,214)
Thereafter	(29,702)
Total	\$ (736,078)

Actuarial Assumptions. The total pension liability in the July 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	3.25 percent, average, including inflation
Municipal bond rate	3.65 percent

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

While an experience study had not been completed for the HIS Plan, the actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the FRS Plan.

Discount Rate. The discount rate used to measure the total pension liability was 3.65 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate

selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index. The discount rate changed from 3.54 percent to 3.65 percent.

Sensitivity of the College’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate. The following presents the College’s proportionate share of the net pension liability calculated using the discount rate of 3.65 percent, as well as what the College’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.65 percent) or 1 percentage point higher (4.65 percent) than the current rate:

	1% Decrease (2.65%)	Current Discount Rate (3.65%)	1% Increase (4.65%)
College’s proportionate share of the net pension liability	\$12,881,369	\$11,291,088	\$9,972,851

Pension Plan Fiduciary Net Position. Detailed information about the HIS Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

11. Retirement Plans – Defined Contribution Pension Plans

FRS Investment Plan. The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA’s annual financial statements and in the State’s Annual Comprehensive Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. College employees already participating in the State College System Optional Retirement Program or DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member’s account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions rates, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2023-24 fiscal year were as follows:

<u>Class</u>	<u>Percent of Gross Compensation</u>
FRS, Regular	11.30
FRS, Senior Management Service	12.67

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2024, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the College.

After termination and applying to receive benefits, the member may roll over vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The College's Investment Plan pension expense totaled \$1,467,906 for the fiscal year ended June 30, 2024.

State College System Optional Retirement Program. Section 1012.875, Florida Statutes, provides for an Optional Retirement Program (Program) for eligible college instructors and administrators. The Program is designed to aid colleges in recruiting employees by offering more portability to employees not expected to remain in the FRS for 8 or more years.

The Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. Employees in eligible positions can make an irrevocable election to participate in the Program, rather than the FRS, and purchase retirement and death benefits through contracts provided by certain insurance carriers. The employing college contributes 5.15 percent of the participant's salary to the participant's account and 4.78 percent to cover the unfunded actuarial liability of the FRS pension plan, for a total of 9.93 percent, and employees contribute 3 percent of the employee's salary. Additionally, the employee may contribute, by payroll deduction, an amount not to exceed the percentage contributed by the college to the participant's annuity account. The contributions are invested in the company or companies selected by the participant to create a fund for the purchase of annuities at retirement.

The College's contributions to the Program totaled \$62,332 and employee contributions totaled \$34,216 for the 2023-24 fiscal year.

Senior Management Service Optional Annuity Program. Section 121.055, Florida Statutes, created the Senior Management Service Optional Annuity Program (Annuity Program) as an optional retirement program for College employees who are members of the FRS Senior Management Service Class.

The Annuity Program is a defined contribution plan, which provides full and immediate vesting of all contributions submitted to the participating companies on behalf of the participant. College employees

in eligible positions make an irrevocable election to participate in the Annuity Program in lieu of the Senior Management Service Class of FRS and purchase retirement and death benefits through contracts with participating provider companies. The College contributes 6.27 percent of the participant's salary to the participant's account and 23.90 percent to cover the unfunded actuarial liability of the FRS pension plan for a total of 30.17 percent, and employees contribute 3 percent of the employee's salary. Additionally, the employee may contribute, by salary reduction, an additional amount not to exceed the percentage contributed by the College. These contributions are invested in the companies selected by the employee to create a fund for the purchase of annuities at retirement.

There was one College participant during the 2023-24 fiscal year. The College's contributions to the Annuity Program totaled \$13,013 and employee contributions totaled \$3,836 for the 2023-24 fiscal year.

12. Construction Commitments

The College's major construction commitments at June 30, 2024, were as follows:

<u>Project Description</u>	<u>Total Commitment</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
East Campus Fire Academy/Burn Center			
Architect	\$ 498,491	\$ 440,637	\$ 57,854
Construction Manager	846,414	846,414	-
Construction Company	3,999,522	3,549,348	450,174
East Campus STEM Center Student Success			
Architect	499,753	323,749	176,004
Construction Manager	20,474,899	913,928	19,560,971
Gowers Corner Apprenticeship Program			
Architect	100,599	81,179	19,420
Construction Manager	903,911	837,045	66,866
Total	\$ 27,323,589	\$ 6,992,300	\$ 20,331,289

13. Subscription-Based Information Technology Arrangement Commitment

The College's SBITA commitment at June 30, 2024, was as follows:

<u>Project Description</u>	<u>Total Commitment</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
SaaS Banner	\$ 3,135,114	\$ 924,308	\$ 2,210,806

14. Risk Management Programs

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College provided coverage for these risks primarily through the Florida College System Risk Management Consortium (Consortium), which was created under authority of Section 1001.64(27), Florida Statutes, by the boards of trustees of the Florida public colleges for the purpose of joining a cooperative effort to develop, implement, and participate in a coordinated Statewide college risk management program. The Consortium is self-sustaining through member assessments (premiums) and purchases excess insurance through commercial companies for claims in excess of specified amounts. Excess insurance

from commercial companies provided coverage of up to \$75 million to February 29, 2024, and up to \$100 million from March 1, 2024, for property insurance. Insurance coverage obtained through the Consortium included fire and extended property, general and automobile liability, workers' compensation, health, life, and other liability coverage. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past 3 fiscal years.

15. Capital Credits

The College participates in a nonprofit electrical cooperative, the Withlacoochee River Electric Cooperative, Inc., established under Chapter 425, Florida Statutes. In accordance with this Statute, revenues in excess of operating expenses, unless otherwise determined by a vote of membership, are distributed by the Cooperative on a pro rata basis to its members' accounts. Capital credits are distributed only after the Cooperative meets a certain margin of profit required by the Rural Electrification Administration. At June 30, 2024, the accumulated credits to the College's account were \$1,242,634.

16. Functional Distribution of Operating Expenses

The functional classification of an operating expense (instruction, academic support, etc.) is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. For example, activities of an academic department for which the primary departmental function is instruction may include some activities other than direct instruction such as public service. However, when the primary mission of the department consists of instructional program elements, all expenses of the department are reported under the instruction classification. The operating expenses on the statement of revenues, expenses, and changes in net position are presented by natural classifications. The following are those same expenses presented in functional classifications as recommended by NACUBO:

<u>Functional Classification</u>	<u>Amount</u>
Instruction	\$ 23,024,608
Academic Support	7,963,493
Student Services	11,293,533
Institutional Support	14,621,868
Operation and Maintenance of Plant	24,516,320
Scholarships and Waivers	11,115,445
Depreciation	10,158,808
Auxiliary Enterprises	1,919,012
Total Operating Expenses	<u><u>\$ 104,613,087</u></u>

OTHER REQUIRED SUPPLEMENTARY INFORMATION

Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios

	2023	2022	2021	2020	2019	2018	2017
Total OPEB Liability							
Service cost	\$ 32,173	\$ 42,916	\$ 31,622	\$ 26,890	\$ 19,369	\$ 19,663	\$ 66,868
Interest	24,099	17,402	11,079	16,039	12,657	11,941	11,100
Difference between expected and actual experience	(121,952)	-	160,580	-	17,298	-	-
Changes of assumptions or other inputs	(33,743)	(151,074)	107,110	6,703	72,583	(10,465)	(19,942)
Benefit Payments	(26,564)	(20,352)	(14,343)	(8,323)	(26,670)	(32,330)	(58,026)
Net change in total OPEB liability	(125,987)	(111,108)	296,048	41,309	95,237	(11,191)	-
Total OPEB Liability - beginning	661,745	772,853	476,805	435,496	340,259	351,450	351,450
Total OPEB Liability - ending	\$ 535,758	\$ 661,745	\$ 772,853	\$ 476,805	\$ 435,496	\$ 340,259	\$ 351,450
Covered-Employee Payroll	\$ 25,076,544	\$ 23,301,778	\$ 23,301,778	\$ 21,758,476	\$ 21,758,476	\$ 29,424,883	\$ 23,539,654
Total OPEB Liability as a percentage of covered-employee payroll	2.14%	2.84%	3.32%	2.19%	2.00%	1.16%	1.49%

**Schedule of the College's Proportionate Share of the Net Pension Liability –
Florida Retirement System Pension Plan**

	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>	<u>2020 (1)</u>
College's proportion of the FRS net pension liability	0.056680989%	0.062332709%	0.055429757%	0.52683273%
College's proportionate share of the FRS net pension liability	\$ 22,586,101	\$ 23,193,298	\$ 4,187,609	\$ 22,834,228
College's covered payroll (2)	\$ 29,552,092	\$ 29,034,257	\$ 26,032,046	\$ 26,333,977
College's proportionate share of the FRS net pension liability as a percentage of its covered payroll	76.43%	79.88%	16.09%	86.71%
FRS Plan fiduciary net position as a percentage of the FRS total pension liability	82.38%	82.89%	96.40%	78.85%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, State college system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

Schedule of College Contributions – Florida Retirement System Pension Plan

	<u>2024 (1)</u>	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>
Contractually required FRS contribution	\$ 3,079,846	\$ 3,135,869	\$ 2,547,091	\$ 2,388,243
FRS contributions in relation to the contractually required contribution	<u>(3,079,846)</u>	<u>(3,135,869)</u>	<u>(2,547,091)</u>	<u>(2,388,243)</u>
FRS contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered payroll (2)	\$ 30,661,082	\$ 29,552,092	\$ 29,034,257	\$ 26,032,046
FRS contributions as a percentage of covered payroll	10.04%	10.61%	8.77%	9.17%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, State college system optional retirement plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>
0.055713324%	0.055525118%	0.57836089%	0.059134887%	0.061694177%	0.057753781%
\$ 19,186,893	\$ 16,724,454	\$ 17,107,527	\$ 14,931,605	\$ 7,968,630	\$ 3,523,830
\$ 26,524,075	\$ 25,681,996	\$ 26,336,408	\$ 26,407,053	\$ 25,914,778	\$ 23,635,469
72.34%	65.12%	64.96%	56.54%	30.75%	14.91%
82.61%	84.26%	83.89%	84.88%	92.00%	96.09%

<u>2020 (1)</u>	<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>
\$ 1,992,556	\$ 1,954,421	\$ 1,779,735	\$ 1,563,940	\$ 1,744,156	\$ 1,504,156
<u>(1,992,556)</u>	<u>(1,954,421)</u>	<u>(1,779,735)</u>	<u>(1,563,940)</u>	<u>(1,744,156)</u>	<u>(1,504,156)</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 26,333,977	\$ 26,524,075	\$ 25,681,996	\$ 26,336,408	\$ 26,407,053	\$ 25,914,778
7.57%	7.37%	6.93%	5.94%	6.60%	5.80%

**Schedule of the College's Proportionate Share of the Net Pension Liability –
Health Insurance Subsidy Pension Plan**

	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>	<u>2020 (1)</u>
College's proportion of the HIS net pension liability	0.071096596%	0.075184148%	0.067367214%	0.071344756%
College's proportionate share of the HIS net pension liability	\$ 11,291,088	\$ 7,963,202	\$ 8,263,602	\$ 8,711,079
College's covered payroll (2)	\$ 28,397,005	\$ 28,137,852	\$ 24,356,116	\$ 25,014,431
College's proportionate share of the HIS net pension liability as a percentage of its covered payroll	39.76%	28.30%	33.93%	34.82%
HIS Plan fiduciary net position as a percentage of the HIS total pension liability	4.12%	4.81%	3.56%	3.00%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

Schedule of College Contributions – Health Insurance Subsidy Pension Plan

	<u>2024 (1)</u>	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>
Contractually required HIS contribution	\$ 586,881	\$ 454,964	\$ 431,512	\$ 422,366
HIS contributions in relation to the contractually required HIS contribution	<u>(586,881)</u>	<u>(454,964)</u>	<u>(431,512)</u>	<u>(422,366)</u>
HIS contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered payroll (2)	\$ 29,678,429	\$ 28,397,005	\$ 28,137,852	\$ 24,356,116
HIS contributions as a percentage of covered payroll	1.98%	1.60%	1.53%	1.73%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>
0.074662721%	0.073283861%	0.077301096%	0.079220723%	0.079448582%	0.073779618%
\$ 8,354,011	\$ 7,756,446	\$ 8,265,390	\$ 9,232,847	\$ 8,102,506	\$ 6,898,574
\$ 25,179,740	\$ 24,096,980	\$ 24,639,632	\$ 24,528,540	\$ 24,103,338	\$ 22,038,581
33.18%	32.19%	33.55%	37.64%	33.62%	31.30%
2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

<u>2020 (1)</u>	<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>
\$ 437,144	\$ 440,300	\$ 426,321	\$ 400,723	\$ 354,702	\$ 303,702
<u>(437,144)</u>	<u>(440,300)</u>	<u>(426,321)</u>	<u>(400,723)</u>	<u>(354,702)</u>	<u>(303,702)</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 25,014,431	\$ 25,179,740	\$ 24,096,980	\$ 24,639,632	\$ 24,528,540	\$ 24,103,338
1.75%	1.75%	1.77%	1.63%	1.45%	1.26%

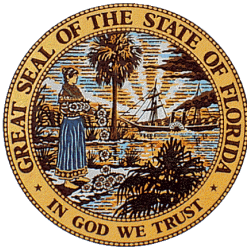
1. Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

Changes of Assumptions. In 2023, amounts reported as changes of assumptions resulted primarily from a change in anticipated plan participation, a change in medical trend, and rates of retirement and DROP entry assumptions for all membership classes were updated for the 2023 actuarial valuation to reflect plan changes by Senate Bill 7024. The Municipal Bond Index Rate used to determine the other postemployment benefit plan liability increased from 3.54 percent to 3.65 percent.

2. Schedule of Net Pension Liability and Schedule of Contributions – Health Insurance Subsidy Pension Plan

Changes of Assumptions. In 2023, the municipal rate used to determine total pension liability increased from 3.54 percent to 3.65 percent. In addition, the level of monthly benefits increased from \$5 times years of service to \$7.50 times years of service, with an increased minimum of \$45 and maximum of \$225.



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The President of the Senate, the Speaker of the
House of Representatives, and the
Legislative Auditing Committee

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the Pasco-Hernando State College, a component unit of the State of Florida, and its discretely presented component unit as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated March 21, 2025, included under the heading **INDEPENDENT AUDITOR'S REPORT**. Our report includes a reference to other auditors who audited the financial statements of the discretely presented component unit, as described in our report on the College's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on

a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Sherrill F. Norman, CPA
Tallahassee, Florida
March 21, 2025

Pasco Hernando State College
Current Funds-Unrestricted (Operating Budget)
Period Ending 3/31/25

Percentage of Year Complete

0.75%

					FY 2024-2025		
	FY 2024-2025 Original Budget	FY 2024-2025 Current Budget	FY 2024-2025 Actual 03/31/25	% Collected	Year-End Estimated Total	% To budget	Estimated Budget Variance
Revenues							
Student Fees							
Tuition	12,458,508	12,458,508	11,947,964	95.90%	12,355,565	99.17%	(102,943)
Lab & Other Fees	2,602,500	2,602,500	2,217,348	85.20%	2,418,718	92.94%	(183,782)
Student Technology Fees	623,133	623,133	612,935	98.36%	612,935	98.36%	(10,198)
Total Student Fees	15,684,141	15,684,141	14,778,247	94.22%	15,387,217	98.11%	(296,924)

State Support							
State Appropriation	42,837,979	42,837,979	32,128,430	75.00%	42,837,979	100.00%	0
STEM	2,306,271	2,306,271	1,729,700	75.00%	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	492,725	75.00%	656,969	100.00%	0
Lottery	6,373,548	6,373,548	1,274,710	20.00%	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	37,459,215	68.10%	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	680,369	131.13%	690,895	133.16%	172,052
Federal Support	60,000	60,000	266	0.44%	60,000	100.00%	0
Total Other Revenue	1,950,373	1,975,373	1,386,566	70.19%	2,160,910	109.39%	185,537

Total Revenue	72,642,100	72,667,100	53,624,028	73.79%	72,555,714	99.85%	(111,386)
Fund Balance PO Carryforward		1,284,186			1,284,186		
Total Revenue & Carryforward	72,642,100	73,951,286			73,839,899		

Expenditures							
Personnel	47,331,078	48,066,748	31,838,878	66.24%	46,503,644	96.75%	(1,563,104)
Current	18,829,416	21,028,239	11,398,860	54.21%	21,028,239	100.00%	0
Capital	1,046,392	2,042,131	916,378	44.87%	2,042,131	100.00%	0
Contingency	5,429,214	2,814,168	0	0.00%	2,814,168	100.00%	0
Year End Transfers	0	0	0	0.00%	0	0.00%	0
Total Expenditures	72,636,100	73,951,286	44,154,117	59.71%	72,388,182	97.89%	(1,563,104)

Revenue/Expense Change including PO Carryforward

1,451,717

Fund Balance	Original		Estimated		
	7/1/24	%	Change	%	6/30/2024
College Required Balance	4,301,617	5.00%	133,536	5.00%	4,435,153
College Spending Plan	11,845,232	13.77%	1,328,379	14.85%	13,173,611
Student Technology Fee	-	0.00%	(10,198)	-0.01%	(10,198)
Total Fund Balance	16,146,849	18.77%	1,451,717	19.84%	17,598,567



Inter-Office Memorandum

To: Jesse Pisors, Ed.D., President

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

Date: March 31, 2025

Subject: Fund Balance Comparison

As requested at the February 18, 2025, District Board of Trustees meeting, below is the summary of the fund balance for the Bay Area colleges and the Florida College System for the past two fiscal years. Although the College's fund balance increased from FY22-23 to FY23-24, it remains lower than that of other Bay Area colleges and the overall state college system.

College Name	FY22-23 Fund balance	FY23-24 Fund balance
State College of Florida Manatee/Sarasota	30.57%	32.67%
College of Central Florida	29.18%	31.62%
Polk State College	27.70%	32.40%
St Pete College	26.70%	27.77%
Average Bay Area Colleges	22.03%	24.33%
Hillsborough Community College	18.13%	22.08%
28 college average	18.89%	19.89%
Pasco-Hernando State College	16.92%	18.77%
Lake Sumter State College	5.00%	5.00%

Please let me know if there are any further questions.

BSH/ab.

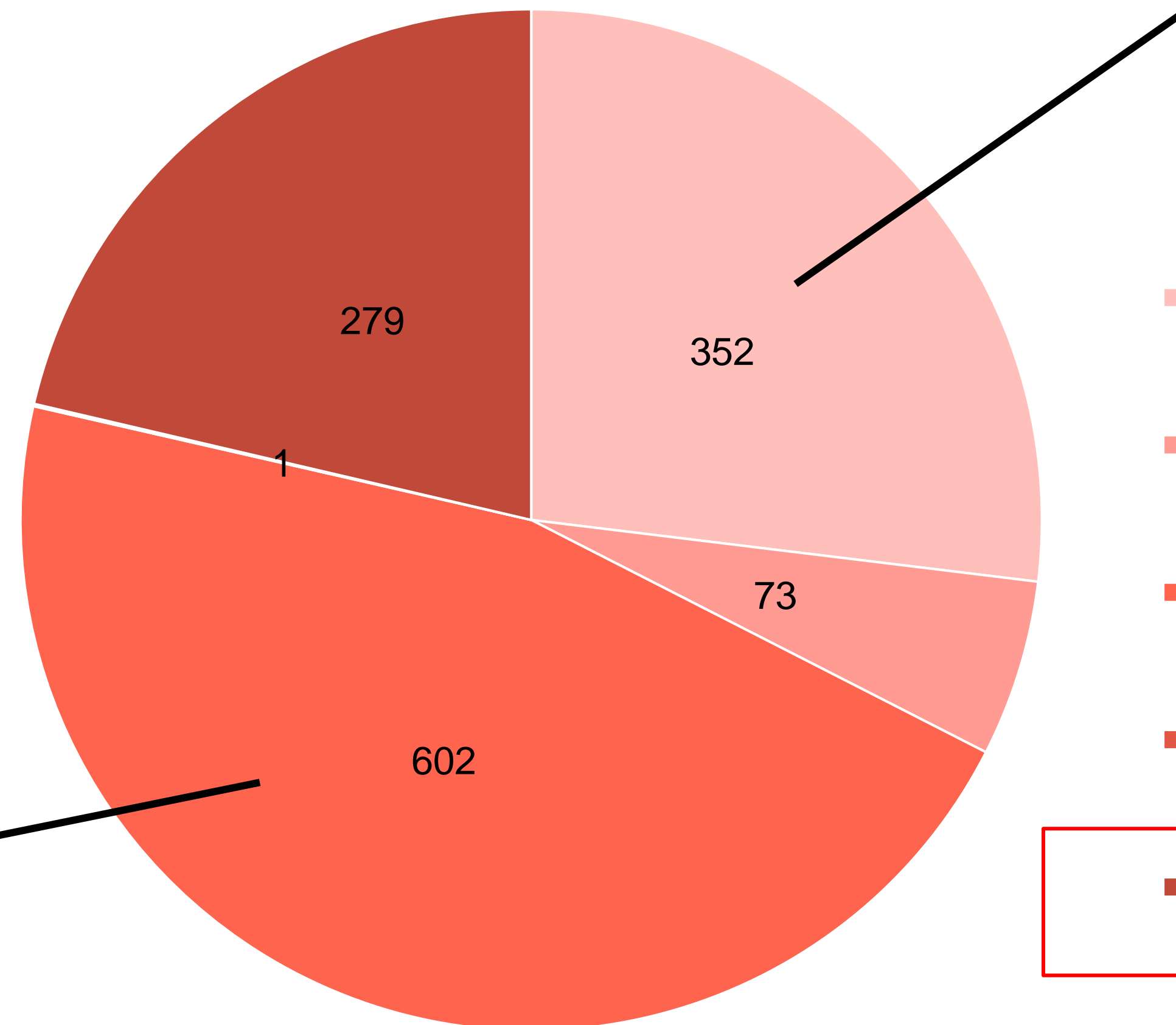
Retention Snapshot – Fall 2023 to Fall 2024



- PHSC had 9,940 students enrolled in fall 2023.
- 1,102 of those students (11%) were enrolled in fall 2024.
- A sample group of 1,306 students (out of the 8,838) who did not return in fall 2024 was studied.

352 students from the sample group graduated before fall 2024:

- 103 graduated in December of 2023
- 144 graduated in May of 2024
- 105 graduated in July of 2024



Sample Group:

- 352 - Graduated
- 73 - Registered for spring 2025
- 602 - Had one or more holds
- 1 - Deceased

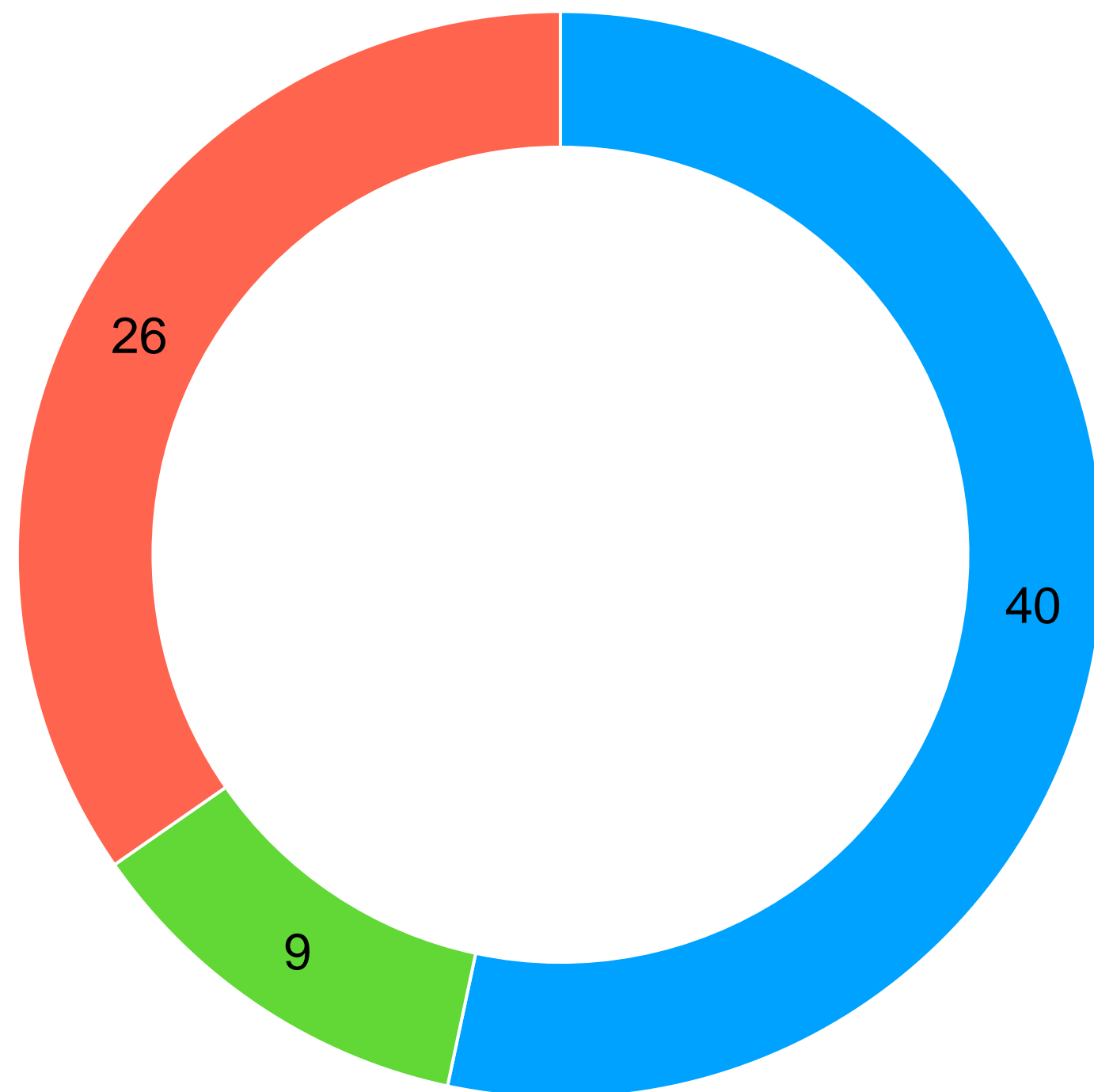
602 students in the sample group had one or more holds:

- Residency holds: 236
- Past due holds: 127
- Past due/collection holds: 69
- Academic suspensions: 29
- Academic warnings: 115
- Academic probations: 55

■ 279 - No holds or obvious reason for not returning (21%)

Retention Report –Students Purged in Fall 2024

Sample Group of 75 - Students Purged from Term 1



■ 40 (53%) reregistered in fall of 2024.

■ 9 (12%) did not register in fall of 2024 but did register in at least one class in spring 2025.

■ 26 (35%) have not reregistered at all after purge on 9/12/2024.

- Average unpaid balance: \$748.12
- Highest unpaid balance: \$4,882.60
- Lowest unpaid balance: \$105.18

TO: Jesse Pisors, Ed.D.

FROM: Lisa Richardson, Ed.D.
Vice President of Advancement, Innovation and Strategic Partnerships

DATE: March 25, 2025

RE: Distinguished Alumni Award – 2025

As Chair of the PHSC Alumni Relations Committee, it is my pleasure to inform you that the committee reviewed nominations for the 2025 Distinguished Alumni Award and voted to recommend **Heidi Sievers, PhD, MSFS, CBPA, CCSA**, a 2012 recipient of an Associate in Arts degree from PHSC.

Following graduation from PHSC, Sievers continued her education and obtained a Bachelor of Science in Criminal Justice, a Master of Science in Forensics and a PhD in Criminal Justice. She is currently completing her second PhD in Education. She is an International Association for Identification Certified Bloodstain Pattern Analyst, one of 75 worldwide, and a Certified Crime Scene Analyst.

Sievers is a former forensic investigator and human remains detection canine handler with the Pasco Sheriff's Office. Currently, she is an undergraduate and graduate professor of forensic science and criminal justice at five universities throughout the United States. She is the owner of Sievers Forensics where she provides forensic and bloodstain pattern analysis consultation and training to law enforcement, military and legal entities throughout the United States and internationally. Sievers is also a forensic expert correspondent for various television and news outlets.

We, respectfully, request the President's Administrative Leadership Team officially approve this recommendation at their April 1, 2025 meeting.

NOTE: Should PALT approve, we will seek approval by the District Board of Trustees at their April 24, 2025 meeting.