

**A Public State College Serving  
DeSoto, Hardee, and Highlands Counties**

**2025-2026  
College Catalog**

This document has been prepared and presented as an informational guide only. Course offerings, fee schedules, and other representations provided herein are subject to change, amendment, or deletion by the College as deemed appropriate. Some information contained herein is taken from South Florida State College (SFSC) policies and procedures, and these sources may be consulted for additional information.

South Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Florida State College. Other inquiries about South Florida State College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office.

SFSC is a member of the American Association of Community Colleges (AACC) and the Association of Florida Colleges (AFC), and is an approved institution of higher education for veterans and war orphans.

**CREWS CENTER**

200 US Hwy 27 South  
Avon Park, FL 33825  
863-657-2335

**DESOTO CAMPUS**

2251 N. E. Turner Avenue  
Arcadia, FL 34266  
863-993-1757

**HARDEE CAMPUS**

2968 US 17 North  
Bowling Green, FL 33834  
863-773-3081

**HIGHLANDS CAMPUS**

600 West College Drive  
Avon Park, FL 33825  
863-453-6661

**LAKE PLACID CENTER**

500 East Interlake Blvd.  
Lake Placid, FL 33852  
863-465-3003

**THE HOTEL JACARANDA**

19 East Main Street  
Avon Park, FL 33825  
863-453-2211  
863-453-6661

**EMERGENCY/SECURITY**

863-453-0806

South Florida State College pledges to provide equal access to education and employment opportunity to all regardless of race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or genetic information in admission to, or employment in, any of its education programs or activities. The College adheres to federal and state laws that control equal access/equal opportunity.

# President's Message

Dear Students,

Welcome to South Florida State College (SFSC)! We are excited to join you on your journey to success. The College's mission is to provide a learning-centered environment where students can thrive and transform their lives through education. Here, you will take your next step to who you will become, and we are all here to support you.

There are many services and resources that SFSC provides for you as a Panther because we want you to continue on your path to graduation and beyond. Reach out to our staff whenever you have questions or need help. Extend your reach to the College's corporate partners. Volunteer with community organizations to give back to your community. Research potential scholarships with the SFSC Foundation and the Financial Aid Office. You can get involved and stay informed about your future at SFSC.

I look forward to meeting you and discussing your educational journey. Thank you for joining the Panther family at South Florida State College. We are here for you.

With appreciation,

Fred Hawkins

President, South Florida State College

## General College Information

### **SFSC Vision**

*South Florida State College will become... a globally aware academic destination driving regional transformation through innovative collaboration.*

### **SFSC Mission**

SFSC is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnership with organizations and communities, the College provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The College assists the people of its service district in DeSoto, Hardee, and Highlands counties regardless of economic, social, or educational background to achieve success in:

- completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- completing a baccalaureate degree, associate degree, or certificate related to career and technical preparation to enter the workforce or to improve career circumstances;
- completing college preparatory programs of study including those leading to the high school diploma;
- obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;

- gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;
- pursuing advanced academic preparation and credentials available through partnerships with colleges and universities; and
- participating in the social, cultural, environmental, and economic development of the communities served by the College.

We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.

## SFSC Institutional Core Values

The attributes that guide our behavior as we pursue our vision are:

**Integrity** - We encourage the free exchange of ideas in an environment that embraces honesty, fairness, personal responsibility, and ethical leadership.

**Service** - We actively seek opportunities to enhance achievement and success in our local and world communities.

**Community** - We embrace cultural diversity, inclusiveness, collaboration, mutual respect, responsive and productive partnerships, and the sharing of resources.

**Learning** - We are committed to providing opportunities for students and staff to succeed in a highly competitive environment so that they can become effective lifelong learners.

**Excellence** - We seek to provide high-quality, innovative, and flexible teaching and learning opportunities in a learning-centered environment.

**Accountability** - We value personal and institutional ownership through integrated planning and assessment of all programs.

**Responsibility** - We honor our commitments in all initiatives and leadership endeavors as well as promote environmental stewardship.

## History

Furthering the established policy of placing high-quality postsecondary education within commuting distance of 99% of Florida's population, the 1965 Legislature authorized the establishment of a state-supported junior college in Highlands County to serve the needs of the citizens of DeSoto, Hardee, and Highlands counties.

SFSC began operation in August 1966 in temporarily donated facilities provided to the community by public-spirited citizens of Avon Park. These facilities or buildings were renovated, air conditioned, and partly furnished by voluntary contributions of many interested individuals and organizations of Hardee and Highlands counties, and by the municipalities of Avon Park, Bowling Green, Lake Placid, and Sebring.

The College established contact with the Southern Association of Colleges and Schools during its first year of operation, and was fully accredited during the third year of operation. Since its inception, SFSC was designated as the Area Technical College to serve Hardee and Highlands counties and, later, DeSoto County.

Since 1965, the College has grown considerably in student enrollment and physical facilities. In October 1968, construction of the nine-building permanent campus began in Highlands County. The College moved into the new facility in early January 1970. The Highlands Campus now consists of 228 acres with more than 30 buildings, including the Alan Jay Wildstein Center for the Performing Arts and a 1,500-seat gymnasium. The College also offers classes at SFSC's DeSoto County, Hardee County, and Lake Placid. The overall growth of the College reflects the community's support of and participation in SFSC's programs.

In 2002, the College received donations of land in DeSoto and Hardee counties to construct new campuses. The new, full-service campuses were completed in 2003, and each of the 30,000-square-foot facilities provide all student services, a library, general classrooms, computer labs, two large technical program areas, and a student lounge area. The DeSoto Campus is located north of Arcadia at the corner of Gibson and Turner roads near the DeSoto County High School and the Turner Agri-Civic Center. The Hardee Campus is located on Highway 17 north of Wauchula between Bostick and Sauls roads.

SFSC evolved from a small college into a mid-sized institution that annually serves approximately 19,000 residents of DeSoto, Hardee, and Highlands counties. The College has matured into a responsible and responsive institution of higher learning that provides the community with quality academic programs, specialized technical training, continuing workforce education and adult education, community services, cultural experiences, collegiate athletics, informational services, and programs which enrich the quality of community life. SFSC is pleased with the prestige its faculty and graduates have received. This reputation has been earned through effective and concerned teaching. The continued success of the College depends upon superior teaching and the faculty members are selected with this quality in mind. SFSC believes its student-centered approach to learning will help its graduates meet the challenges of our fast-paced and rapidly changing society.

In fall term 2012, SFSC began to offer baccalaureate degrees. These open-access programs are available to students who have successfully completed an associate degree. The degrees will help students build upon their technical or college transfer education.

## **Locations**

The College district encompasses DeSoto, Hardee, and Highlands counties, a rural area of 2,400 square miles and a population of approximately 165,000.

The Highlands Campus is located at 600 West College Drive near Avon Park in Highlands County and sits on a 228-acre isthmus between two lakes in the heart of Florida. Highlands County has a year-round population of approximately 100,000 residents.

The DeSoto Campus, which opened in 2003, is located at 2251 N.E. Turner Avenue near Arcadia, FL in DeSoto County and sits on a little more than 40 acres just a few blocks from Highway 17 and U.S. Highway 70 and is adjacent to the county's high school. DeSoto County has a year-round population of approximately 35,000 residents.

The Hardee Campus, which opened in 2003, is located at 2968 US 17 North near Bowling Green, FL in Hardee County and sits on 47 acres along the major corridor in Hardee County. Hardee County has a year-round population of approximately 30,000 residents.

The Lake Placid Center is located on four acres of land at 500 Interlake Boulevard in downtown Lake Placid in Highlands County. Located 25 miles south of the Highlands Campus, the Lake Placid Center lies within a parklike setting.

The SFSC Foundation, Inc. owns and operates The Hotel Jacaranda. This building is located within the historic district of Avon Park and is approximately two miles from the Highlands Campus. It has been in continuous operation as a hotel since it opened for business in 1926. In 1987, the College foundation acquired the hotel and set aside 60 of the rooms for use as a private residence facility for full-time SFSC students. Accommodations are available for approximately 35 male students and 35 female students on separate floors of the residence facility. Housing is assigned on a first-come, first-served basis. The hotel itself, still open to the public, is used as a training facility for the College's Culinary Arts program, while its meeting and dining rooms provide an ideal venue for receptions, weddings, banquets, and other local gatherings. Information is also available through the College's website at [hoteljac.com](http://hoteljac.com) or 863-453-2211.

The Crews Center, named for benefactors C. Elton and Norma D Crews, is located on South U.S. Highway 27 in Avon Park. The 17,000-square-foot facility is the location of commercial truck driving, construction trade, and electrical apprenticeship programs.

## Recognition of Academic Excellence

SFSC will recognize you for academic excellence during your course of study. You will be eligible each term for the following distinctions:

**President's List** - If you earn 6 or more credits for the term and earn a GPA of 3.8 to 4.0, SFSC's president will send you a recognition letter.

**Vice President's List** - If you earn 6 or more credits for the term and earn a GPA of 3.5 to 3.79, SFSC's vice president for academic affairs and student services will send you a recognition letter.

**Graduation with Distinction** - If you graduate with an excellent GPA in the associate and/or baccalaureate degree programs, you will receive recognition on your diploma according to the following GPA:

- 3.9 to 4.0 summa cum laude
- 3.7 to 3.89 magna cum laude
- 3.5 to 3.69 cum laude

If you attended no other postsecondary institution other than SFSC, your GPA is based on the GPA earned at SFSC. If you attended at least one other postsecondary institution and earned 45 or more credits at SFSC toward the associate degree or 90 or more credits at SFSC toward the baccalaureate degree, your GPA is based on the higher of either the GPA earned at SFSC or the cumulative GPA from all institutions attempted. If you attended at least one other postsecondary institution and earned less than 45 (90) credits at SFSC, your GPA is based on the cumulative GPA from all institutions attended.

If you have fulfilled the requirements for a College Credit Certificate, Career Certificate, or Adult High School diploma and achieved a 3.5 GPA or higher, you will graduate with distinction. Likewise, if you have earned a State of Florida High School Diploma with a score of 165 or higher on each of the General Educational Development (GED®) tests, you will graduate with distinction.

To be recognized with distinction at the Commencement ceremony, the determining GPA will be based upon your previous term cumulative GPA.

**Honors Program** - If you fulfill the requirements of the Honors Program, you will receive your Associate in Arts degree with an Honors endorsement on your transcript and diploma, and special recognition at the Commencement ceremony.

**Outstanding Student Awards** are given annually. If you show leadership in scholastic achievements, student activities, and athletics, you may be eligible.

**Phi Theta Kappa** is the international honor society that recognizes and encourages scholarship among associate and baccalaureate degree-seeking students. SFSC's chapter, Tau Epsilon, was founded in 1968. The organization provides an opportunity to develop leadership and service, promotes an intellectual climate for scholars, and fosters a continued interest in academic excellence. Eligible students must be currently enrolled in a college credit degree program and must have earned 12 or more college credit hours with a cumulative GPA of 3.25 or higher.

## **Americans with Disabilities Act (ADA)**

SFSC seeks to ensure that programs, services, and facilities are accessible to and usable by persons with disabilities. If you are a qualified student with a disability, the College will make every effort to provide reasonable accommodations.

If you are a person with a documented disability, this College Catalog is available to you in hard copy. Telephone or written requests should include your name, address, and telephone or TDD number. Your requests should be made to the ADA student coordinator, SFSC, 600 West College Drive, Avon Park, FL 33825, 863-784-7176 at least two weeks prior to the time you need the publication.

The following College staff members have been assigned to assist in ensuring that you have access to the College's programs, services, and facilities. If you require assistance or have general questions/concerns, contact:

Charla Ellerker, Counselor  
Disabilities Specialist  
863-784-7176, Building B, Room 152, First Floor  
600 West College Drive, Avon Park, FL 33825  
Charla.Ellerker@southflorida.edu

Dr. Mark Bukowski, Vice President of Student Services  
ADA Student Coordinator  
863-784-7107, Building B167, First Floor  
600 West College Drive, Avon Park, FL 33825  
Mark.Bukowski@southflorida.edu

## **College Year**

The College year is divided into fall and spring terms of approximately 16 weeks each and a summer term of 12 weeks with flex sessions in all three terms. The College Calendar is coordinated closely with the calendars of other public colleges, the state universities, and county school systems.

## **Tobacco-Free College**

SFSC is committed to providing a safe and healthy environment for its employees, students, and visitors. The use, distribution, or sale of tobacco, or any object or device intended to simulate that use, is prohibited in all indoor and exterior areas (including roadways, trails, and pathways) of each campus, center, and other property under the control of the College. College employees, students, visitors, contractors, and all others are

expected to comply with SFSC's Tobacco-Free College policy and the Florida Clean Indoor Air Act at all times.

## **Drug-Free Campus and Drug-Free Workplace Program**

SFSC is a drug-free college and workplace. Illegal use of drugs or alcohol will not be tolerated on any SFSC campus or center, or at any SFSC-sponsored event off campus. You will find information regarding the Drug-Free Campus and Drug-Free Workplace Program in the Student Handbook.

## **Equal Access/Equal Opportunity (EA/EO)**

SFSC pledges to provide equal access to education and employment opportunity to all regardless of race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or genetic information in admission to, or employment in, any of its educational programs or activities. The College adheres to federal and state laws that control equal access/equal opportunity. This pledge covers all aspects of the educational and employment relationship with our students and employees. If you have concerns regarding this pledge, address them to the EA/EO student coordinator at 863-784-7107. **Nothing contained within this College Catalog is intended to discriminate on the basis of the previously mentioned factors.**

The following staff members have been assigned to assist in ensuring that you have access to the College's programs, services, and facilities. Contact these individuals, if you require assistance:

Dr. Mark Bukowski, Vice President of Student Services  
EA/EO Student Coordinator  
863-784-7107, Building B167, First Floor  
600 West College Drive, Avon Park, FL 33825  
Mark.Bukowski@southflorida.edu

Donald L. Kesterson Jr., Director, Human Resources  
EA/EO Employee Coordinator  
863-784-7132, Building I100, First Floor  
600 West College Drive, Avon Park, FL 33825  
Donald.Kesterson@southflorida.edu

## **Title IX**

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sex discrimination is a continuum of behaviors ranging from sexual harassment and intimidation to sexual assault.

SFSC is committed to maintaining a learning environment free from discrimination on the basis of sex, which includes sexual harassment and sexual violence. These acts violate an individual's fundamental rights and personal dignity and will not be tolerated. SFSC seeks to address sex discrimination, sexual harassment, and sexual violence through education, policy enforcement, and by providing mechanisms for students, faculty, staff, and visitors to report concerns or complaints. Prompt corrective measures will be taken to stop sex

discrimination, sexual harassment, and sexual violence whenever it occurs. Policies and procedures can be found in the Student Handbook.

In accordance with Title IX regulations, SFSC has designated the following individuals to ensure that all sex discrimination complaints, which includes sexual harassment and sexual violence, are responded to both thoroughly and in a timely manner.

These individuals are responsible for overseeing the monitoring and application of College policy with regards to Title IX law developments; implementation of grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; and coordinating and/or conducting investigations of grievances, and complaints pertaining to Title IX. The Title IX coordinator is primarily responsible for monitoring and overseeing the implementation of Title IX programs and activities. The deputy Title IX coordinators assist the Title IX coordinator in fulfilling these duties:

Christianna Bobo, Title IX Coordinator  
863-784-7039, Building B160, First Floor  
600 West College Drive, Avon Park, FL 33825  
Christi.Bobo@southflorida.edu

Dr. Mark Bukowski, Vice President of Student Services  
Deputy Title IX Coordinator  
863-784-7107, Building B167, First Floor  
600 West College Drive, Avon Park, FL 33825  
Mark.Bukowski@southflorida.edu

Donald L. Kesterson Jr., Director, Human Resources  
Deputy Title IX Coordinator  
863-784-7132, Building I100, First Floor  
600 West College Drive, Avon Park, FL 33825  
Donald.Kesterson@southflorida.edu

## **Law Enforcement/Security**

Campus security personnel are not law enforcement officers. Law enforcement authority for the Highlands Campus is the responsibility of the Highlands County Sheriff's Office. For enhanced security, a Highlands County Sheriff's Office College Resource Deputy Officer has been assigned to the Highlands Campus (service hours vary). Law enforcement at other campuses is the responsibility of local police. Security personnel are responsible for the safety of personnel and the safety of buildings and their contents. The College works directly with local law enforcement agencies to report criminal activities and incidents.

## **Reporting of Emergency and Criminal Activity**

SFSC has developed a set of guidelines for reporting emergencies and criminal activities. It is important to note that each emergency situation or criminal activity has different circumstances requiring different actions. Each action should address the safety and security of victims and other participants. You will find reporting guidelines in the Student Handbook. Procedures for reporting information are posted throughout the College classrooms. For emergencies and security concerns, contact Campus Security at 863-453-0806 on the

Highlands Campus, 863-993-1757 on the DeSoto Campus, 863-773-3081 on the Hardee Campus, and 863-465-3003 at the Lake Placid Center.

## **Safety Awareness Programs**

Your security and safety is the responsibility of all. Report unsafe conditions or criminal activities; it is important to the safety of everyone at SFSC. You are required to go through student orientation programs that include safety information. Current and continuing students are provided with information regarding personal safety.

## **Sexual Misconduct**

SFSC is committed to providing an environment, which is free from all forms of sexual misconduct including sexual harassment, public indecency, voyeurism, battery, or assault. If you are a victim, contact the College's Title IX coordinator at 863-784-7039, and you will receive assistance and support. If you are accused of such a charge, you may be subject to dismissal from the College. Consult the SFSC Student Handbook for the entire policy and the procedures to follow in the event of an act of sexual misconduct.

# College Calendar

## 2025-2026 COLLEGE CALENDAR

Classes for community education, workforce training, and selected certificate programs are ongoing. Adult Education classes are open-entry and are offered year-round. Please check our website at [southflorida.edu](http://southflorida.edu) or with a counselor/advisor for the most current offerings. Dual enrollment students check with a high school counselor for beginning and ending dates.

South Florida State College	Academic Dates and Deadlines		
	Fall 2025	Spring 2026	Summer 2026
Priority Date for SFSC Foundation Scholarships	Jul 15	Nov 15	Apr 1
Faculty Return	Aug 8	Jan 5	-
Last Day to Apply for Graduation	Oct 24	Mar 20	-
Last Day to Purchase Cap and Gown	Oct 31	Mar 27	-
Commencement / Graduation	Dec 11	May 12	-
<b>Full Term</b>	<b>Aug 13 - Dec 3 (16 weeks)</b>	<b>Jan 9 - May 4 (16 weeks)</b>	<b>May 13 - Aug 3 (12 weeks)</b>
Priority Registration for Students with over 40 hours including Veterans/Dependents using the GI Bill	Mar 31	Oct 6	Oct 6
Begin Registration for Students with over 20 hours	Apr 3	Oct 8	Oct 8
Begin Open Registration	Apr 7	Oct 13	Oct 13
Fee Payment Deadline	Aug 7*	Jan 6*	May 5*
<b>CLASSES BEGIN</b>	<b>Aug 13</b>	<b>Jan 9</b>	<b>May 13</b>
Registration Ends (Last Day to Add a Class)	Aug 15**	Jan 13**	May 15**
Deadline to Drop Classes w/Refund or Change Audit Status. Last date for Instructors to report NS (No-Show)	Aug 20	Jan 16	May 20
<b>MANDATORY ATTENDANCE</b>	Aug 13 - 20	Jan 9 - 16	May 13 - 20
Deadline to Withdraw with a Grade of W. Last date for Instructors to report NA (Non-Attendance)	Oct 17	Mar 23	Jul 1
Last Day of Classes	Dec 3	May 4	Aug 3
<b>Exam Week</b>	<b>Dec 4 - 10</b>	<b>May 5 - 11</b>	-
Faculty - Grades Due to Registrar's Office by NOON	Dec 11	May 12	Aug 4
<b>First Flex Term</b>	<b>Aug 13 - Oct 6 (8 weeks)</b>	<b>Jan 9 - Mar 4 (8 weeks)</b>	<b>May 13 - Jun 24 (6 weeks)</b>
Priority Registration for Students with over 40 hours including Veterans/Dependents using the GI Bill	Mar 31	Oct 6	Oct 6
Begin Registration for Students with over 20 hours	Apr 3	Oct 8	Oct 8
Begin Open Registration	Apr 7	Oct 13	Oct 13
Fee Payment Deadline	Aug 7*	Jan 6*	May 5*
<b>CLASSES BEGIN</b>	<b>Aug 13</b>	<b>Jan 9</b>	<b>May 13</b>
Registration Ends (Last Day to Add a Class)	Aug 15**	Jan 13**	May 15**
Deadline to Drop Classes w/Refund or Change Audit Status. Last date for Instructors to report NS (No-Show)	Aug 20	Jan 16	May 20
<b>MANDATORY ATTENDANCE</b>	Aug 13 - 20	Jan 9 - 16	May 13 - 20
Deadline to Withdraw with a Grade of W. Last date for Instructors to report NA (Non-Attendance)	Sep 16	Feb 10	Jun 8
Last Day of Classes	Oct 6	Mar 4	Jun 24
Faculty - Grades Due to Registrar's Office by NOON	Oct 7	Mar 5	Jun 25
<b>Second Flex Term</b>	<b>Sep 9 - Dec 3 (13 weeks)</b>	<b>Feb 5 - May 4 (13 weeks)</b>	<b>Jun 25 - Aug 3 (6 weeks)</b>
Priority Registration for Students with over 40 hours including Veterans/Dependents using the GI Bill	Aug 7	Nov 17	Oct 6
Begin Registration for Students with over 20 hours	Aug 11	Nov 19	Oct 8
Begin Open Registration	Aug 13	Dec 1	Oct 13
Fee Payment Deadline	Aug 28*	Jan 22*	May 5*
<b>CLASSES BEGIN</b>	<b>Sep 9</b>	<b>Feb 5</b>	<b>Jun 25</b>
Registration Ends (Last Day to Add a Class)	Sep 11**	Feb 9**	Jun 29**
Deadline to Drop Classes w/Refund or Change Audit Status. Last date for Instructors to report NS (No-Show)	Sep 16	Feb 12	Jul 2
<b>MANDATORY ATTENDANCE</b>	Sep 9 - 16	Feb 5 - 12	Jun 25 - Jul 2
Deadline to Withdraw with a Grade of W. Last date for Instructors to report NA (Non-Attendance)	Oct 27	Apr 1	Jul 20
Last Day of Classes	Dec 3	May 4	Aug 3
Faculty - Grades Due to Registrar's Office by NOON	Dec 11	May 12	Aug 4
<b>Third Flex Term</b>	<b>Oct 7 - Dec 3 (8 weeks)</b>	<b>Mar 5 - May 4 (8 weeks)</b>	-
Priority Registration for Students with over 40 hours including Veterans/Dependents using the GI Bill	Mar 31	Oct 6	-
Begin Registration for Students with over 20 hours	Apr 3	Oct 8	-
Begin Open Registration	Apr 7	Oct 13	-
Fee Payment Deadline	Aug 7*	Jan 6*	-
<b>CLASSES BEGIN</b>	<b>Oct 7</b>	<b>Mar 5</b>	-
Registration Ends (Last Day to Add a Class)	Oct 9**	Mar 9	-
Deadline to Drop Classes w/Refund or Change Audit Status. Last date for Instructors to report NS (No-Show)	Oct 14	Mar 12	-
<b>MANDATORY ATTENDANCE</b>	Oct 9 - 14	Mar 5 - 12	-
Deadline to Withdraw with a Grade of W. Last date for Instructors to report NA (Non-Attendance)	Nov 7	Apr 13	-
Last Day of Classes	Dec 3	May 4	-
Faculty - Grades Due to Registrar's Office by NOON	Dec 11	May 12	-
<b>Limited Services Available</b>			
Convocation	Aug 11	-	-
Professional Development Day	-	Feb 20	-
<b>Energy Saving Fridays</b>	<b>Holidays (No Classes - College Closed)</b>		
No Classes on Fridays in Summer (May 29, June 5, 12, 19, 26, July 3, 10, 17, 24, and 31, 2026). Exceptions: Community Education, Workforce Training, and Adult Education	Labor Day - Sep 1 Thanksgiving - Nov 22-30 Winter Break - Dec 13-Jan 4	Martin Luther King - Jan 19 Spring Break - Mar 14-22 -	Memorial Day - May 25 Independence Day - Jul 4 -

\* Fees due on day of registration after deadline date

\*\*Ends at 11:59 p.m.

# Important Resources

<b>Service</b>	<b>Phone#</b>	<b>Location/Building</b>
Admissions, Registration, and Records	863-453-6661	B151 (1st Floor)
Adult Education/GED®	863-784-7441	H205 (2nd Floor)
Advising and Counseling Center	863-784-7131	B152 (1st Floor)
Applied Sciences and Technologies Division	863-784-7238	T01
Arts and Sciences Division	863-784-7330	B207 (2nd Floor)
Athletics Office	863-784-7035	E
Box Office	863-784-7178	A
Cafeteria (Highlands Campus)	863-784-7199	J
Career Development Center	863-784-7410	B111 (1st Floor)
Cashier/Refunds	863-784-7258	B150 (1st Floor)
College Recruiter	863-784-7447	B161
Community Relations and Marketing Office	863-784-7250	F108
Corporate and Community Education	863-784-7034	UC
Crews Center	863-657-2335	Avon Park
Cultural Programs	863-784-7177	A203 (2nd Floor)
Dental Education/Clinic	863-784-7020	T1-111
DeSoto Campus	863-784-7040	Arcadia
Driver Education	863-784-7388	UC123
Dual Enrollment	863-784-7167	B154
EA/EO Student Coordinator	863-784-7107	B167 (1st Floor)
Educational Technology (D2L Brightspace®)	863-784-7016	H112
English for Speakers of Other Languages (ESOL)	863-784-7380	H207 (2nd Floor)
Farmworker Career Development Program (Hardee)	863-784-7072	Hardee 203
Farmworker Career Development Program (Highlands)	863-784-7166	T09
Financial Aid	863-784-7134	B168 (1st Floor)
Hardee Campus	863-784-7060	Bowling Green
Health Sciences Division	863-784-7225	HSC133
Highlands Campus	863-784-6661	Avon Park
Highlands Career Institute	863-784-7431	L
Honors Program	863-784-7247	B215
Human Resources	863-784-7132	I
Lake Placid Center	863-784-7082	Lake Placid
Library - Learning Resources Center (LRC)	863-784-7306	Y (2nd Floor)

Nursing Education	863-784-7118	HSC122
Ombudsman (Student Advocate)	863-784-7431	H206
Open Computer Lab	863-784-5121	Y101 (1st Floor)
Registrar	863-784-7139	B151 (1st Floor)
Security	863-453-0806	K1
SFSC Campus Store (Highlands Campus)	863-784-7112	B102 (1st Floor)
SFSC Foundation	863-453-3133	F
Student Disabilities Specialist	863-784-7176	B153 (1st Floor)
Student Government Association (SGA)	863-784-7450	D205 (2nd Floor)
Student Services Division	863-784-7107	B167 (1st Floor)
Switchboard (Central)	863-453-6661	B155A
Testing and Assessment Center	863-784-7214	B255 (2nd Floor)
The Hotel Jacaranda	863-784-7338	Avon Park
Title IX	863-784-7039	B160 (1st Floor)
Tutoring and Learning Center (TLC)	863-784-7204	Y101 (1st Floor)
Veterans Services	863-784-7128	B161 (1st Floor)

## Admissions

### Admissions Policy

You can be admitted to non-limited access degree programs upon application by presenting an official high school graduation transcript or high school equivalency scores that meet Florida standards, provided your placement test results indicate the ability to progress successfully. Diplomas are not required for admission to most Career Certificate programs. You may be required to take a placement test prior to advisement and registration.

If you are 16 years or older and legally out of school, you may be eligible to enroll in career certificate, continuing education, or adult education programs. If you are a high school student, you may enroll in associate degrees or certificate programs provided you have met the dual enrollment and early college program requirements.

Some Career Certificate programs have limited seating while others have special admission requirements. You are responsible for being aware of the admission requirements for your desired program of study. Advising and Counseling Center staff, faculty advisors in appropriate departments, program managers, coordinators, directors, or instructional supervisors are available to discuss admission requirements and the course of study before enrolling.

The College reserves the right to refuse admission to any individual whose presence on campus has been determined by the College not to be in the best interest of the student and/or SFSC.

Admission applications and specific information about admissions are available on the DeSoto, Hardee, and Highlands campuses, Lake Placid Center, and online at [southflorida.edu](https://southflorida.edu).

**Due to limited space in some classes and programs, class registrations are handled on a first-come, first-served basis. Apply for admission and register for classes as early as possible. Some Career Certificate programs have special admission requirements and class size restrictions.**

- I. **Admission to Baccalaureate Degree Programs** shall include the following criteria:
  - A. You must have earned an Associate in Science or Associate in Arts degree from a regionally accredited institution.
  - B. You must provide official transcripts from high school and all previous educational institutions attended.
  - C. If you are an international student, you must have your transcripts evaluated by any member of the National Association of Credential Evaluation Services.
  - D. If you have earned 60 semester credit hours, with a minimum cumulative GPA of 2.0 on a 4.0 scale in relevant transfer courses that apply toward the baccalaureate degree, but do not have a degree, your admission application will be evaluated case-by-case for determining admission to the baccalaureate program.
- II. **Admission to Associate Degree Programs** shall include the following criteria:
  - A. You must have a standard high school diploma from an accredited school or a high school equivalency diploma (GED<sup>®</sup>).
  - B. If you are home schooled, a signed affidavit must be submitted by your parent or legal guardian attesting that you have completed a home education program pursuant to the requirements of prevailing Florida Statutes.
  - C. You may be required to take a placement test. The minimum scores are defined in the College Entrance Testing and Course Placement section of the College Catalog.
  - D. You must submit an official transcript(s), prior to awarding degree.
  - E. If you are an international student, you must have your transcripts evaluated by any member of the National Association of Credential Evaluation Services.
- III. **Admission to Certificate Programs** shall include the following criteria:
  - A. You may be required to take a placement test.
  - B. If you are in a College Credit Certificate program, you must submit an official high school or GED transcript.
  - C. If you are an international student, you must have your transcripts evaluated by any member of the National Association of Credential Evaluation Services.
- IV. **Admission to the State of Florida High School Diploma (GED<sup>®</sup>) Program** shall include the following criteria:
  - A. You must be at least 16 years of age.
  - B. You must take the complete battery of the Tests of Adult Basic Education (TABE<sup>®</sup>) 11/12 or CASAS Goals assessment.
  - C. You must register for the appropriate class based on the TABE<sup>®</sup> or Comprehensive Adult Student Assessment System (CASAS) scores. You will be enrolled in an Adult Basic Education (ABE) class if at least one subject area scale score is at or below level 4, according to the National Reporting System (NRS), and into a GED<sup>®</sup> class if the NRS scale score is at or above level 5.
- V. **Admission to English for Speakers of Other Languages (ESOL) Program:**
  - A. You must be at least 16 years of age.
  - B. You are not enrolled or required to be enrolled in secondary school.
  - C. You want to learn to speak, read, and write the English language.
  - D. You must take the reading and listening portion of the CASAS.
  - E. You must register for the appropriate class based on CASAS scores.

**VI. Admission to Limited Access Programs** is a result of limited space, age, or other special requirements. You are admitted to these programs based on the date your completed program application is received and all program requirements are met.

## Application Fee

SFSC may require a non-refundable application fee for all new applicants and re-applicants. Students applying as dual enrollment, adult education, or transient will be exempt.

## Admissions Procedures

Students seeking admission to the College must submit an online Application for Admission and may need to pay the application fee, if required. Students in some programs must provide relevant test scores or complete the appropriate testing, complete the mandatory new student orientation, and meet with a counselor/advisor prior to registration for classes.

### New Students

- A. You must submit an online Application for Admission verifying that all information is correct and accurate and pay the application fee, if required. The application is available on our SFSC website at **southflorida.edu**.
- B. If you are an independent student (24 years or older), you must complete the residency section included in the online application. If you are a dependent student (younger than 24 years), the residency section must be completed by your parent or guardian (see Resident Information).
- C. To be eligible for in-state fees, you, your parent, or guardian (if you are a dependent) must provide information that shows you qualify as a bona fide resident of Florida according to Florida Statutes. You may be required to bring additional supporting documentation such as driver's license, voter ID, vehicle registration, or tax forms.
- D. The Advising and Counseling Center staff will inform you of the placement testing requirements of the program for which you are applying.
- E. All applicants, except dual enrollment, early college program, and home-schooled students must send directly to the Admissions, Registration, and Records Office, 600 West College Drive, Avon Park, FL 33825 either an official copy of their high school transcript or provide a copy of their GED<sup>®</sup> diploma/scores (and GED<sup>®</sup> scores if from out-of-state).
- F. Applicants seeking a certificate or degree who have attended a postsecondary institution must have an official copy of their transcript from each institution they attended sent directly to the College.
- G. Applicants who can provide written proof of unusual reasons why any required record is unavailable (e.g., records destroyed by fire, home country in turmoil), may be admitted with the permission of the vice president of student services.
- H. Applicants for limited access programs may be required to provide additional documentation. Limited access program applicants are referred to the department representative or program manager.
- I. All new and returning students (who have not taken orientation within the past two years) are required to complete the Guide to Personal Success (GPS). Orientation is offered completely online. Instructions for completing GPS will be automatically provided to students via email as part of their application process. Students may not register for classes until all parts of the GPS orientation have been satisfactorily completed.

If your last date of enrollment is over a year old or if you have attended another college/university since attending SFSC, you must submit a new Application for Admission. If you have changed your name or

changed your program of study, you will be required to complete a Change of Information form or Change of Program form.

You will not be authorized to proceed with registration until an admissions application has been designated as "accepted."

## **Early Admission Program**

Early Admission is a form of dual enrollment in which qualified high school students enroll full-time at SFSC. Research provides evidence that dual enrollment increases academic performance and educational attainment. The student is no longer academically associated with the high school but course credit is transferred back to the high school for the purpose of awarding the high school diploma. Participants must enroll in a minimum of 12 credit hours but not exceed 15 credit hours. Courses must meet the high school and college degree/certificate plan requirements. Requirements to participate in the Early Admission Program are the same as those for the Dual Enrollment Program. Tuition or textbooks are provided at no cost. Students may enroll in a degree or certificate program. Some programs have limited space while others have special admission requirements. For information, contact the coordinator of admissions at 863-453-6661.

## **Dual Enrollment Program**

Dual Enrollment is an accelerated mechanism that allows you to pursue advanced coursework in your target college major while still taking courses that meet the core requirements for high school graduation credit. Courses must apply toward an associate degree or career certificate. Courses are offered at both the high school and college campuses as well as online. You will be advised based on your personal postsecondary degree plan and monitored to ensure continued success. High school guidance staff can assist in initiating the application and registration process. Additional information may be found at [southflorida.edu/future-students/dual-enrollment](https://southflorida.edu/future-students/dual-enrollment) or consult a college counselor or advisor for more information.

If you are enrolled in the dual enrollment and early college program at DeSoto, Hardee, or Highlands county public schools and your courses meet the core requirements for high school graduation credit, you will not be charged fees for registration or books. Students enrolling as dual enrollment students must take required college credit or technical courses, may be part time or full time depending upon the student enrollment.

All public high school dual enrollments will be in compliance with Florida Statutes and the annual dual enrollment agreement between the College and school board. If you are enrolled in a private school or a home education program, you may enroll in courses taken for high school and college credit and not be charged for registration, your textbooks may be provided at no cost to you.

Specific details may be obtained from the Parent and Student Guide posted on the College website, SFSC's dual enrollment coordinator or admissions coordinator, your high school guidance office, or an SFSC campus/center director or academic advisor at [southflorida.edu/future-students/dual-enrollment](https://southflorida.edu/future-students/dual-enrollment).

I. **Public Enrollment Procedure** - Dual enrollment and early college program students at the local high schools are to complete the following steps to participate in college credit or technical coursework through SFSC.

### **Academic Credit**

#### **A. Admissions**

1. If you are a high school student planning to enter dual enrollment and early college program classes, you need an unweighted GPA of 3.0 or above. You will be required to submit the online dual enrollment Admissions Application, and complete testing and the mandatory new student orientation prior to enrolling in academic coursework.
2. If you plan to use your national admissions test scores (ACT/SAT I®) to meet the College's testing requirement, you must submit an official copy of them to the testing center.
3. Verification of your GPA and guidance office certification is required as part of the admissions application.

#### B. Testing

The SFSC Testing and Assessment Center will schedule testing dates for each district high school. The dates will be coordinated with appropriate staff at the high schools. The following is the general timeline to schedule testing:

1. Fall Term Enrollment - The Testing and Assessment Center will make arrangements with local high schools to schedule testing dates for any applicants planning to enter dual enrollment and early college program academic classes during the fall term. If you are a continuing student who needs to be retested, you may also test at this time, provided notification of your eligibility has been coordinated with the SFSC testing and assessment director. First Time in College (FTIC) students who are unable to participate in the spring testing will have the option of making arrangements through the SFSC Testing and Assessment Center by calling 863-784-7214.
2. Spring Term Enrollment - The Testing and Assessment Center will make arrangements with local high schools to schedule testing dates for any applicants planning to enter dual enrollment and early college program academic classes during the spring term. If you are a continuing student who needs to be retested, you may also test at this time, provided notification of your eligibility has been coordinated with the SFSC testing and assessment director. Any applicants unable to participate during these dates will have the option of making arrangements through the SFSC Testing and Assessment Center by calling 863-784-7214.
3. Retesting - You may retest after 30 days upon approval of the district school guidance office or the SFSC testing and assessment director. You will need to obtain a retake referral form from your high school guidance counselor or administration. This form needs to document state-required remediation activities in which you have participated.
4. Notification of Test Results - Test results will be forwarded to the appropriate high school and uploaded to the student information system.

#### C. Registration

1. When you have completed the admissions process, have evidence of appropriate test scores, have an unweighted GPA of 3.0 or above, and have completed the new student orientation, you will be eligible to register for academic dual enrollment and early college program courses.
2. The Advising and Counseling Center will coordinate with the appropriate high school guidance personnel to officially register eligible students.

#### D. New Student Orientation and Advising

1. All academic dual enrollment students are required to complete the GPS Student Orientation. Orientation is offered completely online. Instructions for completing GPS will be automatically provided to students via email as part of their application process. Students may not register for classes until all parts of the GPS orientation have been satisfactorily completed.

## Technical Credit

### A. Admissions

1. If you plan to enter technical dual enrollment, you need an unweighted GPA of 2.0 or above. You will be required to submit the Dual Enrollment Admissions Application prior to testing and/or enrolling in technical coursework. You will not be permitted to test or enroll in coursework prior to completion of the application process.
2. The application must list the technical program in which you plan to enroll.
3. The SFSC Admissions, Registration, and Records Office will coordinate admissions applications.

### B. Initial Testing

1. If you are advised you need to take the TABE<sup>®</sup>, you must go to [southflorida.edu/current-students/testing-center](http://southflorida.edu/current-students/testing-center) and read the information on this page. Once read, click on Schedule Your Test and follow the prompts for scheduling.
2. Test results will be forwarded to the appropriate high school and uploaded to the student information system. If you do not attain certification scores for your technical program, you will be assisted with options for remediation.
3. Retesting - Testing candidates may be retested 90 days after the initial administration using an alternate form and after obtaining a referral from the Advising and Counseling Center. All examinees must wait six months before retesting on the same form and obtain a referral from the Advising and Counseling Center.

### C. Registration

1. When you have completed the admissions process, have evidence of appropriate test scores, have an unweighted GPA of 2.0 or above, and have completed the new student orientation, you will be eligible to register for technical dual enrollment courses.

### D. New Student Orientation and Advising

1. All technical dual enrollment students are required to complete the GPS Student Orientation. Orientation is offered completely online. Instructions for completing GPS will be automatically provided to students via email as part of their application process. Students may not register for classes until all parts of the GPS orientation have been satisfactorily completed.

## II. Private/Home School - Dual enrollment and early college program students at private or home high schools use the following steps to participate in college credit or technical credit coursework through SFSC.

### A. Admissions

1. If you are a home school student in the sixth grade or higher, you may participate in dual enrollment provided you have a non-weighted 3.0 GPA and meet all test score requirements prior to scheduling classes for college transfer enrollment, and a non-weighted 2.0 GPA for technical course enrollment. You must submit an online Admissions Application prior to testing, new student orientation, and/or registration.
2. You will not be permitted to test or enroll prior to completion of the application process.

### B. Testing

1. You must go to [southflorida.edu/currentstudents/testing-center](http://southflorida.edu/currentstudents/testing-center) and read the information on this page. Once read, click on Schedule Your Test and follow the

prompts for scheduling. You must schedule an appointment to take the college placement test prior to scheduling of classes. Test scores will be submitted to the registrar for interpretation and to determine whether you are eligible to enroll in classes. If you plan to use your national admissions test scores (ACT/SAT I<sup>®</sup>) to meet the College's testing requirement, you must submit an official copy of them to the Admissions, Registration, and Records Office.

2. Retesting - You may retest after 30 days upon approval of the SFSC testing and assessment director. Evidence of remediation is required.
3. Notification of Test Results - Once testing is completed, your score report will be sent to the Advising and Counseling Center where they will instruct you on score requirements, along with retake and remediation options.

#### C. Registration

1. The registrar is responsible for approving your registration form each term. You may register during the regular scheduled dates at any SFSC campus. (Registration conducted at the other SFSC locations must have approval of the registrar.)
2. Parents or school officials must submit to the Office of the Registrar a list of courses you need to complete your high school education. You must be in the sixth grade or higher, have a minimum of 3.0 GPA for college transfer course enrollment, and 2.0 for technical course enrollment.
3. Transcripts of high school, home school, and/or private school courses previously taken must be submitted to the SFSC Office of the Registrar for evaluation prior to registration.
4. An updated transcript must be submitted to the registrar prior to each fall term registration.
5. Parents must submit a signed affidavit of Home Education Program approved by the county and/or a signed affidavit from private school administrators. Parents must sign the Home School Dual Enrollment Agreement.

#### D. New Student Orientation and Advising

1. All dual enrollment students are required to complete the GPS Student Orientation. Orientation is offered completely online. Instructions for completing GPS will be automatically provided to students via email as part of their application process. Students may not register for classes until all parts of the GPS orientation have been satisfactorily completed.

## Admission to Baccalaureate Programs

New students seeking admission to baccalaureate programs must submit an online Application for Admission to the College and pay the application fee, if required. If you are currently enrolled, you may submit a Change of Program form to your academic advisor. Applications are online at [southflorida.edu](http://southflorida.edu). For admission to the bachelor programs, you must meet the specific program criteria:

- A. You must provide official transcripts from all previous educational institutions attended.
- B. If you are a student with 60 semester credits and no degree, you will be evaluated on a case-by-case basis for determining admission to baccalaureate programs.
- C. If you are an international student, you must have your transcripts evaluated by any member of the National Association of Credential Evaluation Services.

## Military and Veteran Recruiting

High-pressure recruitment tactics for the purpose of securing enrollments of active-duty military and veterans are banned. The College refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (three or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing active-duty military and veteran enrollments.

## Admission and Program Support Documents

The following chart summarizes the supporting documents required for the various categories of eligibility (to be sent to the Admissions, Registration, and Records Office). All transcripts must be sent directly from the high school or college to the SFSC Admissions, Registration, and Records Office; copies will not be recognized as official.

	Application Form	Residency Affidavit	H.S. Transcript (on application)	College Transcript or equivalent	College Transcript(s)	Tests of Placement Tests (CPT/ACT/SAT) or exempt	School's Recommendation (TOEFL®/SAT I®/PERT) or exempt	TOEFL® Score	Certificate of Financial Ability	Supplemental Forms	Teaching Certificate
<b>Admissions Support Documents</b>											
A.A. Degree	X	X	X <sup>4</sup>	X <sup>1</sup>	X <sup>2</sup>						
A.S. Degree	X	X	X <sup>4</sup>	X <sup>1</sup>	X <sup>2</sup>						
B.A.S./B.S.E.E./B.S.N. Degrees	X	X		X					X <sup>5</sup>		
College Credit Certificate	X	X	X <sup>4</sup>	X <sup>1</sup>	X <sup>2</sup>						
Early Admissions	X	X	X		X <sup>2</sup>	X			X		
H.S. Dual Enrollment-College Credit	X		X		X <sup>2</sup>	X			X		
H.S. Dual Enrollment-Technical	X		X			X	X		X		
International Students	X	X	X	X <sup>1</sup>	X <sup>2</sup>		X	X	X		
Non-Degree	X	X									
Career Certificate	X	X				X					
<b>Program Support Documents</b>											
Associate Degree Nurse*	X	X	X <sup>4</sup>	X <sup>1</sup>	X <sup>2</sup>	X <sup>3</sup>					
Dental Assistant*	X	X	X						X		
Dental Hygiene*	X	X	X	X	X <sup>2</sup>				X		
Honors Program*	X	X	X <sup>4</sup>	X <sup>1</sup>	X <sup>3</sup>				X		
Licensed Practical Nurse*	X	X	X	X <sup>1</sup>		X <sup>3</sup>			X		
Teacher Recertification*	X	X									X

\*Program support documents.

### NOTES:

1. Required prior to advisement and registration for first term from each college or university attended.
2. Required of all students planning to pursue a degree or enroll in college-level courses. (See exceptions under placement testing section.)
3. Target scores used for acceptance into program.

4. You must submit proof of high school completion or college credits prior to advisement/registration for your first term at SFSC.
5. See program criteria.

## International Students

You are classified as an international student when you are an alien (non-United States citizen) who has a valid student visa and any other forms required by U.S. Citizenship and Immigration Services.

If you are an applicant who is foreign born but has resident alien status, been granted amnesty, been accepted as a refugee, and/or an asylum-seeker, you are not considered an international student and must present proof of status and Florida residency to be admitted and enrolled in degree, certificate, or adult education programs. Contact the Admissions, Registration, and Records Office at 863-453-6661 for additional information.

**Admission of International Students** - File required application papers and credentials at least three months prior to the term for which you plan to register. Required forms and credentials include:

1. A completed Application for Admissions.
2. Official copies of all secondary school and college records in the original language and certified translations into the English language by a translation certifying organization. High School transcripts must be evaluated, at your expense, on a document-by-document basis and must show the equivalent of a U.S. high school diploma. Foreign secondary schools and college transcripts are required to be evaluated on a course-by-course basis.
3. Applicants whose native language is not English must provide evidence of proficiency in speaking, writing, and understanding the English language. This requirement may be met by submitting official scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum score of 61 on the internet-based TOEFL (iBT) or a Band 6 on the IELTS is required. Test scores must be sent directly to the SFSC Admissions Office. The institutional code for SFSC is 5666. It is the applicant's responsibility to register for the appropriate test and arrange for the official results to be submitted to SFSC. Information about the TOEFL can be found at **ETS.org** and information about the IELTS is available at **ielts.org**.
4. Provide a certified declaration of finances that indicates you will have sufficient funds to pay full matriculation and tuition fees, textbooks, and living and transportation expenses. The funds must be available to you each term of enrollment. Estimated expenses for a 12-month period are \$24,000 U.S. currency.

*When all required forms and credentials have been received, SFSC will issue you an I-20 form for obtaining a student visa. International students must meet all other admission requirements.*

## Resident Information and Requirements

You will be classified as either resident or nonresident for the purpose of assessing tuition fees in public colleges and universities (Section 1009.21, Florida Statutes (F.S.) under Rule 6A-10.044, Florida Administrative Code (F.A.C.)).

- I. Definitions under this section:
  - A. *"Parent"* means either or both parents of a student, or any legal guardian of a student.
  - B. *"Dependent child"* means any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.

- C. *"Institution of Higher Education"* means any of the constituent institutions under the jurisdiction of the State University System or the Florida College System.
  - D. *"Legal resident"* or *"resident"* means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to Section 222.17, Florida Statutes (F.S.).
  - E. *"Resident for Tuition Purposes"* means you qualify as provided in subsection (II) for the resident tuition rate.
  - F. *"Nonresident for Tuition Purposes"* means you do not qualify for the resident tuition rate.
  - G. *"Initial enrollment"* means the first day of class at an institution of higher education.
- II. To qualify as a resident for tuition purposes - Rule 6A-10.044, Florida Administrative Code (F.A.C.) requires that each student submit FORM FRD-1 Florida Residence Declaration for Tuition Purposes which is posted on the College homepage under Future Students - Apply:
- A. If you are a dependent, your parent(s) must have established and maintained legal residence in this state for at least 12 consecutive months immediately prior to your qualification. A copy of your parents' most recent tax return or other documentation may be requested to establish dependence/independence.
  - B. You or your parents - if you are a dependent, you will be required to make a statement as to the length of your residence in the state or the presence of your parent(s) in the state during the past 12 months was for the purpose of maintaining a permanent residence rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Florida Statutes require that you demonstrate 12 months of continual residency solely for the purpose of maintaining permanent residency.
  - C. You may qualify as a resident for tuition purposes if you live with an adult relative who has maintained legal residence in Florida for at least 12 consecutive months immediately prior to your qualification, provided you have resided continuously with this relative for three years immediately prior to your qualification. The adult relative must have exercised day-to-day care, supervision, and control over you.
- III. You will not be classified as a resident for tuition purposes and will not be eligible to receive the resident tuition rate until you have provided clear and convincing documentation related to legal residence.
- IV. Living or attending school in Florida does not establish a legal residency for tuition purposes. Maintaining a legal residence in Florida requires substantial physical presence as a condition.
- V. You will be considered eligible to establish Florida residency for tuition purposes if you are a non-U.S. citizen such as a permanent resident, parolee, asylum-seeker, refugee, or other permanent status person (e.g., conditional permanent residents and temporary residents), who has applied to and has been approved by the U.S. Citizenship and Immigration Services (USCIS) with no date certain for departure. For a list of eligible visa categories, contact the Admissions Office at 784-7405.
- VI. If you physically reside in Florida, you may be classified as a resident for tuition purposes if you marry a person who meets the 12-month residency requirement under Section II and who is a legal resident of this state.
- VII. If you are a nonresident, who marries a legal resident of this state or marries a person who later becomes a legal resident, you may, upon becoming a legal resident of this state (and relinquishing all legal ties to any other state), become eligible for reclassification as a resident for tuition purposes upon submitting evidence of your own legal residency in the state, evidence of your marriage to a person who is a legal resident of the state, and evidence of your spouse's legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification.
- VIII. You will not lose your resident status for tuition purposes solely by reason of serving, or, if you are a dependent, by reason of your parent's or parents' serving, in the armed forces outside this state.

- IX. If you have been properly classified as a resident for tuition purposes but, while enrolled in an institution of higher education in this state, you lose your resident tuition status because you (or if you are a dependent, your parent or parents) establish domicile or legal residence elsewhere, you shall continue to enjoy the resident tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during an academic term for which you are enrolled, such grace period shall be extended to the end of that academic term.
- X. If you cease to be enrolled at, or graduate from, an institution of higher education while classified as a resident for tuition purposes and subsequently abandon your domicile in this state, you will be permitted to re-enroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month duration requirement of this section whether you have re-established your domicile in this state within 12 months of such abandonment and continuously maintained the re-established domicile during the period of enrollment.
- XI. You will be classified as a resident for tuition purposes (documentary evidence is always required when, in the judgment of the reviewing officials, inconsistencies with Florida residency for tuition purposes appear in the application materials and documents):
- A. If you are an active-duty member of the armed services of the United States residing or stationed in Florida (and spouse/dependent children) or military service member not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida;
  - B. If you are an honorably discharged veteran of the U.S. Armed Forces, U.S. Reserve Forces, or the National Guard or student who uses educational assistance provided by the U.S. Department of Veterans Affairs who physically resides in Florida while enrolled at SFSC;
  - C. If you are a full-time instructional and administrative personnel currently employed by state public schools, colleges, and institutions of higher education as defined in Section 1000.04, Florida Statutes (F.S.), and your spouses and dependent children;
  - D. If you are a student enrolled in the Florida Prepaid College Program;
  - E. If you are a full-time employee of a state agency or a political subdivision of the state when your fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training;
  - F. If you are a citizen of the United States or lawfully present in the United States and:
    - 1. Attended a secondary school in this state for three consecutive years immediately before graduating from a high school in this state;
    - 2. Apply for enrollment in an institution of higher education within 24 months after high school graduation; and
    - 3. Submit an official Florida high school transcript as evidence of attendance and graduation.
- XII. Residency Reclassification Determination. If you are classified as a nonresident for tuition purposes, you may become eligible for reclassification as a resident for tuition purposes by presenting a minimum of three (3) documents identified in Section 1009.21(3)(c)(1) or 1009.21(3)(c)(2), Florida Statutes (F.S.), that convincingly demonstrate the establishment of your permanent legal residence in Florida other than for the sole purpose of pursuing a postsecondary education. Documentation must demonstrate that you have maintained legal residence in Florida for at least 12 consecutive months prior to your initial enrollment in an institution of higher education.
- XIII. Residency Reclassification Appeal Process. If you are otherwise unable to qualify for in-state classification by the guidelines posted in the College Catalog, you may submit a petition to the Residency Appeals Committee in the Office of the Registrar. You must include documentation evidencing the grounds on which the appeal for in-state classification is based. Petition forms are available at any campus or center and on the Office of the Registrar's webpage. The Residency Appeals Committee will render a final residency determination in writing including the reason for the determination.

# Testing and Assessment Center

The SFSC Testing and Assessment Center schedules and administers placement tests and other assessment batteries to students at all levels. Counselors, instructors, and community agencies may refer students as well as provide implications and discussion of test results. Contact the Testing and Assessment Center at 863-784-7214 to schedule your exam.

## Placement Testing

If you enroll in an associate degree program and some certificate programs, you may be required to have college placement test scores on file or take the placement test given by the College as a part of the admissions procedure. This placement test includes mathematics, reading, and English language skills.

You are not required to take the test, if you:

- have an A.A. degree or higher;
- are non-degree seeking;
- are registering for 11 credit hours or fewer (college-level math and English courses require placement test scores);
- are a transfer student who has completed all required college-level English and math courses;
- have records that indicate you have already taken one of the state-mandated tests within the last two years; or
- entered the ninth grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma, or if you are currently serving as an active duty member of any branch of the U.S. Armed Services, you will not be required to take the common placement test and will not be required to enroll in developmental education instruction at a Florida College System institution. If you are not required to take the common placement test and not required to enroll in developmental education, you may opt to be assessed and enroll in developmental education. Always check with your Advisor regarding placement test requirements. Call the Testing and Assessment Center for more information at 863-784-7214.

**The placement test is not a pass/fail test. Students are encouraged to review before the test.** Information about review materials is available on the Testing and Assessment Center webpage at [southflorida.edu](http://southflorida.edu). You should contact the Advising and Counseling Center for interpretation of placement scores at 863-784-7131. SFSC advisors use test results to determine your academic level upon entering and to place you in the proper course selections.

The placement tests accepted by SFSC are those designated by the State Board of Education. These are the college entrance exams of the American College Testing Program (ACT), the Scholastic Aptitude Test (SAT I<sup>®</sup>), Classic Learning Test (CLT), and the Postsecondary Education Readiness Test (PERT). Placement scores that are over two years old at the time of admission with no course enrollment cannot be accepted.

If you have not met the State Board of Education placement scores on any part of the ACT or SAT I<sup>®</sup> and are not exempt from placement testing, you must take the respective part or parts of a college placement test.

## GED<sup>®</sup> Testing

See Adult Education Section of this College Catalog.

## College Credit Certificate Testing

For advising purposes, if you enroll in a college credit certificate program, the TABE® is recommended.

If you have an associate degree or higher, or have scores at or above the state minimum acceptable scores on the ACT, SAT I®, or college placement test within the past two years, you are exempt from college credit placement testing and from the TABE® requirement as outlined in Rule 6A-10.040, Florida Administrative Code (F.A.C.).

## **Career Certificate Testing**

If you are in Career Certificate programs of 450 or more contact hours, you may be required to take the TABE® or any other test designated by the Florida Department of Education within the first six weeks after admission to the program.

If you do not meet the minimum basic skills grade levels scale scores for your Career Certificate program, you will be given the opportunity to upgrade your skills in reading and mathematics before the completion of your Career Certificate program. You must meet the minimum basic skills grade level for your Career Certificate program in order to be eligible for a career certificate as outlined in Rule 6A-6.0571, Florida Administrative Code (F.A.C.).

Placement test scores are valid for two years. Completion of a prescribed remediation program consisting of at least 60 hours of instruction is suggested prior to retesting. A minimum 3 months waiting period after initial testing or between retests is required if remediation is not documented. An alternate form of the TABE® is used for retests.

The same TABE® Form and Level should not be administered within a six-month period. Remediation should include 60 hours of instruction between pre- and post-testing, using an alternate version of the TABE® and at least 120 hours of instruction when using the same level and same form. If no formal instruction is provided or documented, six months must elapse for taking the test at the same level and using the same form. Refer to the Scale Score Guidance charts for more information at [southflorida.edu/current-students/testing-center/classic-learning-test-clt](http://southflorida.edu/current-students/testing-center/classic-learning-test-clt).

## **College Developmental Course Rule**

Your placement test scores may require that you enroll in a developmental mathematics, writing, or reading course. It is important for your college success that you demonstrate sufficient mathematics, writing, and reading proficiencies.

When you enroll for SFSC courses, your proficiencies in these areas may be assessed. If your scores on a college placement test are below college-level for mathematics and/or communication, you may have to pursue one of the two alternatives to college developmental instruction:

1. College developmental courses or
2. Proprietary college developmental courses

You may be required to enroll in college developmental courses if your college placement test scores are below the cut scores required for college-level English, reading, and math. Your PERT® scores will then determine proper placement in college developmental instruction (see College Entrance Testing and Course Placement Procedures chart).

You may attempt a college developmental course three (3) times at SFSC. An **attempt** is defined as "remaining enrolled past the end of the Drop with Refund Period" (see College Calendar). If you do not

successfully pass your third attempt, you will not be permitted to continue in college developmental courses and enroll in any college credit courses simultaneously. You will be given an opportunity to participate in an alternative program designed to work with you on an individual basis to prepare you to re-enter the regular college-level curriculum, or you may petition to enroll in a fourth attempt in college developmental courses. If you have not successfully completed a college developmental course after the second attempt and desire to continue your efforts toward an associate degree, you will be required to pay the full cost of instruction, which is equal to the nonresident course fees. An exception to the fee may be granted under extenuating circumstances.

**You may not withdraw from a third or fourth attempt of a college developmental course.**

## **College Entrance Testing and Course Placement**

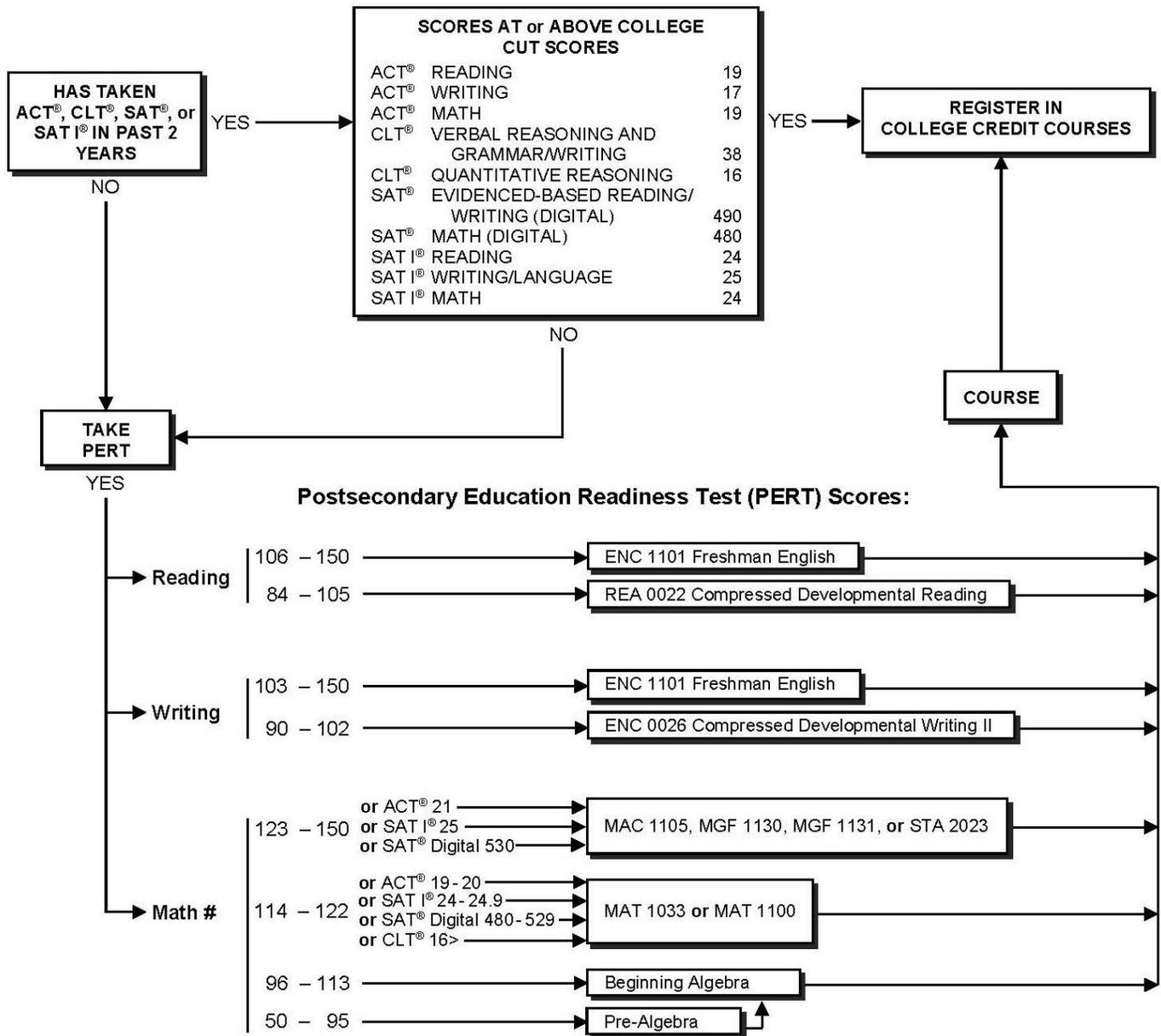
You may be required to take an entrance placement test. Career Certificate programs have a grade level exit requirements in English and math on the TABE® for you to graduate from the program. If you have questions regarding the testing program, contact a counselor/advisor, the Testing and Assessment Center, program manager, or a campus/center director for more information.

If you are a degree-seeking student with college placement test scores that suggest you enroll in one or more college developmental courses, you may either remediate using the TLC resources and retest or enroll in the college developmental courses required of you. If you choose the latter route, you may also concurrently enroll in college credit courses that do not require the skills addressed in your college developmental courses. If your college placement test scores require that you enroll in more than one developmental course, you must also enroll in SLS 1501 Master Student/College Success. SLS 1501 provides three hours of elective college credit towards a degree. This requirement is to provide you with life skills and study skills to enhance your learning experience.

Once you begin taking a college developmental course, you may retest at any time. If you meet the required college placement test score, you must complete the class or withdraw before the last date to drop with refund. If you stop attending and do not withdraw, you will receive a failing grade for the class. Should you fail to successfully complete a college developmental class, you may retest and, if you achieve the requisite college placement test score(s), you may advance to the appropriate college developmental class or a college transfer class if there is no higher college developmental class to be completed. Any student with a college placement test score that indicates assignment to a college developmental sequence may remediate utilizing the TLC web-based resources. Upon completion, that student may retest. If your college placement test retest is successful, the new score replaces your original one.

# College Entrance Testing and Course Placement

(For Associate Degree-Seeking and College Credit Certificate Students)



# Students who wish to place into higher-level mathematics may take the Next-Generation Accuplacer, Advance Algebra and Functions (AAF) placement exam. To be eligible to take the Next-Generation Accuplacer AAF exam, a student must have scored 135 or higher on the PERT math. For placement results on the AAF, refer to the scores below.

**Advanced Algebra and Functions (AAF):**

- |         |          |   |
|---------|----------|---|
| 250-269 | MAC 1114 | Plane Trigonometry                          |
| 270-279 | MAC 1147 | Precalculus Algebra/Trigonometry            |
|         | MAC 2233 | Calculus for Business and Social Sciences   |
| 280-300 | MAC 2311 | Calculus I with Analytic Geometry or Honors |

# Developmental Education Exemption Statement

You are exempt from taking placement tests and enrolling in developmental education at any Florida College System institution, if you:

- Entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma.
- Served or you are serving as an active-duty member of any branch of the United States Armed Services.

The following students are not eligible for the Developmental Education Exemption and will be required to take the PERT placement test and enroll in the courses indicated by the placement score(s):

- Students who graduated from an out-of-state high school
- Home schooled students
- Private school students
- GED students

## Transfer Students

If you are a degree-seeking student, you must have an official transcript sent from each institution of higher education attended to the Admissions, Registration, and Records Office prior to advisement/registration for your first term at SFSC.

An evaluation of credit course transferability is made soon after you are admitted to SFSC and the official transcript is received. If you wish to apply for academic amnesty, see the Academic Regulations section of this College Catalog. Placement scores, if required, must be completed within the last two years.

**Transfer credit is defined as follows (criteria will apply where relevant):**

1. All incoming transfer credit is evaluated by the Office of Admissions, Registration, and Records based on several criteria. All lower-division credits (and upper-division credits for bachelor's degree students) awarded by a regionally accredited agency transfer to SFSC.
2. If you are admitted in good standing or on probation, you will receive credit for courses in which you have made a grade of *D* or higher at another college or university, except for courses used as writing and computation course requirements, provided the courses are relevant to the instructional program of SFSC (see Writing and Computation Course Requirements in this College Catalog).
3. If you are a transfer student, admitted on probation, and fail to earn a 2.0 GPA on work attempted during your first term at SFSC, you will be subject to suspension (See Academic Suspension).

## Transient Student from SFSC

Requirements for an SFSC student to be eligible to be transient:

1. Have taken classes within the last three consecutive terms or have an admission application that is less than 1 year old
2. Have completed 15 credit hours at SFSC
3. Have prior approval from the Office of the Registrar or designee

**NOTE:** SFSC students wanting to take transient courses at another public Florida institution must apply for approval through [floridashines.org](http://floridashines.org).

## **Transient Student from an Outside Institution**

If you are currently enrolled at another college or university and wish to take courses from SFSC and apply the credit earned to a program at your home institution, you must obtain a transient student approval form from your institution. This approval will ensure that you are registering for appropriate courses at SFSC which will be accepted by your home institution. Completion of the form permits you to attend SFSC without submitting transcripts and/or taking the placement test from SFSC. Incoming transient students from another public Florida institution are required to apply through FloridaShines. Out-of-state transient students are required to complete an online Application for Admission, available on our SFSC website at [southflorida.edu](http://southflorida.edu).

## **Academic Support**

### **Adult Education**

The Adult Education Department at SFSC provides alternative pathways for students who need to earn a State of Florida High School Diploma, improve basic skills to be productive workers, family members, and citizens, or prepare for college. Classes are offered during the day and evening at the various locations throughout Highlands and Hardee County. For more specific information regarding locations and class times, call 863-784-7441.

You must be 16 years or older and not currently enrolled in a secondary school.

#### **Adult Basic Education (ABE)**

ABE classes assist learners in mathematics, language arts, and reading. The purpose is to provide the foundation of knowledge and skills you will need to transition to adult postsecondary programs. Visit our webpage for more information at [southflorida.edu/current-students/adult-literacy](http://southflorida.edu/current-students/adult-literacy).

#### **Adult English for Speakers of Other Languages (ESOL)**

ESOL classes assist non-native English speakers to improve reading, writing, speaking, listening, and pronunciation and comprehension skills in English. Within the 6 ESL levels, ranging from Beginning to Advanced, content covers basic literacy skills and addresses a broad spectrum of workforce competencies as well as English language skills. Visit [southflorida.edu/future-students/esol](http://southflorida.edu/future-students/esol) for more information.

#### **General Educational Development (GED®)**

These classes are offered for students preparing to take the GED® examination which consists of 4 content-area assessments: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. This program strives to motivate students to simultaneously earn credentials in a Career Certificate (C.C.) approved program or an industry certification. Visit our website at [southflorida.edu/future-students/ged](http://southflorida.edu/future-students/ged) for more information.

#### **Fees for Adult Education Courses**

Adult Education students enrolled in ABE, ESOL, or GED® program will be charged a flat or block tuition of \$28.50. This fee may be waived.

## **Career Development Center**

Several different types of student employment and experiential learning opportunities are provided at SFSC to assist you with career decision-making and transition from college to career.

### **Student Work-Based Learning Opportunities**

Student work-based learning experience can provide you many benefits, including:

- an opportunity to learn first-hand about careers or industries and to make connections that may lead you to future employment prospects;
- verifiable work experience for inclusion on your resume;
- a venue in which to develop and practice a range of transferable basic skills;
- a way to explore your career options to help you make sound career choices; and
- extra income to help reduce your college expenses.

### **Cooperative Education (Co-op)**

Co-op is designed to make your educational program more relevant and meaningful by integrating your classroom curriculum with academically related periods of practical experience related to your major field of study and career objectives. This program is called Cooperative Education (Co-op) because it involves a cooperative alliance between SFSC, local employers, and you. Classroom learning is supported and reinforced by a series of working experiences in business, industry, health, or public sector agencies. You may earn college credit and grades while working in a position related to your academic and career goals. Co-op strengthens understanding, clarifies interests, supports personal growth, and enhances your professional preparation.

A Co-op placement can be arranged while you are concurrently attending college. Most Co-op positions are unpaid; however, you may be able to apply regularly scheduled hours at a related job to meet Co-op requirements in some situations. You may earn a maximum of 7 credit hours toward an associate degree, over several college terms, through Co-op participation. Some Career Certificate programs include Co-op or internship as a mandatory component of the program.

To participate in liberal arts Co-op (Co-op provided through the Division of Arts and Sciences\*), you must:

- be a current SFSC student in good standing who is registered for SFSC classes during the term of the Co-op experience;
- have successfully earned at least 12 college credit hours at SFSC unless approved by the director of the Career Development Center;
- hold an overall GPA of 2.5 or higher;
- meet all requirements of the selected employer work site (this may include orientation, background screening, interview, or other items); and
- register for the Co-op course with approval of the director of the Career Development Center.

**\*NOTE:** The Division of Applied Sciences and Technologies has different policies, procedures, and guidelines for Co-op experiences associated with its various Career Certificate programs. If you are interested, contact the director of the Career Development Center at 863-784-7410.

## Internship

An internship is similar to Co-op with one important difference: you do not earn college credit for participation in an internship. An internship is a method through which you can gain valuable, hands-on experience in a workplace in the career field you are pursuing. This may help you confirm your career choices or explore other career options, network with potential employers, and gain valuable knowledge and skills to enhance your future employability opportunities. Most internships are unpaid experiences. An internship can be arranged in almost any occupational field or career. If you are interested, contact the director of the Career Development Center at 863-784-7410.

## Work Study Employment

Work Study provides part-time employment to help students earn funds to assist with educational costs. The Work Study program allows students to work in on-campus departments, assisting with clerical work, and other duties as assigned. Students earn the current minimum wage per hour for a maximum of 10 to 20 hours per week.

To be eligible for most types of Work Study you must:

- be a current SFSC student in good standing and currently be enrolled at SFSC for at least the equivalent of halftime student status (a minimum 6 credit hours during fall and spring terms, and six hours during the combined summer A and B terms);
- have a current FAFSA® on file in the Financial Aid Office;
- document an unmet financial need (via FAFSA®, etc.) as determined by Financial Aid Office; and
- hold an overall GPA of 2.0 or higher.

For more information about Work Study, contact the Financial Aid Office at 863-784-7134. To apply, contact the Career Development Center at 863-784-7410.

## Community Employment Opportunities

The Career Development Center at SFSC partners with CareerSource Heartland to provide students and alumni with free access to the Employ Florida Marketplace (EFM) statewide database on which a variety of part-time and full-time employment opportunities are posted. In addition, SFSC provides free subscriptions to College Central Network for students and alumni. Using College Central you can search for internships, work study opportunities, and jobs available locally, statewide, and nationally. Stop by the Career Development Center to search the EFM database and to register for access to College Central. The Career Development Center can also assist you with resume and cover letter preparation, interview practice, and job-hunting strategies workshops.

## Distance Learning

SFSC offers you the opportunity to receive instruction at a distance to fit your education around your work schedule and home life. Currently, four instructional delivery modes are in use. Each involves at least some learning that takes place outside the traditional classroom setting.

Instructional methods currently available are:

- **Online (Asynchronous)** - 80% or more of the instruction of these courses is online. These courses use web-based instruction, communication, and collaboration. Courses may require proctored examinations and may include opportunities for face-to-face orientations, but there may also be no

class attendance requirements. Check the Schedule of Classes for specific course attendance requirements for each online course.

- **Online (Synchronous)** - 100% of the instruction of these courses is online using a video conferencing platform. These courses have a set date/time for class sessions and may require virtual participation and proctored examinations. Check the Schedule of Classes for specific course attendance requirements for each online course.
- **Hybrid Blend** - 30-79% of the instruction of these courses is online. These courses may include required classroom attendance and alternate distance learning delivery methods. Hybrid Blend courses have considerable instruction distributed over the internet and/or via other distance learning delivery methods, which may replace some face-to-face class sessions.
- **Hybrid-Flexible** - a hybrid-flexible course section makes all course content available for both classroom (face-to-face) and distance learning (online) experiences. Students in a hybrid-flexible course section may choose to participate using face-to-face methods, online methods, or a combination of both methods based on preference. Courses may require proctored examinations. Check the Schedule of Classes for specific course attendance requirements.
- **On-Campus** - 30% or less of the instruction has formal course designations, many courses involve some instruction and resources via course websites. Some courses have their syllabi and course notes posted online, but the course is otherwise a traditional face-to-face course. Enhanced with a variety of technology resources these courses have no classroom meeting time reduction, but have substantial internet/electronic components.

SFSC provides you with an account in our Learning Management System (LMS). This LMS, D2L Brightspace<sup>®</sup>, includes access to your SFSC email, news bulletins, and course resources. Your default username is your SFSC email address and default password is your eight-digit date of birth (MMDDYYYY). Should you need additional assistance with your username and password technology questions, contact our Office of Student Services at 863-784-7405.

## Student Services

### Advising and Counseling Center

After you have completed the application process, appropriate testing, and new student orientation, the next step in registering is academic advising/counseling. You should arrange to meet with a counselor/advisor either by calling or visiting DeSoto, Hardee, or Highlands campuses or Lake Placid Center.

Advising/counseling services are available at the DeSoto, Hardee, and Highlands campuses and Lake Placid Center, Monday through Friday, 8 a.m. to 5 p.m. Days and hours of operation may vary during the summer term. Appointments are available.

You are encouraged to discuss your academic goals and intended program of study with the Advising and Counseling Center staff, SFSC center or campus director, or instructional supervisor/manager.

Advisors/counselors can help you register, identify your values and interests, plan your education, assist in deciding a career, and assist you in resolving problems that might interfere with academic and personal success. All advising/counseling or instructor sessions and your records are confidential. If you are a first-time enrolling student, you are required to see an advisor/ counselor prior to registration.

### Students with Disabilities

In keeping with the College's open-door philosophy and in accordance with the Americans with Disabilities Act and the amendments to the Americans with Disabilities Act 2008 and section 504 of the Rehabilitation Act of 1973, SFSC provides reasonable accommodations to educational and training opportunities for qualified individuals with documented disabilities. It is the responsibility of the student or prospective student to self-identify with the disabilities specialist and provide appropriate documentation. Individuals who choose not to self-identify may be ineligible for services and/or accommodations. Services include but are not limited to: admission and registration assistance, orientation, note taking, tutoring, testing accommodations, readers, audio books, course substitutions, and assistive technology. For more information, contact the disabilities specialist through the SFSC website at [southflorida.edu](http://southflorida.edu); by email at [Disabilities.Specialist@southflorida.edu](mailto:Disabilities.Specialist@southflorida.edu); 863-784-7131; or in person at Building B, The Advising and Counseling Center, Room 153, Highlands Campus.

## **Learning Resources Center (LRC)**

The Learning Resources Center (LRC) is located on the Highlands Campus and includes the College Library and the Tutoring and Learning Center (TLC), as well as Adult Education and Curriculum Support. The purpose of the departments within the LRC is to support and supplement the learning activities by providing the materials, equipment, technology, and staff required to satisfy the informational and study needs of members of the College faculty, staff, students, and residents of the communities served by the College.

**The Library** - The Department of Library Services provides materials and services to SFSC students, faculty, staff, and community members. The Highlands Campus Library is located on the second floor of the LRC in Building Y. Libraries are also maintained on the DeSoto and Hardee campuses and at the Lake Placid Center. All College libraries collect and circulate books and audio/visual items, and offer an extensive collection of full-text electronic e-books. Journals, magazines, and newspapers are available for reading on-site.

Computers in each library provide access to the SFSC library catalog and databases, other library catalogs, research guides, and internet access, as well as word processing, spreadsheets, and other desktop applications. Wireless internet access is available in all of the SFSC libraries. The library subscribes to useful online databases to support SFSC coursework. Library online products may be accessed from any place at any time by going to the Current Students tab in Panther Central and choosing Library. The library has loaner laptops for students to check out term-by-term. The student needs to be enrolled in at least one college credit course for the term they want the laptop.

Reference assistance is available in person, virtually, and by phone from staff at the Highlands Campus Library Reference Desk. Through Ask a Librarian, a statewide service provided by the State Library, students can receive reference assistance via online chat, texting, and email. They can also electronically schedule appointments with the librarians at any SFSC campus location. Telephones in the libraries at the DeSoto and Hardee campuses and Lake Placid Center also provide a direct line to the Highlands Campus reference desk. In addition, librarians provide library skills instruction to classes at all SFSC campuses/center, at instructors' requests. Contact the SFSC librarians at 863-784-7306 with any questions on using library materials and services.

Interlibrary loan arrangements enable the SFSC Library to locate and request materials from other state and national libraries. Reciprocal borrowing privileges with the Heartland Library Cooperative are also available.

While overdue fines are no longer being charged, borrowers are responsible for returning their materials on time. The library is not obligated to notify borrowers of overdue items; however, reminder emails are sent out. Borrowers can track their library account through their Library Card found on Primo, the Library Catalog, and Discovery Service. The loss or damage of materials should be reported to the Service Desk at the Highlands Campus as soon as possible. Replacement costs include the price of purchase and a processing fee.

Fee-based printing and copying are available at the Highlands Campus Library. The library uses a wēpa printing kiosk that accepts payment via personal credit/debit cards or an online wēpa account. For more information, go to the Library Printing Guide. A scanner is available for copies that can be printed to the kiosk or can be saved to USB or a smartphone.

In the fall and spring, the Highlands Campus Library is open 7:30 a.m. to 9 p.m., Monday through Thursday; 7:30 a.m. to 5 p.m., Friday. Hours are subject to change and special hours, such as commencement, will be posted on the SFSC library website, in Panther Central, and D2L Brightspace®. Summer hours vary and will also be posted. Libraries at the DeSoto, Hardee, and Lake Placid sites are open when the campus or center is in operation.

Students are encouraged to visit our libraries for reading, studying, and research throughout the day. Games, puzzles, and other activities are available at the Highlands Campus, as well as group study rooms and a quiet study area. We strive to create pleasant, welcoming environments and support student success.

**The Tutoring and Learning Center (TLC)** - Our staff and facilities promote academic success by providing free services to all currently enrolled students at SFSC, students who are participating in approved programs, and alumni of the College no matter what the particular assignment, campus, or skill level.

The TLC is located on the first floor of the Learning Resource Center (LRC) in Building Y on the Highlands Campus. TLC consists of the Mathematics Lab (Y103), the Writing Lab (Y105), and the Science Labs (Y103 and BSEC 212). Anatomy and Physiology and Biology tutoring are available in both Y103 and HSEC 212. The phone numbers for the labs are as follows: Math Lab 863-784-7369, Writing Lab 863-784-7423, and Science Lab 863-784-5624. The Math and Writing Labs are open Monday-Friday during the fall, spring, and summer (first flex session) terms including the week of final exams in the fall and spring terms. Check the Math and Writing Lab schedules/hours of operation for the particular term. Science tutoring hours will vary every term (fall, spring, and summer) and will be posted. Appointments are recommended but not necessary to ensure sufficient time of students with tutors. There is no limit to the number of visits to the labs.

SFSC students in any class and from any campus can access the LibCal Appointment Scheduler to schedule Math, Writing, Anatomy and Physiology, and Biology tutoring. Tutoring is available in-person and via Zoom.

The TLC is a welcoming environment conducive to the College learning process where you can:

- participate in one-on-one or group tutoring sessions in a personalized setting;
- obtain assistance and feedback from knowledgeable mathematics and composition faculty members, specialists, and work study student tutors;
- get a helping hand with any learning need or assignment;
- locate supplemental learning resources;
- organize study discussions and tutoring groups;
- conduct internet research;
- access email and D2L Brightspace®;
- work on, prepare, and complete coursework/study;
- print (from printers upstairs in the library); and
- consult a librarian upstairs for research questions.

In addition, SFSC offers an online tutoring service in D2L Brightspace® called **Brainfuse.com**. To access these resources, simply click on the Tutoring tab in any course in D2L Brightspace®. From the drop-down menu, you may select **SFSC Tutoring.com**.

In the event of questions, contact the Office of Educational Technology via email at [BrightspaceSupport@southflorida.edu](mailto:BrightspaceSupport@southflorida.edu) or call 863-784-7016.

# Community Outreach Program

## Farmworker Career Development Program (FCDP)

This program helps migrant and seasonal farmworkers, and their dependents, in DeSoto, Hardee, and Highlands counties overcome educational and employment acquisition barriers. The FCDP provides educational and supportive services to chronically unemployed and underemployed farmworkers to obtain the career-related education needed to prepare them to enter or advance in the workforce; prepare their children and/or dependents for success in school; and have the economic stability to exercise their rights as citizens in their communities. The Farmworker Career Development Program is administered by the U.S. Department of Labor's (DOL) Employment and Training Administration and the Florida Department of Education. Eligible participants must meet DOL criteria for being "low income," prove a history of farmwork, have legal status in the United States, and be authorized by competent authority to work in the United States. For more information, contact the Farmworker Career Development Program Office at 863-784- 7166 or visit them in Room T09 of Building T on the Highlands Campus.

## Community Educational Offerings

### Community Education

SFSC's Corporate and Community Education Department offers an array of personal enrichment non-credit courses designed to enhance your quality of life or to improve skills. Choose from numerous courses, workshops, seminars, special programs, and other enriching educational experiences provided to meet your needs and interests. You may schedule your instruction at various times and locations. Classes include, but are not limited to, art, conversational Spanish, hands-on computer training, healthy living, creative writing, yoga, and photography. We offer over 350 engaging, personal enrichment courses at [ed2go.com/sfsc](http://ed2go.com/sfsc). All community education classes are fee supported; therefore, the cost varies with the duration of the programs and materials involved.

### Driver Education Programs

SFSC offers a variety of driver improvement programs at three sites within the tri-county area. Visit [southflorida.edu/driversclass](http://southflorida.edu/driversclass) for an online course.

- **Advanced Driver Improvement (ADI)** - Advanced Driver Improvement is a required course if you have accumulated sufficient points to result in license suspension. This 12-hour course concentrates on providing you with the tools to develop positive attitudes and behaviors while maintaining control of a motor vehicle.
- **Alcohol Drug Accident Prevention Training (ADAPT)** -This four-hour approved driver education course is required of all first-time driver's license applicants. This course focuses on Florida's traffic laws and the consequences of substance abuse and its effects on your ability to drive responsibly.
- **Safe Driving Accident Prevention Program (SDAPP)** - SDAPP, which is universally known as traffic school, is a Florida Basic Driver Improvement program designed for motorists who are issued traffic citations or ordered by the courts a four-hour learning option to have points reduced on their driver's license and possibly get a discount on their auto insurance premium (at the discretion of their insurance company). Within this course, you will learn Florida traffic laws, defensive driving strategies, adverse driving conditions, and driving under the influence avoidance. Upon completion, you will receive an official Florida traffic school certification of completion.

## **Lifetime Learners Institute**

The Lifetime Learners Institute is a series of offerings that provide short-term educational opportunities and various social activities for individuals interested in expanding their intellectual horizons. Lectures, discussions, presentations, and optional field trips provide the structure for the program. Series presenters are always welcome to share their expertise. Visit [southflorida.edu/LLI](https://southflorida.edu/LLI) for more information.

## **Parents, Children, and Divorce**

Parents, Children, and Divorce fulfills the requirement of the administrative order for the Parent Education and Family Stabilization Course as required in the 10th Judicial Circuit Section 61.21, Florida Statutes (F.S.). It focuses on the concerns you have regarding your decisions in divorce and the impact this process will have on your child or children. You will learn effective ways of communicating with each other and of making decisions that are in the best interests of your child or children. Both parents are required to complete this four-hour course but are not required to attend the course on the same day. Visit [southflorida.edu/family](https://southflorida.edu/family) to learn more.

Community education is a great way to meet people, learn a new hobby or develop a skill. Our courses are developed in response to individual requests and trends in community interests. Instructors come for all walks of life, bringing rich and varied experience to the classroom. Enroll in one of our many enrichment classes today, the schedule is online at [southflorida.edu/communityedschedule](https://southflorida.edu/communityedschedule). If you don't find what you're looking for, suggest a class by emailing [CommunityEducation@southflorida.edu](mailto:CommunityEducation@southflorida.edu). If you're interested in teaching a personal enrichment course, submit a course proposal to [CommunityEducation@southflorida.edu](mailto:CommunityEducation@southflorida.edu).

For more information on any of these courses, contact the Corporate and Community Education Department at 863-784-7034.

## **Corporate Education**

SFSC's Corporate and Community Education Department can upgrade your skills, customize a program to train your employees, or find a location to present your own training. Corporate and Community Education (CCE) classes are offered at every SFSC campus, center, or at your work site. Many are available through the College's strong partnerships with business and community organizations, such as economic development commissions and chambers of commerce. CCE classes may meet for a few hours or over several days. You don't earn college credits, but through some classes you may receive the education units required to maintain your professional accreditations, certifications, or state licenses. Each year, the list of CCE classes continues to grow.

Examples of training opportunities available:

### **Business**

- Business Writing and Grammar Skills
- Creating a Successful Business Plan
- Customer Service
- Digital Marketing
- Finance
- Grant Writing
- Human Resource Management
- Introduction and Intermediate E-Commerce

- Leadership
- Logistics/Supply Chain Management
- Occupational Safety and Health Administration (OSHA)
- Personal and Professional Time Management
- Project Management Professional (PMP)
- Real Estate Sales Associate (Pre-Licensing, Post Licensing, and Continuing Education)
- Real Estate Broker (Pre-Licensing, Post Licensing, and Continuing Education)
- Soft Skills for Successful Employees
- Using Social Media in Business

## **Commercial Vehicle Driver**

- Bus Driver Training
- CDL Driver's License Exam
- CDL Driver Training Class A, B

## **Computer/Information Technology**

- Adobe InDesign
- Adobe Photoshop
- Introduction and Intermediate Microsoft Office Suites (Word, Excel, Access, PowerPoint, Publisher)
- Introduction to Web Design
- QuickBooks
- Smart Phone and Technology
- Cybersecurity

## **Early Childhood Education**

- Building Blocks for Literacy®
- CEU Workshops
- CPR and First Aid Training
- Florida Child Care Professional Credential (FCCPC)
- Florida Child Care Professional Credential Renewal/Refresher (Online Only)
- Florida Director's Credential Renewal (Online Only)
- Florida Director's Credential Training - Program Management Course
- Introduction to Child Care - 40 hours DCF State Mandated Training

## **Electronic Warfare**

- Electronic Warfare I
- Electronic Warfare II
- Introduction to Electronic Warfare Threat Systems
- Introduction to Radar and FR Fundamentals
- Electronic Warfare Systems Engineering and Test

## **Fire Science**

- Live Fire Training Instructor Course

## **Health Sciences**

- Advanced Cardiac Life Support (ACLS) Provider Course
- ATI TEAS® Prep Course - Test of Essential Academic Skills
- Blood-Borne Pathogens
- Nursing Assistant
- CPR and First Aid Training
- Domestic Violence
- Emergency Medical Technician (EMT) Refresher
- Emergency Vehicles Operations Training
- IV Therapy
- Local Anesthesia for Dental Hygienist
- Pediatric Advanced Life Support (PALS) Provider Course

## **Industrial**

- Welding
- Forklift Driver

## **Online Training**

- [careertraining.ed2go.com/sfsc](http://careertraining.ed2go.com/sfsc) or [catalog.mindedge.com/southflorida](http://catalog.mindedge.com/southflorida) for online career training for industry certifications
- [ed2go.com/SFSC](http://ed2go.com/SFSC) for quick courses
- [SFSC.oltraining.com](http://SFSC.oltraining.com) for insurance agent or adjuster
- [Southflorida.edu/realestate](http://Southflorida.edu/realestate) for Sales Associate, Broker, and Continuing Education

## **Public Service (Law Enforcement/Correctional Officers)**

- Breath Test Operators Course
- Concealed Weapons
- Criminal Law
- Field Training Officer
- Instructor Techniques
- Report Writing
- Security Guard
- Tactical Defense
- Tactical Driving Course

## **Trades**

- Electrical
- EPA Test
- Masonry
- Occupational Health and Safety Administration (OSHA) Training
- Plumbing
- Mine Safety Health Administration (MSHA) Annual Refresher
- Mine Safety Health Administration (MSHA) New Miner Training

SFSC is the Heartland's premier provider of continuing education and professional development. Training classes can be customized to meet the needs of any business, large or small. CCE classes are delivered in a variety of formats with the flexibility to meet the educational needs of individual workers, small businesses, and large public and corporate enterprises.

Visit us online to see our Corporate Education class schedule and webpage at [southflorida.edu/corporatetraining](https://southflorida.edu/corporatetraining), contact us via email at [CorporateTraining@southflorida.edu](mailto:CorporateTraining@southflorida.edu). For more information on CCE courses or developing a class for your business, contact the Corporate and Community Education Department at 863-784-7032 or 863-784-7466.

## The Florida Small Business Development Center

The Florida Small Business Development Center (SBDC) at USF, located at SFSC, is part of the Florida SBDC Network. The Network serves as the statewide single point of contact for the advancement of an entrepreneurial environment; thus, creating a positive foundation for the development and growth of existing and emerging businesses in Florida. The Florida SBDC Network is the most experienced economic development network serving Floridians statewide.

The Florida SBDC at USF, located at SFSC, uses professionally certified business consultants that have the knowledge and real-world business experience to help emerging and growing businesses design growth strategies and make better business decisions. These professionals provide confidential, no-cost consulting to entrepreneurs who want to grow their business. Areas of expertise include:

- Increasing sales
- Obtaining financing
- Improving cash flow
- Winning government contracts
- Exporting
- Business Start-Up

Locally, Florida SBDC at USF, located at SFSC, serves DeSoto, Hardee, Polk, and Highlands County businesses to achieve these goals. Look for us at [southflorida.edu](https://southflorida.edu) under Community tab or at [SBDCTampaBay.com/highlands](https://SBDCTampaBay.com/highlands) or call 813-396-2713 for more information.

## Other Community Program

### Leadership Highlands

The Leadership Highlands (LH) program has been developing local leaders since the formation of the pilot class in 1999 and we graduated our 23rd class in 2023. The mission of the Leadership Highlands program is to develop leaders with a thorough understanding of, and strong sense of commitment to, Highlands County and an appreciation for the strength found in our county's abundant diversities.

LH is administered by SFSC and is a partnership between SFSC and the Avon Park, Lake Placid, and Sebring chambers of commerce. It is overseen by an advisory board comprised of the SFSC director, Leadership Highlands, the executive directors of the above chambers of commerce, and a limited number of LH alumni. The goals of the program are to familiarize participants with the infrastructure, agencies, and economic enterprises that exist in Highlands County; to expose the participants to a range of ever-changing community needs and to identify the resources available to meet those needs; to engender leadership potential and challenge each other to increase personal awareness about their community; to provide participants the opportunity to meet and exchange ideas with community leaders; and to encourage civic participation and volunteer involvement in the community.

Each class includes an orientation in August, a retreat in September, nine monthly themed sessions that include an overnight trip to Tallahassee, and a Commencement ceremony in June. For information about enrollment or participation, contact the program coordinator at 863-784-7466.

## Financial Information

### Estimated Cost of Attendance

Following are the estimated costs used by the Financial Aid Office to determine financial aid award amounts as required under federal financial aid guidelines. This information is provided to assist you in planning your educational expenses.

#### 2025-2026 Estimated Cost of Attendance

The amounts listed below are used for financial aid purposes and are estimated in each category based on 12 credit hours (per term) in attendance for two terms. Actual costs may vary depending upon the type of program, number of hours enrolled, etc.

#### Freshman/Sophomore

	Florida Residents		Nonresidents	
	Living	Living	Living	Living
	<u>with Parents</u>	<u>on their own</u>	<u>with Parents</u>	<u>on their own</u>
Tuition and Fees	\$ 2,593	\$ 2,593	\$ 9,722	\$ 9,722
Books/Supplies	1,400	1,400	1,400	1,400
Room and Board	5,517	9,757	5,517	9,757
Transportation Expense	2,808	2,808	2,808	2,808
Miscellaneous/Personal	<u>1,227</u>	<u>2,008</u>	<u>1,227</u>	<u>2,008</u>
<b>TOTAL ESTIMATED COST</b>	\$ 13,545	\$ 18,566	\$ 20,674	\$ 25,695

#### Junior/Senior

	Florida Residents		Nonresidents	
	Living	Living	Living	Living
	<u>with Parents</u>	<u>on their own</u>	<u>with Parents</u>	<u>on their own</u>
Tuition and Fees	\$ 2,958	\$ 2,958	\$ 11,087	\$ 11,087
Books/Supplies	1,400	1,400	1,400	1,400
Room and Board	5,517	9,757	5,517	9,757
Transportation Expense	2,808	2,808	2,808	2,808
Miscellaneous/Personal	<u>1,227</u>	<u>2,008</u>	<u>1,227</u>	<u>2,008</u>
<b>TOTAL ESTIMATED COST</b>	\$ 13,910	\$ 18,931	\$ 22,039	\$ 27,060

#### Fees

All fees are due and payable on the day of registration, unless other arrangements are made before the class begins. Fees may be paid by cash, check, Discover, MasterCard, Visa, or the Tuition Installment Payment (TIP) Plan. Additionally, American Express and e-check are available online through your Panther Central Student Account. If you request loans or scholarships, you should contact the Financial Aid Office at 863-784-7134 prior to registration to confirm the status of your request. All fees are subject to change.

## **Student Obligations**

If you have outstanding obligations with the College, you will be unable to receive further fee-based services from the College until your debts have been satisfied in full. Such services include registration and library services. All delinquent accounts may require an additional fee. Note that:

1. Fees depend on Florida residence status (see Admissions).
2. Registration is not complete until fees are paid (cash, financial aid, etc.). It is your responsibility to complete this requirement.
3. Fees to audit a course are the same as regular fees.
4. Credit by examination fees are the same as regular fees.
5. Fees may be changed at the discretion of the SFSC District Board of Trustees.
6. You should bring sufficient funds to meet immediate needs. Personal checks are accepted only for the exact amount of fees.
7. Student debt will be collected from the first available funds in your name.
8. Course fees are charged separately from costs of books and supplies. You should be prepared to make these payments separately.
9. Some courses include lab instruction which may require lab fees.
10. Check term schedule for current list of fees.

## **Fees for Adult Education Courses**

Adult Education students enrolled in the Adult Basic Education (ABE), English for Speakers of Other Languages (ESOL), or GED<sup>®</sup> program will be charged a flat, or "block" tuition rate per term. This fee may be waived. Tuition rates for Florida residents and non-Florida residents are specified in the SFSC Schedule of Classes.

## **Fees for Corporate and Community Education Courses**

Fees for Corporate and Community Education courses vary depending upon the number of hours of instruction and are listed in each class activity announcement. Programs operated through Corporate and Community Education include:

- Driver Education Program
- Parents, Children, and Divorce
- Lifetime Learners Institute

Call the Corporate and Community Education Office at 863-784-7388 for the Schedule of Classes and fees.

## **Insurance Fees**

Several courses offered by SFSC require that you be insured while enrolled in the courses. Insurance fees are in addition to other special or lab fees. See Schedule of Classes for current fees listings.

## **Lab Fees**

Many courses offered by SFSC require you to use expendable resources or special equipment. If you are enrolled in these courses, you will be charged a lab fee to pay for these costs. To determine lab fees for courses, check the current searchable Schedule of Classes available on the website.

## **Tuition and Fee Deferments for Veterans and/or Dependents**

If you are a veteran and/or dependent who has provided all required documents for eligibility to be certified for your Veterans Affairs (VA) educational benefits, you may be permitted to defer your tuition and fees (no books and supplies) once per term. This period may be as much as 60 days. Deferments must be paid on the due date whether or not you have received a benefit payment or had a payment posted to your account. Consult the Veteran School Certifying Official at 863-784-7128 or 863-784-7410 for further information.

## **Veterans Benefits and Transition Act of 2018**

The College has a policy in place that will allow a covered individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance and is therefore in compliance with the requirements of 38 U.S. Code Section 3679(e) and Section 103, Public Law 115-407.

Johnny Isakson and David P. Roe, M.D. Veterans Care and Benefits Improvement Act of 2020, Public Law 116-315. The law requires schools and training providers to be financially responsible, instead of the student, for the benefits paid directly to an educational institution. This applies to tuition and fees payments under the Post 9/11 GI Bill (38 USC 3685(b)). As a result, the student will be responsible for any debt this may create to the school and training provider.

## **Financial Aid**

SFSC's financial aid program provides financial assistance to eligible students to attend college. This assistance may come from one or any combination of grants, scholarships, loans, or student employment. Financial aid is awarded on the basis of your academic ability or special talent, demonstrated financial need, and the availability of funds from federal, state, institutional, and/or local sources. Financial aid awards will not be processed until you have been admitted to a degree program or eligible certificate program. For information and assistance to apply for financial aid, visit our financial aid webpage at [southflorida.edu/current-students/financial-aid-scholarships](https://southflorida.edu/current-students/financial-aid-scholarships).

### **Eligibility Criteria for Federal Financial Aid**

To qualify for federal financial aid, you must meet the following basic eligibility requirements.

1. You must be a U.S. citizen or an eligible noncitizen.
2. You must be accepted into the College and be enrolled in an eligible degree or certificate program.
3. You must have a valid Social Security Number.
4. You must have a valid high school diploma or General Education Diploma (GED<sup>®</sup>), or meet Ability to Benefit Criteria.
5. You must maintain SFSC's Standard for Satisfactory Academic Progress.
6. You must not be in default on any federal educational loan or owe repayment of a federal grant at this or any institution.

7. You must provide all information requested for the completion of your file before aid will be disbursed.
8. Demonstrate financial need for need-based federal student aid programs.
9. Provide consent and approval to have your federal tax information transferred directly into your 2024-25 Free Application for Federal Student Aid form, if you're applying for aid for July 1, 2024, to June 30, 2025.

**New Students** - You must apply to the College by submitting an Application for Admission to the Office of the Registrar.

**Former Students** - If you return to SFSC, you will remain under the same SAP standards (see Satisfactory Academic Progress Information section) from which you left. If you are not meeting the SAP standards, you may be ineligible to receive financial aid but will have the option to appeal to have your financial aid reinstated. See "Regaining Eligibility Through the Appeal Process" under Standards of Satisfactory Academic Progress (SAP). **NOTE:** If you have attended another institution since you left SFSC, refer to "Transfer Students."

**Transfer Students** - You must have all transcripts from previous institutions received and evaluated, you must be accepted and classified as degree seeking, and you must meet the standards of academic progress before financial aid will be awarded. These standards are based on your entire academic record, at all schools attended and hours as determined to be applicable to your SFSC degree, regardless of whether or not you received financial aid.

**Failure to list all prior institutions you attended could result in your financial aid being cancelled.**

Federal regulations stipulate that the maximum timeframe for an undergraduate student cannot exceed 150% of the published length of an academic or a certificate program. Therefore, once you reach the maximum timeframe, you are no longer eligible for financial aid as an undergraduate student. However, you may appeal if you believe you have extenuating circumstances that may have caused you not to complete your program within the 150% timeframe. See "Regaining Eligibility Through the Appeal Process" under SAP.

## Applying for Financial Aid

To be given the greatest consideration, you should complete the Free Application for Federal Student Aid (FAFSA<sup>®</sup>) prior to April 15, the SFSC priority date. If the priority date is missed, you should still apply as soon as possible to be considered for financial aid that is still available, such as Pell Grants, loans, etc.

**ALL STUDENTS MUST APPLY OR REAPPLY YEARLY FOR FINANCIAL AID. AWARDS ARE NOT RENEWED AUTOMATICALLY.**

1. Complete the Free Application for Federal Student Aid (FAFSA<sup>®</sup>) by applying online at [fafsa.ed.gov](https://fafsa.ed.gov). The College code for SFSC is **001522**. We use the FAFSA<sup>®</sup> information to determine if you are eligible to receive aid from state, federal, work study, and direct loan programs. Apply as soon as possible after **October 1**, each year. You should not wait to be admitted to SFSC before applying for financial aid.
2. Complete an application for admission to SFSC. Your academic records (e.g., high school transcript, GED<sup>®</sup>, and college transcript) and other supporting documents must be submitted to the Admissions, Registration, and Records Office as specified by Admissions personnel. If you previously attended any other postsecondary institutions, the above information must be received by the Admission Office before the Financial Aid Office (FAO) can determine your eligibility for aid.
3. Before beginning the FAFSA<sup>®</sup>, if you don't already have a FSA ID and password, you can apply for one at [fsaid.ed.gov](https://fsaid.ed.gov). Students and all contributors must create a FSA account to complete and sign the

online FAFSA. The FAO will receive your Institutional Student Information Report (ISIR) from the processor as long as SFSC code **001522** is listed as one of your colleges on the FAFSA<sup>®</sup>. You will receive a Student Aid Report (SAR) within 3-5 days via your email address, if you completed the FAFSA<sup>®</sup> online. If you do not receive your SAR within this time, you may want to call the processor at 800-433-3243 from 8 a.m. through midnight (Eastern Standard Time) or check online at **fafsa.ed.gov**.

4. If you are selected for a process called Verification, you will be requested by the FAO to submit additional information. Forms that you may need to complete are available via SFSC Financial Aid webpage at **southflorida.edu/current-students/financial-aid-scholarships/forms**. The College FAO can accept copies of tax returns to verify tax information. To obtain an IRS tax return transcript, go to **IRS.gov** and click on the "Get a Tax Transcript" link under Tools. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You can choose "Get Transcript ONLINE" or "Get Transcript by MAIL."
5. The Student Aid Report (SAR) indicates your Student Aid Index (SAI), which is used to determine your eligibility for financial aid. The SAR also lists the information you reported on your FAFSA<sup>®</sup>, and if selected for verification by the federal processor, you will see an asterisk (\*) to the right of your SAI. Take the time to review your SAR information for accuracy.
6. To apply for a SFSC Foundation Scholarship, you must complete the online SFSC Foundation Scholarship Application from our webpage at **southflorida.edu/current-students/financial-aid-scholarships**.

**The deadline dates are:**

Fall Term Awards	July 3
Spring Term Awards	November 1
Summer Term Awards	April 1

**High School Graduates:**

Fall Term Awards	April 1
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7. If you are applying for a Direct Student Loan, applications are available via the SFSC Financial Aid webpage at **southflorida.edu/current-students/financial-aid-scholarships/loans**.
8. If your financial aid file has been considered "complete," a provisional award letter will be emailed to your student email account. Awards listed on your award letter are tentative and are not final. Awards can be either adjusted or cancelled at any time due to ineligible program code, enrollment, academic standing, and/or availability of funds.
9. **Notify the FAO if you are expecting the Florida Bright Futures Scholarship.**

**Follow up on your application! You are responsible for following up on your financial aid application. Do not wait until classes begin. You can use your Panther Central login to view your financial aid status and awards.**

If you need assistance in completing financial aid forms, you should contact the FAO at 863-784-7134. You have the right to understand how your financial aid award is determined and the FAO is always willing to discuss any financial aid decisions with you to promote a better understanding of the financial aid process.

Early filers with a complete file will be given first priority in determining eligibility to receive one of the Florida Student Assistance Grants (FSAG and/or FSAGCE), the Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), and Florida Work Experience Program (FWEP).

# Grants, Scholarships, Work Study, and Loans

Financial aid comes in many forms, such as grants, employment, loans, and both internal and external scholarships. Grants are considered gift aid and do not have to be repaid. Only undergraduate students who have not previously received a bachelor's degree and who demonstrate financial need may be eligible for the grant programs.

## **Federal Pell Grant**

Grant is provided by the federal government to students with demonstrated financial need. Students who are enrolled less than half time may qualify to receive a Pell Grant if the Student Aid Index (SAI) meets the standards established by the federal government.

## **Pell Grant Lifetime Eligibility Used (LEU)**

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is **NOW** limited by a new federal law to be equivalent of six years of Pell Grant funding. For more information on Pell Grant eligibility visit [southflorida.edu/current-students/financial-aid-scholarships/grants](http://southflorida.edu/current-students/financial-aid-scholarships/grants).

## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is provided by the federal government to assist students with the highest level of need. You must be enrolled at least half-time to be considered for this grant. These funds are very limited and are awarded to students who meet the priority date as listed in the catalog and as funds are available.

## **Florida Student Assistance Grant (FSAG)**

This grant is awarded to a Florida resident who is a U.S. citizen or eligible noncitizen, and who meets state-mandated criteria. You may be full-time or part-time to receive this award. To maintain eligibility for renewal the following school year you must complete all coursework enrolled in and maintain a 2.0 cumulative GPA during the academic year in which you received this award. (Credit hours earned in the previous summer may be counted in determining your renewal eligibility.)

## **Florida Student Assistance Grant - Career Education (FSAG-CE)**

This grant is awarded to a Florida resident who is a U.S. citizen or eligible noncitizen. You must be enrolled for a minimum of 180 clock hours per term, maintain a 2.0 cumulative GPA, and complete all coursework enrolled in.

## **Florida Bright Futures (BF) Scholarship Program**

This program includes several state-funded scholarships based on high school academic achievement. It is for students who enroll in an eligible Florida postsecondary educational institution within two (2) years of graduation from a Florida high school. Students who are receiving the Bright Futures Scholarship must be enrolled for a minimum of 6 non-remedial credits and must be a degree or certificate seeking student.

- **BF Withdrawals Repayment Procedure** - You will be required to repay the cost of any course funded by BF that you withdraw from after the drop/add period of each term. Your repayment for the cost of withdrawn courses is required to renew a BF award for a subsequent academic year.

- **BF Transient Student** - You must complete the transient enrollment process to have dual hours included in your award.

For additional information, visit the Florida Department of Education website at [floridastudentfinancialaid.org](http://floridastudentfinancialaid.org).

### **Federal College Work Study (FWS)**

is provided by the federal government to assist students with financial need and who express an interest in working part-time jobs on or off-campus. You may work up to 20 hours per week at the minimum hourly wage. Selection is based on financial need as determined by the federal government (other considerations: available positions, funds, and job interviews). Contact the Career Development Center at 863-784-7410 for information on available positions or to be placed on a waiting list.

### **Florida Work Experience Program (FWEP)**

This is a need-based program funded by the state of Florida to provide eligible SFSC students experience working on campus that will complement and reinforce their educational and career goals. You may work up to 20 hours per week at the minimum hourly wage. Selection is based on financial need as determined by the federal government, satisfactory academic progress, available positions, funds, and job interviews.

### **Federal Direct Student Loan Program**

The Direct Loan Program was created to simplify federal student loan delivery and provide borrowers with flexible repayment options with a single loan holder. The lender is the U.S. Department of Education rather than a bank or other financial institutions. South Florida State College is a participant in the Federal Direct Student Loan Program. As a new and returning student requesting a loan, you must first apply for all federal financial aid by submitting the Free Application for Federal Student Aid (FAFSA<sup>®</sup>) at [fafsa.ed.gov](http://fafsa.ed.gov). Two types of Federal Direct Student Loans are available:

- **Federal Direct Subsidized Student Loan** - This loan is based on financial need and requires you to have unmet financial need. The federal government will pay the interest on your behalf while you are enrolled in school at least half-time.
- **Federal Direct Unsubsidized Student Loan** - This loan is not based on your financial need. The federal government does not pay the interest on your behalf while you are enrolled in school. You, the borrower, are responsible for the interest that accrues and capitalizes within 60 days of your first disbursement. You must be enrolled in at least 6 credit hours or 8 occupational credits per term. Though this loan is non-need-based aid, the amount combined with other aid cannot exceed the total cost of attendance.

### **Federal *Plus* Direct Loan**

This loan is a parent loan for undergraduate dependent students (*PLUS*). Parents of dependent students may borrow on behalf of their children. Although income is not a factor, the borrower cannot have adverse credit history. To receive the maximum financial assistance, you should first apply for other types of financial aid by completing the FAFSA<sup>®</sup> at [fafsa.ed.gov](http://fafsa.ed.gov). Loan amounts must not exceed the cost of education less other financial aid. Parent loans must be repaid over a 10-year period with interest beginning 60 days after disbursement.

### **Borrowing Basics for Federal Direct Student Loans -**

- **Eligibility Requirements** - All students, including transfer students from other institutions, must meet the standards of satisfactory academic progress to be eligible to receive a Federal Direct Student Loan at SFSC.
- **How Much Can I Borrow?** How much you may borrow each year depends on your enrollment, cost of attendance, and other financial assistance received. There are limits for each federal student loan, depending on the type of loan and your grade level in school. Refer to the financial aid webpage for current loan limits.
- **How Much Should I Borrow?** You should borrow as little as possible to meet your need. Because it is relatively easy to obtain student loans, you might borrow more than you really need. You will have to repay that money - with interest.
- **What are the Interest Rates on Direct Loans?** Refer to the financial aid webpage for current interest rates on the different types of loans.
- **First-Time Loan Borrowers** - If you are a first-time borrower, federal regulations require a 30-day delay before you receive your loan check (typically 30 days from the start of the term). You must also complete the required loan entrance counseling and Master Promissory Note (MPN) at [studentaid.gov](http://studentaid.gov) and Financial Aid Literacy Review on our website at [financialaidtoolkit.ed.gov/resources/fin-lit-guidance.pdf](http://financialaidtoolkit.ed.gov/resources/fin-lit-guidance.pdf).
- **Time Limit for Receiving Loans** - If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum time period (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program. You can usually find the published length of any program of study in our College Catalog.
- **Loan Disbursement** - Loans are required to have a minimum of two disbursements: the start of each term for two-term loans or mid-point for a single-term loan.
- **Borrower Responsibilities** - You must inform SFSC and the Federal Government of any changes that take place in your name, your permanent address, the name and address of an expected employer, an address of your next of kin, and if your enrollment status falls to less than half-time.
- **Repaying Your Loans** - After you graduate, leave school, or drop below half-time enrollment, you have a six-month grace period before you must begin repayment. However, if you receive a Direct Subsidized Loan that was first disbursed between July 1, 2012 and July 1, 2014, you will now be responsible for paying any interest that accrues during your grace period. If you do not pay the interest during the grace period, the interest will be added to your principal balance.
- **Exit Counseling** - SFSC is required to conduct exit counseling for every student who borrowed a Direct Loan and has ceased to be enrolled at least half-time. You will receive exit counseling information via our webpage, via [studentaid.gov](http://studentaid.gov) and/or by mail. It is important that you complete exit counseling to understand repayment options and your rights and responsibilities as a borrower. It is also important that you make your full loan payments on time either monthly or according to your repayment schedule. If you fail to make your payments on a timely basis, you can face serious consequences that will impact your future finances.

## **Federal Teach Grant**

The U.S. Department of Education's *TEACH* Grant Program provides grant funds to postsecondary students who are completing or plan to complete coursework that is needed to begin a career in teaching. You must agree to serve for at least four years as a full-time, highly qualified teacher in a high-need field, in a school serving low-income students. To receive a *TEACH* grant, you must meet the following criteria:

- Complete the FAFSA<sup>®</sup>, although you do not have to demonstrate financial need.
- Be a U.S. citizen or eligible noncitizen.

- Be enrolled as an undergraduate in a postsecondary educational institution that has chosen to participate in the *TEACH* Grant Program.
- Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework.
- Meet certain academic achievement requirements by maintaining a cumulative GPA of at least 3.25.
- *TEACH* Grant recipients are required to complete initial and subsequent counseling before completing the Agreement to Serve (ATS).
- Sign the *TEACH* Grant Agreement to Serve.
- Exit Counseling is required when you graduate or cease attending.
- Visit [studentaid.gov](http://studentaid.gov) or the Financial Aid Office for additional information.

## **Occupational Scholarships**

If you are interested in a Career Certificate program, contact your high school guidance counselor or the SFSC Financial Aid Office to determine your eligibility for an occupational scholarship.

## **Performance/Participation Scholarships**

Your outstanding abilities in academics, athletics, music, performing arts, and other skill areas may make you eligible for this program. Contact the activity sponsor in the department where your specialty is assigned.

## **Top 10% Academic Incentives**

These are awarded to graduates from a high school in SFSC's service district in the top 10% of the class.

## **Tuition Installment Payment (TIP) Plan**

To help meet your education expenses, SFSC is pleased to provide the Tuition Payment Plan. TIP is available at all campuses and to all students at SFSC. TIP allows you to pay your tuition in monthly payments. The earlier you enroll, the more payment options you have. You may enroll in the TIP plan through your Panther Central account. TIP is administered for SFSC by Nelnet Business Solutions. For more information, pamphlets are available in the Advising and Counseling Center, the Cashier's Office, and the Financial Aid Office.

## **SFSC Foundation Scholarships**

Through the support of our local community, the SFSC Foundation is able to award numerous scholarships to students attending the College each year with the opportunity for enhanced access to an affordable, quality education, training and experience you will need to excel as tomorrow's leaders. The scholarship application is online at [southflorida.edu/support-sfsc/foundation-scholarships](http://southflorida.edu/support-sfsc/foundation-scholarships) then click Scholarship Application on AwardSpring. Although the specific criteria vary among the types of Foundation scholarships, students enrolled at SFSC with 6 credits hours or more in a bachelor's degree, associate degree, credit certificate, or vocational certificate program may apply for a scholarship. Some areas of emphasis in qualifying include academic achievement (GPA of 2.75 or higher), financial need, residence, specific high school graduation, and enrollment. Almost all scholarships require the completion of the FAFSA<sup>®</sup> at [fafsa.ed.gov](http://fafsa.ed.gov). For specific information on each of the scholarships listed online, contact the Financial Aid Office at 863-784-7134.

## **Local Scholarships**

Various local groups and organizations select recipients for their scholarships. These awards are coordinated by or through the Financial Aid Office.

## **Occupational and Vocational Scholarship Application**

The Occupational/Vocational Scholarship is a need-based program designed to help you enroll in Career Certificate (C.C.) and non-credit Continuing Education Programs (or courses). In general, these are non-credit workforce development courses as defined by the Florida Statutes. You must have financial need as determined by the FAFSA®; therefore, you must complete the FAFSA® at [fafsa.ed.gov](http://fafsa.ed.gov). If you are receiving payment of tuition and fees from other programs, you may not be eligible for the Occupational/Vocational Scholarship. If you are receiving the federal Pell Grant and/or other assistance, you may be eligible, depending on the amount and type of assistance or your individual circumstances. If you are receiving payment of tuition and fees from sources outside of the Financial Aid Office (e.g., WIA, Vocational Rehabilitation), you may not be eligible. The Financial Aid Office determines eligibility based on the official FAFSA® information as well as other financial resources that may or may not include the Pell Grant. To be considered for this scholarship for financial assistance you must apply each term during the regular registration process by completing the Vocational Scholarship Application in the Financial Aid Office.

## **Satisfactory Academic Progress Information**

### **Standards of Satisfactory Academic Progress**

Federal regulations as outlined in Section 668.34, 34 Code of Federal Regulations (CFR) require that you meet minimum standards of satisfactory academic progress and moving toward the completion of a degree or certificate within a given timeframe to be eligible to receive financial aid funds. The minimum standards at SFSC are applied to all Title IV Federal Financial Aid Programs administered by the College, except those programs whose eligibility requirements are restricted to institutional funds or outside donor restrictions.

The SFSC Standards of Satisfactory Academic Progress (SAP) must include the student's total academic history, which includes credits taken at SFSC, dual enrollment/transient and transfer hours, etc. and applies to all terms of enrollment periods regardless if you received financial aid in prior terms or not. Certain state and locally administered financial aid programs have a more stringent academic progress standard.

In these cases, the more stringent academic progress standards will be applied in addition to the College standards.

### **Satisfactory Academic Progress (SAP)**

Contain qualitative measures of progress (GPA and completion rate) and a quantitative measure of progress (maximum timeframe) to complete the degree/certificate program. You must meet all parts of the standard to maintain eligibility. All parts are cumulative in their measurement.

1. You must meet the SAP performance requirement of at least a 2.0 annual and cumulative GPA. SAP is reviewed at the end of each term.
2. You must make progress toward your degree or certificate. The minimum progress toward your degree or certificate requires you to successfully complete 67% of all hours attempted including transfer hours regardless of whether you received financial aid or not. This may include college credits and occupational credits.
3. You must complete your educational program within a given timeframe. The maximum timeframe is 150% of the normal credits required for your degree or certificate program. For example, if you are in a 60-credit hour program you can attempt up to 90 credit hours (60 hours times 150%). An example of a normal vocational program is approximately 45 credit hours; 150% of that program is 68 credit hours. This includes all college coursework; all transfer credits whether or not financial aid was received, and whether courses are applicable toward your current degree program. If you have been

accepted into our bachelor's program which is 120 credits, 150% of 120 credits will allow you to take up to 180 attempted hours.

4. If you have reached the maximum attempted hours of 90 credits or 180 credits (for bachelor's program) in an academic program or reach 150% of the published length of the educational program (clock-hour), you may not be eligible to receive financial aid.
5. If you are a first-time SFSC student with course history (e.g., transfer of dual enrollment hours) that does not meet the standard of satisfactory academic progress, you will not be eligible to receive financial aid until you have met the standards as defined above.

**If you believe you had extenuating circumstances beyond your control, you may appeal. See "Regaining Eligibility Through the Appeal Process."**

A *term* is defined as any of the major terms: fall, spring, and summer. First and second summer flex sessions are treated as one term for financial aid purposes. An *enrollment period* is defined as the term or portion of a term for which you enroll.

*Successful completion* is defined as any course completed with a final grade of **A, B, C, D**, or **S**. Courses for which you receive grades of **W, I, F, N, U**, or **X**, as well as the previous attempt(s) of repeated courses regardless of previous grade, are counted as courses attempted but not successfully completed.

Failure to meet the minimum standard of progress as outlined above will result in the following action(s):

- **Financial Aid Warning** - This occurs at the end of the term for which you fail to meet satisfactory academic progress as outlined above. In a Warning status, you retain your eligibility for financial aid as long as you are permitted to enroll. While you will continue to receive financial aid at the end of the term, it is your responsibility to restore your academic standing for financial aid by the end of the next term in which the Warning status was given. You will be notified via your student email account of your Warning status.
- **Financial Aid Suspension** - This occurs at the end of the Warning status term for which you failed to meet satisfactory academic progress as outlined above. In suspension status, all eligibility for financial aid will be cancelled for future terms until you meet the SAP Standards. You will be notified via your student email account of your Suspended status. You may appeal your financial aid suspension if you believe your loss of financial aid eligibility was due to extenuating circumstances (see "Regaining Eligibility through the Appeal Process"). If your appeal is approved, and you are not expected to meet Standards of Academic Progress within the probationary term, you will be required to sign a Financial Aid Academic Plan (FAAP) placing you on Financial Aid Probation. You will continue on probation as long as you successfully comply with all contingencies within the FAAP that you sign as part of the SAP Appeal. Once you meet the minimum SAP requirements, you will no longer be on the FAAP.
- **Financial Aid Probation Requirements** - Your progression will be monitored during the probationary period at the beginning and end of each term to ensure you are following all contingencies within your approved appeal and successfully matriculating through your program of study. Disbursements will not be made for a term unless it is verified that you were successful during your prior term.

## Maximum Timeframe

As a financial aid recipient, you must earn your degree within a maximum number of attempted credit hours or clock hours after you first enroll at SFSC. Once you reach the maximum timeframe of 150% of your degree/certificate program, you are no longer eligible for financial aid. Federal regulations stipulate that the maximum timeframe for an undergraduate student cannot exceed 150% of the published length of an academic program and/ or a certificate program. If you reach a point when it is clear that you will not be able

to meet the quantitative standard (the maximum timeframe) by graduation, you may become ineligible for aid. See a financial aid advisor if you have questions or need assistance.

All attempted hours are counted to determine academic progress. This includes transfer hours, hours attempted for which you did not receive financial aid, repeated courses, incomplete courses, withdrawals, and coursework that may have been exempted from calculation of the academic GPA under the Forgiveness Policy.

**Transfer Student Hours** - All transfer hours that are accepted by the SFSC Registrar will be included when determining your eligibility. Thus, hours accepted toward your educational program at SFSC will be counted as both attempted hours and completed hours when calculating maximum timeframe for SAP purposes. If you are a transfer student with hours above the 150% (based on what hours have been accepted) maximum timeframe, you may not be eligible to receive financial aid. See a financial aid advisor if you have questions or need assistance.

**Remedial Coursework** - Federal funding for remedial coursework will be limited to 30 credit hours regardless of whether or not you received financial aid for the remedial (college preparatory courses) credit hours. Once you have attempted 30 credit hours in remedial courses, you will no longer be eligible to receive financial aid for additional remedial hours. Remedial coursework for determining your SAP will be included in the evaluation of GPA and 67% completion. However, remedial hours may be excluded from the maximum timeframe determination.

**Regaining Eligibility Through the Appeal Process** - If you believe extenuating circumstances prevented you from meeting the required standards of progress as outlined above, you may appeal to the Financial Aid Appeal Committee by completing the "Satisfactory Academic Progress (SAP) Appeal" form. This form is available on our website at [southflorida.edu](http://southflorida.edu) under the Current Student tab, then Financial Aid Forms.

If you desire to file an appeal to be reviewed for the current term, you should come prepared to pay all tuition and fees awaiting the decision of the committee. If the decision is favorable, your financial aid will be reinstated. All appeals must have the following as applicable to your circumstances:

- A letter written by you describing mitigating circumstances that prevented you from achieving satisfactory progress. Mitigating circumstances that may be considered include: family difficulties, such as divorce or personal illness; serious illness or death within immediate family, or other circumstances beyond your reasonable control.
- Proof that the mitigating circumstances you describe actually occurred (such as police report, death certificate or obituary, letter from a physician, copies of appointments, etc.).
- Your condition or mitigating circumstances must be resolved allowing you the ability to complete coursework successfully or an appeal will not be granted.
- You will be limited to one maximum timeframe appeal and will be required to successfully complete 100% of all coursework. If approved, a FAAP will be required and you will not be allowed to change your program of study without an additional appeal. For this appeal, you must explain why you have not met graduation requirements and describe what actions or plans you have taken or will take to make sure you graduate in the near future.

A committee reviews the appeals and determines whether there are sufficient reasons to allow your financial aid to be reinstated. You will be notified in writing of the committee's decision. If your eligibility to receive financial aid for an additional term is granted, you will be placed on financial aid probation, must sign an FAAP, and meet all contingencies therein. If you fail to keep the agreement of your FAAP, you will be placed back on suspension.

If you are placed back on financial aid suspension and you do not have mitigating circumstances to support why you failed to meet the agreement of your approved appeal, you may regain your eligibility for financial aid by enrolling in courses at your own expense and bringing your cumulative GPA up to a 2.0 or higher and your cumulative Completion Rate to at least 67%. This may not apply to the maximum timeframe status.

## **Other Important Satisfactory Progress Information**

- 1. The Satisfactory Academic Progress Policy is applied to all terms that you are enrolled at SFSC whether or not you receive financial aid.**
2. If you change your major multiple times during your enrollment at SFSC and this causes your attempts to exceed the maximum timeframe of 150% of the published length of the program including transfer hours, you may not be eligible for financial aid. Changes in major, double majors and/or certificates do not increase your maximum timeframe and may cause you to lose your eligibility before earning a degree. However, upon completion of a certificate or an associate degree, you may continue to receive financial aid if you are seeking a different certificate or degree. This is possible only once with an appeal where the school may exclude prior credits and grades that do not count toward the new certificate or program of study for SAP determination. This appeal must be made to the SAP Appeal Committee and will only apply if you are meeting all of the other standards of progress measurements.
3. When determining financial aid eligibility, a grade of I (Incomplete) will not affect your GPA, however, it will affect your completion rate. If the I grade is not removed by the due date (six weeks from the beginning of the next College enrollment period, according to College Policy), it reverts to an F grade. Such a grade may contribute to suspension of financial aid eligibility.
4. You may use financial aid to repeat a course in which a grade of *N*, *D*, or *F* has been earned only if you have not reached the maximum timeframe of 150% of the given program and you are meeting the standards of academic progress. You may also use financial aid **ONLY ONCE** to repeat a course for credit in which a grade of *C* or higher was earned if you are making SAP. If you elect to improve a grade in a course, the repeat credit(s) will be included in the total number of credits when determining enrollment status as well as the total number of attempts in determining your quantitative measure of progress.

The decision of the SAP Appeal Committee is final and not normally open for further consideration. However, if your appeal is denied and you believe your mitigating circumstances warrant a second look, you may submit a written request for a review of the appeal to the vice president of student services.

**Exceptions to the Appeals Process** - The financial aid director or designee can waive the appeal process in certain limited situations. If you reach 150% of your degree program, but have less than one academic year to complete this program, you may continue to receive financial aid at the discretion of the financial aid director or designee provided your Pell Grant Lifetime Eligibility Used has not been met and you meet all other standards of progress measurements. The financial aid director or designee may also refer you to the SAP Appeal Committee. **NOTE:** This is a one-time option and does not apply to multiple associate degrees or certificates.

## **Student Rights and Responsibilities**

### **Student Financial Aid Rights and Responsibilities**

As a student and potential recipient of financial aid at SFSC, it is important that you read and understand the following student rights and responsibilities pertaining to financial aid.

#### **Student Rights:**

1. What financial assistance is available, including information on all federal, state, and institutional financial aid programs
2. What the deadlines are for submitting applications for each of the financial aid programs available
3. What the cost of attending is and what policies are on refunds if you drop out
4. What criteria are used to select financial aid recipients
5. How the school determines a student's financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget
6. What resources (such as student aid index, other financial aid, veterans' benefits, etc.) are considered in the calculation of your need
7. Establish plans to meet your educational and living expenses in case of delay in receiving financial aid assistance
8. Keep informed by reviewing all information sent to you, as well as by regularly checking your status in Panther Central
9. Apply for financial aid early, if you believe you will need financial assistance
10. Keep SFSC informed of any changes of address, name or marital status while you are a student, and until all student loans have been repaid in full
11. Maintain satisfactory academic progress
12. How much of your financial need, as determined by the institution, has been met
13. To explain the various programs in your aid award package; to request reconsideration of the award package made
14. What portion of the financial aid is a loan, work, or a grant (If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, and the pay-back provisions including the length of time you have to repay the loan and when repayment is to begin)
15. How the school determines whether you are making satisfactory academic progress and what happens if you are not
16. To make available for review, a copy of the documents describing the institution's accreditation, approval, or licensing

**Financial Aid Student Responsibilities** - It is your responsibility to:

1. Review and consider all information about the College's program(s) before enrolling.
2. Apply early, if you need financial aid assistance. Errors can delay receiving financial aid. Intentional misreporting on application forms for financial aid is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
3. Return all additional documentation, verification information, corrections, and/or new information requested by either the Financial Aid Office or the agency to which an application was submitted.
4. Read and understand all forms before signing and keep copies of them.
5. Accept responsibility for all agreements that bear your signature.
6. Notify the U. S. Department of Education of changes in the name, address, or school status if a loan exists.
7. Perform in a satisfactory manner the work that is agreed upon in accepting a work study award.
8. Know and comply with the deadlines for application or re-application for aid.
9. Comply with the school's refund procedures.
10. Request financial aid transcripts from each postsecondary institution previously attended even if no financial aid was received.

11. Notify the Financial Aid Office of all financial aid received from any source(s) other than the College as soon as the student receives it.
12. Know the time for the disbursement of the award(s) and pick up any aid checks within a reasonable period of time.
13. Abide by all conditions of the financial aid award(s).

**Questions concerning financial aid programs and other student rights and responsibilities should be directed to the Financial Aid Office at 863-784-7134.**

## **Refund and Return of Title IV (R2T4) Policy**

### **Refund Policy**

You must officially drop a course to obtain consideration for a refund. Refunds must be requested within the Drop with Refund Period at the Office of the Registrar (see College Calendar for drop with refund deadlines). Refund exceptions to this rule must be requested in writing to the Academic Appeals Committee and be based upon documented reasons beyond your control. Changes in your schedule may involve application of the refund policy. For example: If you drop a class during the refund period and add another, you will have the money applied toward the added class. For more information on refunds, contact the Cashier's Office at 863-784-7258.

Fees paid by check will not be refunded until your check clears the College's bank. Refunds are paid by college check or paid by crediting the credit card that paid the fees. Refunds are processed two to four weeks after the end of the Drop with Refund Period.

### **Refunds for College Credit Certificate and Career Certificate Courses**

Fall, spring, and summer terms: 100% refund when official drop is received by the Office of the Registrar by the last day of the Drop with Refund Period during normal operating hours.

### **Special Refunds**

The College will issue or apply 100% refund for courses for the following schedule changes:

1. courses canceled by the College;
2. course changes resulting from a college administrative action; or
3. approval of your appeal by the Academic Appeals Committee.

Written documentation is required before any of these changes can be made. Exception to the College refund policy is made pursuant to the federal rules and regulations.

### **Federal Title IV Policy on Withdrawals and Return of Financial Aid (R2T4)**

Congress governs what happens to your federal financial aid when you completely withdraw from school in any term. The policy pertains to all federal grants and loan programs, including the Pell Grant, SEOG, Direct Loans, and the Parent Loan for Undergraduate Students (PLUS). It does not affect Federal Work Study.

This law assumes that you earn federal financial aid awards in direct proportion to the number of days of the term attended. If you receive more aid than you earn, the unearned excess funds must be returned to the

Department of Education. However, if you receive less aid than the amount earned, you may be able to receive those additional funds. **NOTE:** Federal award checks not cashed will revert to the granting federal program 180 days after they are issued regardless of eligibility.

## **Return of Federal Financial Aid Calculation Method**

Return of Title IV (R2T4) funds are calculated as follows: The portion of federal grants and loans you are entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days completed before withdrawal.

For example, if 30% of the term is completed, 30% of the scheduled aid is earned and 70% of the scheduled awards remain unearned and must be returned to the federal government. The total number of calendar days in a term excludes any scheduled breaks of more than five days. After the 60% point of the term, you have earned all (100%) of the aid. If withdrawal from the College occurs on or before completing 60% of the term, you may have to repay any unearned federal money that was already disbursed. A withdrawal date will be determined by the College when one of these four occurrences:

1. The instructor initiates the withdrawal process (for more information refer to Withdrawals in this College Catalog).
2. The date the student officially notified (verbally or in writing) the Office of the Registrar of intent to withdraw.
3. The midpoint (50%) of the term if you withdraw without notifying the College.
4. The last date of attendance at an academically related activity as documented by the College.

Any award money you are required to return is designated as a federal grant overpayment. Unearned federal aid (the amount that must be returned to the appropriate programs) will be returned to the following programs in the following order as prescribed by federal rules and regulations:

1. Federal Unsubsidized Loans
2. Federal Subsidized Loans
3. Federal PLUS
4. Federal Pell Grant
5. Federal TEACH Grant
6. Federal SEOG

If the return of unearned federal aid causes any portion of tuition and fees to become a liability to the College, the College will bill you the new balance due. You will lose Title IV eligibility unless you return the amount of unearned aid (overpayment) in full to SFSC within 45 days from the date SFSC notifies you of the overpayment. After the 45th day of an unpaid balance, you will be referred to the U.S. Department of Education.

## **Over Awards**

An over award occurs when your award package has exceeded either the unmet need or cost of attendance, depending on the type of aid that has been awarded. To prevent over awards, it is extremely important to notify the Financial Aid Office of any potential awards not already listed on your financial aid award summary on your Panther Central account. In the event of an over award, your award package is reduced to eliminate the over award, which may result in a repayment of the over award.

## Refunds/Academic Appeals

Refunds requested for academic appeals can only be granted for refunds not involving Title IV financial aid. Federal law currently does not provide for an appeal of this repayment policy.

# Academic Standards and Policies

## Academic Regulations

You may register for classes each term according to published dates. The College may refuse permission to register for such reasons as: unpaid fees, overdue loans, non-returned library books and audiovisual materials, academic suspension or dismissal, incomplete admission records, and disciplinary action. If you have academic difficulties, you may be limited in the number and type of courses for which you may register.

## Academic Amnesty

Academic Amnesty allows you to request that all your college coursework (SFSC and transfer) that is at least 10 calendar years old be excluded from your GPA calculations.

**Academic Amnesty is a one-time, non-reversible option so you should carefully consider your decision to implement it.** Before you apply for Academic Amnesty you should discuss the program with your academic advisor.

Your petition for Academic Amnesty applies only at SFSC. If you plan to transfer to another college or university, you are strongly cautioned that the receiving institution may use grades for all courses you've attempted when computing your GPA for admissions eligibility or for other purposes.

Academic Amnesty has no effect on your student financial aid. It also has no effect on the calculation of course attempts related to the multiple course attempt surcharge.

It is important to note that individual courses may not be retained when you apply for Academic Amnesty. ALL your coursework is excluded.

To be considered for Academic Amnesty, you must submit a completed Academic Amnesty Petition to the Office of the Registrar during the first term of enrollment. The Academic Appeals Committee evaluates all Academic Amnesty petitions and recommends those who demonstrate potential for success.

To be eligible for Academic Amnesty you must complete a minimum of 15 earned credits at SFSC while maintaining a GPA of 2.5 or higher. College developmental courses are not included in these 15 earned credits.

When Academic Amnesty is granted, all college coursework (SFSC and transfer) that is at least 10 years old is excluded from calculation of your SFSC GPA and use in meeting SFSC graduation requirements. All coursework taken, whether old or new will remain on your permanent record (transcript) and the following statement is added to your transcript: "Academic Amnesty Applied Terms XXXXXX - XXXXXX."

## Academic Appeals

### I. Academic Suspension, Refunds, Withdrawal

- A. The Academic Appeals Committee reviews requests for exceptions to college academic procedures when extenuating circumstances and factors are beyond your control. The Committee hears requests for waiving academic suspensions, approving tuition refunds, and approving withdrawal from a class after the deadline. If the committee is not available, the vice president of student services can hear the appeal.
- B. You have a maximum of six months following completion of a class to file an appeal for a tuition refund or withdrawal from a class after the deadline.
- C. If you are suspended for one term, a waiver for academic suspension must be filed prior to the last day of classes of the subsequent term.
- D. Documentation verifying extenuating circumstances is required for any request for refund, withdrawal or academic suspension.
- E. You may obtain the Academic Appeals Form from any campus location, College website, Panther Central, or Office of the Registrar. The completed form along with supporting documentation is to be submitted to the Office of the Registrar for review.
- F. The Academic Appeals Committee will make a recommendation to the vice president of student services to approve or deny the request.
- G. The vice president of student services makes the final decision to approve or deny the request.
- H. The Office of the Registrar will inform you of the final decision.

## II. Grade Appeals

- A. If the conference does not resolve the disputed grade, you should make an appointment to discuss the problem with the instructor's director, instructional supervisor, or program manager within five College working days after meeting with the instructor.
- B. If the meeting with the director, instructional supervisor, or program manager still does not resolve the situation, you may submit a written appeal to the dean of the division within five College working days after meeting with the director, instructional supervisor, or program manager.
- C. If the meeting with the division dean does not resolve the situation, you may submit a written appeal to the vice president for academic affairs and student services within five College working days after the conference with the division dean.
- D. The vice president for academic affairs and student services makes the final decision to approve or deny the request for grade change.

## Course Attempts (Withdrawal and Forgiveness Policy)

You will not be permitted to register for a course as a credit student more than three times.

1. You will not be permitted to repeat a course in which you have earned a grade of C or higher unless the course is specified as being repeatable for credit. For more information, see a counselor or campus/center director.
2. You may repeat a course in which you have earned a grade of D or F a maximum of two (2) times for the purpose of grade improvement. Only the last grade earned counts in the cumulative GPA. You may complete a Special Exception Request to appeal these fees due to extenuating circumstances and financial hardship. The completed form and all documentation must be submitted to the Office of the Registrar for review.
3. You will be permitted a maximum of two withdrawals per course. Grade of W assigned prior to the fall of 1997 will not be counted as a registration attempt.
4. Withdrawal from a third or fourth registration is not permitted and the grade earned will be included in the calculation of the cumulative GPA.

5. A fourth registration may be allowed, but only when approved by the Exceptions Committee and based on extenuating circumstances. All grades from the third and subsequent attempts will be calculated in the GPA (you will be assessed the full cost of instruction which is equal to the nonresident course fee).
6. You should seek advice from a counselor, financial aid advisor, or the registrar regarding the potential impact of forgiven courses in the computation of your GPA in transferring to other institutions and the need to consider the impact of retaking a course on your financial aid eligibility.

**NOTE:** You may not withdraw from the third or fourth attempt of any course.

## Academic Dishonesty and Plagiarism

The faculty of SFSC is committed to a policy of honesty in academic affairs. Conduct for which you may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, include:

1. **Dishonesty** consisting of cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers, including the use of artificial intelligence (AI) to produce academic work or to show academic progress. If you help another to cheat, you will be subject to the same penalties as the student you assisted.
2. **Plagiarism** consisting of the deliberate use and appropriation of another's work without identifying the source and the passing off such work as your own, including the use of artificial intelligence (AI). If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

**In case of cheating or plagiarism**, the instructor may take academic action consistent with College policy that may range from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of *F*. You and your instructor should seek to resolve the problem to mutual satisfaction. Failing this, your instructor or you may request action from the appropriate instructional supervisor, dean, and the vice president for academic affairs and student services (see Grade Appeals in this College Catalog) who adjudicates on the basis of College policy.

## Copyright

In accordance with College policies, you must respect copyrighted material, in whatever medium or technological application you may find them. You must document sources appropriately when using any copyrighted material. **NOTE:** You should be in compliance if you use a recognized documentation system such as Modern Language Association (MLA) or American Psychological Association (APA) documentation guides.

## Intellectual Property

If you develop a product (of any sort) that could earn revenue and the product is developed on SFSC's campus/center using SFSC's facilities or in conjunction with SFSC employees, the College may own some or all of the product. Ownership of the product is negotiated between you, the College, and any other interested parties and stated in a written contract. If you have questions regarding product ownership, contact the vice president for administrative services at 863-784-7218.

## Auditing Classes

You may register to audit a course once prior to registering for credit (college developmental courses cannot be audited as outlined in Section 1001.02, Florida Statutes (F.S.) under Rule 6A-14.0301, Florida

Administrative Code (F.A.C.). Courses taken on an audit basis do not count for credit. Regular fees are charged and you must abide by the instructor's audit policy. Audited courses are recorded on your academic record with a grade of *X*. You may not change your registration for a course from credit to audit after the end of the Drop with Refund Period.

## **Class Attendance**

Absences from class may result in your being withdrawn by the instructor and possible loss of financial aid. Instructors will explain their class attendance policies (this policy must be provided to you during the first week of class). If you are not registered for the class, you are not permitted to attend. There are additional attendance requirements for veterans in Career Certificate programs and financial aid students.

## **Course Requirements**

You are responsible for checking the admission requirements of limited admission programs. You are also responsible for knowing the prerequisites and/or corequisites of each course in which you plan to enroll (see Course Descriptions). If you have not met all requirements, you will not be permitted to register for courses.

## **Course Load**

Credit for work completed in college credit courses is shown as credit hours. One credit hour course generally meets one hour per week during the 16-week term. Generally, laboratory type courses are required to meet twice that length of time or number of hours.

If you are an unemployed full-time student, you could carry an academic load of 12 to 18 credit hours during fall and spring terms. The normal load is 6 to 8 credit hours during summer term. If you are employed or have other major responsibilities, you should enroll in fewer courses. Approval must be obtained from the vice president of student services to enroll in more than 18 credit hours in the fall or spring term, and 8 credit hours in summer term.

If your GPA is below 2.0, you should register for 12 or fewer credit hours. A counselor's approval of your class schedule prior to registration is required.

## **Digital Badge**

During the 2021 Florida Legislative Session, House Bill 1507 amended section (s.) 1007.25, Florida Statutes (F.S.) to require public postsecondary institutions to award students a nationally recognized digital badge upon completion of general education core courses that demonstrate career readiness, beginning with students who initially enter a postsecondary institution in fall 2022 for the 2022-2023 academic year. A student that earns a *C* or higher in ENC 1101, in Fall 2022, or later, will be eligible to receive the "Fundamentals of Written Communication" digital badge.

## **Grading System**

College and occupational credit students receive final grades at the end of each term. The College grades according to the following Grade Point Average (GPA) system:

1. Cumulative GPA for all credit-level courses is based on all credit-level courses at SFSC and other institutions.

2. Cumulative GPA for all occupational-level courses is based on all occupational-level courses at SFSC and other institutions.

The GPA is computed by adding the total quality points for all courses in a term and dividing by the total number of credits earned. For example: If you take 16 hours (five courses) during fall term and earn the following grades:

English	3 credits	A (4 points)	=	12 grade points
Biology	4 credits	B (3 points)	=	12 grade points
Math	3 credits	C (2 points)	=	6 grade points
History	3 credits	D (1 point)	=	3 grade points
Speech	3 credits	F (0 point)	=	0 grade points
Total Credits	16	Total Points		33

Divide 33 grade points by 16 credits = 2.062 GPA

#### Grades used to compute GPA:

Grade	Percent	Definition	Quality Point Value
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Average	2
D	60-69	Passing	1
F	0-59	Failure	0

#### Grades not used to compute GPA:

N	No grade
W	Withdraw or not completed
X	Audit
S	Satisfactory
P	Pass
U	Unsatisfactory
I	Incomplete
3, 4, 5	Advanced placement test grades
D*, F*	Transfer grades not used in GPA calculation
A.,B.,C.,D.,F.	Grades received in a college developmental course

## Accelerated/Alternative Education

SFSC offers many programs to help you meet your individual educational goals and needs. The College also provides specialized services for business and industry.

SFSC provides a number of options to assist you in accelerating your program of study or gaining credit through alternative methods. A maximum of 45 credit hours may be earned toward graduation requirements through independent study, challenge exams, and other accelerated/alternative education mechanisms. (Writing and computation course requirements must be met.) These options include:

**Advanced Placement Credit (AP)** - is awarded upon submission of the AP test results from the College Entrance Examination Board with scores of 5, 4, or 3. (Send an official copy of AP scores to the Office of the Registrar.)

**College-Level Examination Program (CLEP)** - You may earn college credit by scoring above minimum required levels on CLEP tests. No more than 6 credits can be transferred in each of the following areas: English, humanities, mathematics, natural sciences, and social science - history.

You may receive credit for courses with a letter grade of S indicating satisfactory completion. Earned CLEP credits are not computed in GPAs. CLEP application fees and additional information are available in the Testing and Assessment Center.

**International Baccalaureate (IB)** - is a highly rigorous secondary program of study offered at high schools throughout the United States and globally that have chosen to be affiliated with the IB diploma program. Students participating in an IB diploma program are required to take courses in six subject areas: language and literature, language acquisition, individuals and societies, sciences, mathematics, and arts. Refer to the International Baccalaureate Equivalency Guide for more information at [southflorida.edu/future-students/registrar/international-baccalaureate-ib](http://southflorida.edu/future-students/registrar/international-baccalaureate-ib).

### **Advanced Placement (AP) Credit-by-Exam Equivalencies**

<u>Exam Title</u>	<u>Score</u>	<u>Crs.</u>	<u>Course Equivalent</u>
Art History	3	3	ARH 2000
	4	6	ARH 2000 and ARH 2050 or ARH 2051
Biology	3	3	BSC 1005
	4	4	BSC 1010C
	5	8	BSC 1010C and BSC 1011C
Calculus AB	3	4	MAC 2311
Calculus BC	3	4	MAC 2311
	4	8	MAC 2311 and MAC 2312
Chemistry	3	4	CHM 1020C/L
		4	CHM 2045C/L
	5	8	CHM 2045C/L and CHM 2046C/L
Drawing	3	3	ART 1300C
Economics (Macro)	3	3	ECO 2013
Economics (Micro)	3	3	ECO 2023
English Language and Composition	3	3	ENC 1101
	4	6	ENC 1101 and ENC 1102

English Literature and Composition	3	3	AML 2020, ENC 1101, ENL 2012, or LIT 2000
	4	6	ENC 1101 and ENC 1102
Government: U.S.	3	3	POS 1041
Physics I	3	4	PHY 2053C
Physics II	3	4	PHY 2054C
Physics B	3	4	PHY 2053C
	4	8	PHY 2053C and PHY 2054C
Physics C Electricity and Magnetism	3	4	PHY 2054C
	4	4	PHY 2049C
Physics C Mechanics	3	4	PHY 2053C
	4	5	PHY 2048C
Precalculus	3	3	MAC 1140
	4	6	MAC 1114 and MAC 1140 or MAC 1147
Psychology	3	3	PSY 2012
Spanish Language	3	4	SPN 1120C
	4	6	SPN 1120C and SPN 1121C
Statistics	3	3	STA 2023
Studio Art (2D Design)	3	3	ART 1201C
U.S. History	4	6	AMH 1010 and AMH 1020
World History	3	3	WOH 2040

## CLEP Examinations

<u>Exam Title</u>	<u>Minimum Score</u>	<u>Minimum Crs.</u>	<u>Course Equivalent</u>
Accounting, Financial	50	3	ACG 2001
Accounting, Principles of	50	3	ACG 2001
*Algebra, College	50	3	MAC 1105
*American Government	50	3	POS 1041
*Biology, General	50	3	BSC 1005 (no lab credit)
*Calculus	50	3	MAC 2233
*Chemistry, General	50	3	CHM 1020
College Algebra-Trigonometry	50	4	MAC 1114 or MAC 1140 or MAC 1147
*College Composition	50	6	ENC 1101 and ENC 1102
College Composition Modular	50	6	ENC 1101 and ENC 1102
English Composition with Essay	50	3	ENC 1101
*French Language	50	4	FRE 1120C

	59	8	FRE 1120C and FRE 1121C
*History of the United States I	50	3	AMH 1010
*History of the United States II	50	3	AMH 1020
*Human Growth and Dev.	50	3	DEP 1004
*Humanities			None
Intro to Business Law	50	3	BUL 2241
*Macroeconomics, Princ.	50	3	ECO 2013
Management, Principles of	50	3	MAN 2021
Marketing, Principles of	50	3	MAR 2011
*Mathematics, College	50	3	MGF 1106 or MGF 1107
*Microeconomics, Princ.	50	3	ECO 2023
*Pre-calculus	50	3	MAC 1140
*Psychology, Introductory to	50	3	PSY 2012
*Sociology, Introductory	50	3	SYG 2000
*Spanish Language	50	4	SPN 1120C
	63	8	SPN 1120C and SPN 1121C
*Trigonometry	50	3	MAC 1114

\*Eligible for use with Bright Futures Scholarship students

**Minimum acceptable scores are subject to change without notice.**

## **Credit Awarded for Armed Services Educational Experiences**

In recognition of the advanced academic and technical content of many military education experiences, SFSC will grant credit for military education that has been evaluated and recommended as suitable for postsecondary credit by the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. After enrollment in the College, you may initiate the request for such credit by providing appropriate documentation as determined by the College. Recommendations in the ACE Guide are advisory in nature and are not binding upon the College.

## **Credit for Accelerated/Experience Learning**

You may have gained knowledge and skills through life experiences which are equivalent to those taught in college courses. The academic advisor will assist you in identifying applicable knowledge and skills, assess the skills, and award credit as appropriate up to a maximum of 30 hours of college credit or half the length of the program, whichever is less, or 600 clock hours (20 occupational credits), or half the length of the program, whichever is less. All graduation requirements must be met. If a faculty evaluation is required, a fee will be assessed.

Only degree- and certificate-seeking students who are currently enrolled at SFSC are eligible to receive accelerated learning credit based on noncredit coursework or experience. A written request from the student, identifying the courses that are to be reviewed and the reason for credit consideration is required. An

accelerated learning course fee for each course may be required prior to evaluation. The student must submit the request and documentation or materials for the determination of credit to the Office of the Registrar.

## **Directed Independent Study (DIS)**

Directed Independent Study (DIS) courses are specially designed to allow you to pursue particular topics within a specific academic discipline under the guidance of a qualified instructor.

## **Special Independent Study (SIS)**

Special Independent Study (SIS) is a way to complete an existing course through independent study under close supervision of a faculty member. A SIS is permitted when you are unable to register for a needed course because of documented reasons beyond your control, a course required for graduation is not offered, or a course was canceled due to insufficient enrollment, and you are in your last term before graduation.

If you wish to take a course (except for college developmental courses) by Directed or Special Independent Study (DIS)/(SIS), you must secure a request form from the Office of the Registrar and submit it to the appropriate chair and dean for approval. Upon approval, an instructor will be assigned.

The maximum number of hours allowed by independent study is 15 hours. Once properly documented, independent study status is begun only upon approval of the division dean, instructional supervisor, and the College instructor selected to supervise the study. The instructor specifies the requirements to be completed including tests, periodic class attendance, term papers, etc. The regular grading system applies to all Independent Study students. Grades earned by independent study have the same status as those acquired through regular class attendance. If you take a course through Independent Study, you must register for the specific course section in the regular manner.

## **Excess Hours**

Section 1009.286, Florida Statutes (F.S.), establishes an "excess hour" surcharge equal to 100% of the tuition rate for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. "Excess hours" are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge equal to 100% of the tuition rate for any credits attempted beyond 132 credit hours (120 x 110%).

## **Graduation Procedures for All Programs**

If you are in anticipation of degree and/or program completion at the end of the term, you are to complete the following pre-graduation procedures:

1. Complete an Application for Graduation from the College website, **southflorida.edu**.
2. Associate and baccalaureate degree students: meet with a counselor, campus/center director, or instructional supervisor for a graduation requirement check to ensure eligibility to graduate. Career Certificate and GED<sup>®</sup> diploma students must be certified by the director, instructional supervisor, program manager, or coordinator.
3. If you are receiving or have received a federal loan, you must complete a required financial aid exit interview.
4. Complete a graduation satisfaction survey.

5. Pay the graduation fee.

The SFSC Commencement ceremonies are held in May and December of each year (see College Calendar). If you have completed graduation requirements in the fall or spring term, or have applied early for graduation for the summer term, you are invited to participate.

However, if you have applied for graduation, but have not completed all graduation requirements, you cannot be recognized for honors or high honors during the Commencement ceremony.

## **Money-Back Guarantee**

Due to industry demand and strong confidence in our students, SFSC offers a refund for tuition paid for programs that serve high-demand professional fields to students not hired after meeting program and professional requirements.

Students eligible for the guarantee may receive a reimbursement of tuition based on the following formula: tuition assessed minus institutional scholarships or grants received. Please note: only tuition is included in this guarantee; any fees, other expenses, and/or charges are excluded.

A student is considered eligible if they are unable to obtain employment in the occupation in which the student was trained within six (6) months of successful completion of one of the following three workforce programs and obtained the associated licensure and/or certifications:

1. Associate in Science (A.S.) in Nursing
2. Associate in Science (A.S.) in Dental Hygiene
3. Correctional Officer (C.C.)

For more information or to enroll in the Money-Back Guarantee Program, please email [SFSCStudentServices@southflorida.edu](mailto:SFSCStudentServices@southflorida.edu).

### **Eligibility Criteria:**

1. Met program requirements for attendance in didactic courses, labs, clinical rotations, and internships/ observations, dependent on program specifics
2. Have a GPA of at least 3.0
3. Be in good standing with the health science host clinical sites or school observation sites and complete all clinical and/or observation/internship requirements
4. After completing the eligible workforce program, the student cannot be enrolled in another education program
5. Be in good financial standing with South Florida State College
6. Be legally eligible for employment in the U.S.
7. Seek services from SFSC's Career Development Center and develop a student career plan, including resume review and mock interviews
8. If three months after graduation, the graduate is not employed, they must seek employment services from Career Source Heartland and show evidence of at least three employment consultations and 10 associated job applications
9. Provide evidence of at least 20 submitted job search company applications related to the occupation(s) associated with their program of study

10. Provide evidence of completing at least 10 good faith interviews for jobs related to their program of study (e.g., documents such as an email or letter of invitation to interview, confirmation of non-selection, etc.)
11. Has not declined a job offer within the specified time
12. Graduates are not eligible to apply for this program on the first day of the month, 13 months after graduation
13. The student must have attended at least two (2) industry-related career fairs and/or worked directly with SFSC's Career Development Center for employment assistance within the last semester of enrollment
14. Within one (1) month of program completion, the student must register for the industry certification(s) required for employment
15. Within six (6) months of program completion, the student must pass all state and/or industry certification(s) required for employment
16. Be willing to travel or relocate to a new market to obtain employment within the field
17. Students must pass any background checks and drug screening as prospective employers and regulatory agencies require.

## Incomplete I Grade

If you have participated throughout the term but are unable to complete all course requirements (such as a term paper, project or final exam) because of illness or other extenuating circumstances, you may request a grade of incomplete. If you receive an *I* grade, you should make arrangements to complete the work prior to the end of the next academic term. If you do not complete the assigned work, the grade is automatically changed to an *F* or to the grade assigned by the instructor. Incomplete grades in competency-based programs are governed by the appropriate departmental policies.

## Schedule of Classes

The Schedule of Classes for each current term is available on the internet at [southflorida.edu/current-students/class-schedules](http://southflorida.edu/current-students/class-schedules). SFSC offers a variety of courses at convenient times and locations. However, the College, at times, may be required to change or cancel a scheduled class. Changes are posted at all registration locations and online.

## Student Classification

You are full-time college-credit student if you enroll in 12 or more hours of credit each term during the fall or spring term. You are a part-time student, if you register for fewer than 12 credits. Full-time enrollment during the summer term is considered to be 6 or more hours. **NOTE:** A total of 12 credit hours must be taken during the summer term to qualify as a full-time student for financial aid and veterans' purposes.

You are a full-time career and adult education student, if you are enrolled in 480 contact hours during the fall and spring terms and 180 contact hours during summer term.

## Standards of Academic Progress

### College Credit

#### I. Academic Probation 1

- A. If your cumulative GPA falls below 2.0 after completing 7 or more credit hours, you will be placed on Academic Probation 1.

- B. If you are on Academic Probation 1, you will be required to attend individual advising/counseling sessions, restricted to enrolling in not more than 13 credit hours, and must have your program of study approved by a counselor or advisor prior to your next registration.
- C. You will remain on Academic Probation 1 status until your cumulative GPA rises above 2.0 or until moved to Academic Probation 2 status.

## II. Academic Probation 2

- A. If you have been placed on Academic Probation 1 and your GPA for any subsequent term falls below 2.0, you will be placed on Academic Probation 2.
- B. If you are on Academic Probation 2, you will be required to attend individual advising/counseling sessions, be limited to no more than a 13-credit hour class load, and be restricted to a prescribed program that may include courses to overcome skills deficiencies.
- C. You will remain on Academic Probation 2 status each term that your cumulative GPA remains below 2.0 unless you are moved to Academic Suspension status.

## III. Academic Suspension

- A. If your GPA for any two consecutive terms falls below 2.0, you will be placed on Academic Suspension.
- B. The period of Academic Suspension is one term (enrollment period is defined as the fall, spring, or summer term).
- C. You may petition for a committee review of your case.
- D. While on Academic Suspension, you may audit two non-preparatory courses while receiving assistance in the Tutoring and Learning Center (TLC).
- E. If you are on Academic Suspension, you may not attend college credit classes for the term unless approved by review under the following procedure, "Removal of Academic Suspension/Probation."

## IV. Removal of Academic Probation/Suspension Status

- A. You may be removed from Academic Probation 1 status by attaining a cumulative GPA of 2.0 or higher during the current term.
- B. You may be upgraded from Academic Probation 2 to Academic Probation 1 by achieving a term GPA of 2.0 or higher.
- C. If you are readmitted after Academic Suspension, you will enter on Academic Probation 2 unless your cumulative GPA is 2.0 or higher.

## V. Determination of Satisfactory Progress - Determination of satisfactory progress will be measured at the end of each term.

## VI. Transfer Students - When you transfer to SFSC, your cumulative GPA is determined by the transfer courses posted on your transcript. You remain in good standing until your transfer credits have been officially evaluated and become a part of your academic record. In most cases, this should occur prior to advising/registration for your first term.

### NOTE:

- A. The cumulative GPA does not include college preparatory courses.
- B. If you are a college credit student who has been suspended, you may enroll in a Career Certificate program, register for occupational classes, and be placed in good standing.

- C. If you transfer into the SFSC Associate in Arts degree program with less than a 2.0 GPA, you will be admitted on probation.

## **Occupational Credit**

### **I. Occupational Program Probation Procedure:**

- A. If you fail to maintain satisfactory progress toward Career Certificate program competencies during any term, you will be placed on program probation. Program competencies may include any State of Florida Occupational Program Student Performance Standard.
- B. Any instructor has the right to recommend probationary status at any time during your program enrollment.
- C. Program probation must be for a specified length of time with specific conditions for your remediation assigned in order to have the probationary status lifted. Conditions of probation are determined by the program instructor and the instructional supervisor or division dean.

### **II. Removal of Probation:**

- A. You will be removed from probationary status upon satisfactory completion of the probation conditions.

### **III. Occupational Program Suspension:**

- A. If you have been placed on program probation, as determined by the instructor and instructional supervisor or division dean and do not complete the conditions of probation, you will be suspended from the Career Certificate program.
- B. Program suspension is for a minimum of two terms. If the suspension occurs prior to mid-term, the term counts as a term of suspension. If suspension occurs after mid-term, the term does not count as a term of suspension. A term is defined as fall, spring, or summer enrollment periods.

### **IV. Occupational Appeal Process:**

- A. If you have been placed on suspension from a program, you may appeal your suspension through the program instructor, the instructional supervisor, and the division dean.

## **Student Responsibilities**

When you register at SFSC, you agree to accept the rules and regulations of the College (refer to the Student Handbook Student Rights and Responsibilities).

## **Veterans Educational Benefits Recipients**

Standards of Progress for Veterans and Other Eligible Persons. If you receive veterans' benefits, you must adhere to the following Standards of Progress. None of the following policies/procedures affect your right to attend SFSC. They pertain only to receiving U.S. Department of Veterans Affairs (VA) educational benefits. For more information, contact the Veteran School Certifying Official at 863-784-7128.

**Attendance Standards** - VA regulations require that attendance records be kept if you receive veteran's benefits and are enrolled in programs not leading to a standard college degree. This includes all approved certificate and adult education programs. If you receive veteran's benefits and accumulate three or more unexcused absences during any calendar month, you will have your VA educational benefits terminated. Three tardy days may count as one day of absence and two partial days absent may count as one day of

absence. If you are terminated for excessive absences, you may be reinstated once during a given term upon written permission of the program director. Any further termination for the same reason will be considered unsatisfactory progress.

**Academic Standards** - The VA Regional Office is notified immediately whenever you receive a grade or grades of *X*, *N*, or *W*, and credit hours for benefit purposes are adjusted accordingly. These are considered non-punitive grades and unless extenuating circumstances prevail, you will be in over-payment for any benefits paid for such a course or courses from the first day of the term to the day the grade was assigned.

**Program Length** - You are certified VA and paid by the VA only for those courses required for their particular program of study. All degree programs are approved for a specific number of credit hours. You are not certified to the VA or paid by the VA for any courses above and beyond the approved length of the course. Career Certificate programs are measured in clock hours rather than credit hours, but the same rule applies.

**Unsatisfactory Progress (VA Students)** - When you fail to make satisfactory academic progress, the payment of VA educational benefits is suspended until the cause of the unsatisfactory progress has been removed, and your program of education is determined to be suited to your aptitudes, interests, and abilities.

Following the first term with a GPA below 2.0, you will receive a notice that you are on academic probation. If you have two or more consecutive terms with a GPA below 2.0 for each term, you will have educational benefits terminated for failure to maintain satisfactory progress.

You are cautioned that while you need to maintain a minimum GPA of 2.0 to continue receiving VA benefits, you must also achieve a minimum GPA of 2.0 to graduate.

All courses attempted are used to compute the GPA. The GPA is computed by dividing the sum of the quality points by the total number of hours for that particular term. GPA computations are done three times each school year, following fall, spring, and summer terms. If you attend only one summer flex session, your GPA will be computed after that session.

## **Career Certificate Programs Attendance Standards**

Federal regulations require that attendance records be kept if you receive federal funds. Vocational students earn aid by attending classes. Therefore, your attendance is crucial to continue receiving future aid.

## **Withdrawals**

If you are registered for a course for the third time, you cannot withdraw or be withdrawn by an instructor with a grade of *W*. A letter grade must be assigned.

**College Withdrawal** - To officially withdraw from the College, you must complete a Withdrawal form and submit it to the Advising and Counseling Center. However, withdrawing from the College may not be the best or only solution for you.

<b>SFSC advises that you discuss the situation with a counselor/advisor before beginning withdrawal procedures.</b>
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If you are enrolled in a third or fourth attempt of any course, you cannot withdraw. A grade must be assigned and will be included in the cumulative GPA.

## **Student Withdrawals (First and Second Attempts Only):**

**College Credit** - If you enroll in college credit courses, you may drop any course with a full refund until the Drop with Refund Period ends and withdraw without a refund from your first or second attempt until the last day for withdrawal. (See College Calendar in the front section of this College Catalog.) If you withdraw from a developmental course, you must first consult a counselor/advisor. (See College Developmental Course Rule.)

**NOTE:** Failure to withdraw or withdrawals made after the voluntary withdrawal/drop date may result in a grade of *F*. Requests for withdrawal without grade penalty and/or refund after deadline must be in the form of a petition to the Academic Appeals Committee.

**Occupational Credit** - If you enroll in a certificate program (150-480 contact hours), you may drop a course with a full refund up to one week after your registration. You may withdraw from your first or second attempt in an occupational credit course at any time prior to the end of the course with the instructor's approval without grade penalty. A withdrawal is counted as registration and only three registrations of any course are permitted except for the required lab courses that are repeatable.

**NOTE:** Failure to withdraw, or withdrawals without instructor approval, will result in an automatic grade of *F*. Requests for refund after the deadline must be in the form of a petition to the Academic Appeals Committee.

**Withdrawal for Academic Reasons** - An institutional withdrawal for academic reasons may be issued by your instructor up to the last date for withdrawal specified in the SFSC College Calendar. **Exception:** If you enroll in a college credit or developmental course for the third time, you may not be withdrawn. A grade must be assigned.

**Drop for No-Show (NS)** - If you do not attend classes during the **MANDATORY ATTENDANCE PERIOD**, you will be reported to the Office of the Registrar as a "NS" and will be dropped. If you enroll in an online class and you do not participate in the online class during the **MANDATORY ATTENDANCE PERIOD**, you may be reported as a "NS" and may be dropped.

**Withdrawal for Lack of Attendance** - Your instructor has the authority to withdraw you for lack of attendance up to the last date for withdrawal specified in the SFSC College Calendar provided it is not your third or fourth attempt in a college credit or developmental course. Attendance expectations should be clearly specified in the course syllabus and covered by the instructor during the first week of class in a format appropriate to the class (written, oral, electronic). College credit and clock hour programs differ in the amount of time you must attend in order not to be dropped from the class. The instructor may withdraw you for lack of attendance in the following ways:

1. If you do not attend classes during the **MANDATORY ATTENDANCE PERIOD**, you may be reported to the Office of the Registrar as a "NS."
2. If you stop attending class after the last day to withdraw with a *W*, your instructor may award the grade of *F* prior to the end date of the class.
3. If you are taking Online (W), Hybrid (HB), or Hybrid-Flexible (HF) courses, the Educational Technology Department will be notified by the registrar to remove you with a grade of *W* or *F* and from access to the D2L Brightspace® course(s).
4. If extenuating circumstances beyond your control occur after the withdrawal date, you may petition the Academic Appeals Committee to request a withdrawal from the class with a grade of *W*.

## **Student Directory Information**

*Federal regulations require each institution to determine directory information that may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released. SFSC has identified the following as directory information:*

- Student name
- Dates of attendance
- Academic program
- Honors received (president's and vice president's list, cum laude, etc.)
- Degree received and date conferred
- Lists of prospective graduates
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Identification card, digitized photographs

**NOTE:** Although SFSC has designated student directory information, it will appear only in SFSC-generated information such as the Commencement ceremony programs, SFSC publications, student IDs (ID Card), and news releases of awards. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and to branches of the U.S. military in accordance with federal guidelines.

## **Student ID Card**

When requesting a new SFSC Student Photo ID, you must present one form of government issued photo identification (e.g., State Driver's License, State Identification Card, or passport) at the time the ID card is made. You may obtain a Student ID Card at the Highlands Campus (Welcome Center, Building B), Hardee Campus, or DeSoto Campus. The initial card is FREE. If lost or stolen, you may obtain a replacement card for a fee. Returning students do not need to obtain a new Student ID.

## **Notification of Social Security Number (SSN) Collection and Use**

In compliance with Section 119.071(5), Florida Statutes (F.S.) under Rule 6A-1.0955(3) (e), State Board of Education (S.B.E.), SFSC issues this notification regarding the purpose of the collection and use of your SSN.

SFSC collects your SSN for use in performance of the College's duties and responsibilities. To protect your identity, SFSC will secure your SSN from unauthorized access. SFSC will never release your SSN to unauthorized parties, and each student at SFSC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at SFSC including registration and access of your online record.

Federal legislation relating to the Hope Tax Credit, IRC Section 25A, requires that all postsecondary institutions report the SSNs of all postsecondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the SSNs of every student. A student may refuse to disclose his/her SSN to the College, but refusing to comply with the federal requirement may result in fines established by the IRS.

In addition to the federal reporting requirements, the public school system in Florida uses the SSN as a student identifier. This use is authorized in Section 1008.386, Florida Statutes (F.S.). In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next. All SSNs are protected by federal regulations and are never released to unauthorized parties.

- **Athletics Office** - If you are awarded a scholarship through the Athletics Office but have not yet been officially admitted to the College and assigned a college ID, your SSN will be used to report the scholarship award.
- **Corporate and Community Education/Driver Education Program** - According to Florida State education reporting requirements, you must submit your SSN when enrolling in Corporate and Community Education Driver Education classes. In addition, the Driver Education Program is required to provide your SSN to the Department of Highway Safety and Motor Vehicles after completion of specific courses. For professional development and licensing classes, your SSN is used for state licensure reporting requirements. For adult education and workforce grant-funded programs, your SSN is used as an identifier for program enrollment and completion.
- **Financial Aid Office** - The Financial Aid Office at SFSC requires that you submit your SSN on various forms to correctly identify you, match your financial aid record with your student record, and to help coordinate state and federal aid programs. The Financial Aid Office collects SSNs as mandated by the following: 20 U.S. Code, Section 1078; 20 Education Service Center Sections 1090, 1091 and 1092; Section 483 of the Higher Education Act of 1965 (Collection of SSNs of Students and Parents); and 34 Code of Federal Regulations (C.F.R.), Section 668.16 (Administrative Use), Section 668.33 (Verify Residency), and Section 668.36 (Verify with FAFSA®).
- **Human Resources and Payroll Offices** - The College's Human Resources and Payroll Offices collect your SSN for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing, and tax reporting; and for fingerprint submissions to the Florida Department of Law Enforcement. Your SSN is also used as a unique numeric identifier and may be used for search purposes. Providing your SSN is a condition of employment at SFSC.
- **Institutional Effectiveness Office** - The College's Institutional Effectiveness Office uses your SSN for data collection and required state and federal reporting.
- **SFSC Foundation** - The SFSC Foundation collects your SSN for the following purposes: as a unique numeric identifier and for reporting scholarship recipients to the Florida Department of Education and the Florida Community College Foundation. Your SSN is also required by certain scholarship donors in accordance with their trust or scholarship agreements.

## Student Records and Privacy Guidelines

The Office of the Registrar maintains permanent educational records for all students who ever enrolled at SFSC. Your educational record may contain an application for admission, high school and/or college transcripts, the SFSC academic record or transcript, authorized changes to the record, and other documentation appropriate to your enrollment at the College.

## Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) is a federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. The statute is found at 20 U.S. Code, Section 1232g and the regulations are found at 34 Code of Federal Regulations (C.F.R.), Part 99. Under FERPA regulations, colleges must generally grant you, if you are attending a postsecondary institution, access to your educational information, an opportunity to seek and have your records amended, and some control over the disclosure of information from the records.

FERPA requires the College to protect the privacy of your record information with regard to access to your college records, the release of such records, and the opportunity to challenge records should they be inaccurate, misleading, or inappropriate. No information, other than the data determined to be "directory information" can be provided to a custodial parent, non-custodial parent, or other third-party without your permission unless very specific criteria have been met.

FERPA requires the College to establish a policy with regard to the data items that can be released to third parties upon request and to establish the procedures for the release of such information. You have the option of making your "file" and "data" confidential. If you choose to have your data marked as confidential, you are identified in the student information system and your information is excluded from the College's directory information.

## **Disclosure of Educational Records**

### **The College must:**

1. have your written consent prior to the disclosure of education records; and
2. ensure that the consent is signed, dated, and states the purpose of the disclosure.

Schools are generally prohibited from disclosing personally identifiable information about a student without written consent. Exceptions to this rule include:

1. disclosures made to school officials with legitimate educational interests;
2. disclosures made to another school at which the student intends to enroll;
3. appropriate parties in connection with financial aid to a student;
4. organizations conducting certain studies for or on behalf of the school;
5. accrediting organizations;
6. to comply with a judicial order or lawfully issued subpoena;
7. appropriate officials in cases of health and safety emergencies;
8. disclosures made to state or local education authorities for auditing or evaluating federal- or state-supported education programs, or enforcing federal laws that relate to those programs; and
9. disclosures including information the school has designated as "directory information."

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you, as a parent under FERPA, transfer to the student ("eligible student"). However, FERPA provides ways in which a school may, but is not required to, share information from an eligible student's education records with parents, without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

Students may choose to have your records provided to a parent, or other third-party, on a one-time or one-year basis by completing the student Release of Academic Information form.

**Health or Safety Emergency Records** - The College is allowed to disclose without your consent education records, including personally identifiable information from those records, to protect your health and safety and that of other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. This exception to

FERPA's general consent rule is limited to the period of the emergency, and generally does not allow for a blanket release of personally identifiable information.

**Disciplinary Records** - While your disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without your consent. The College may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the College against the alleged perpetrator of that crime. The College may disclose to anyone the final results of a disciplinary hearing, if it determines that you are an alleged perpetrator of violence or non-forcible sex offender with respect to the allegation made against you, you have committed a violation of the College's rules or policies.

**Law Enforcement Units and Records** - For enhanced security, a Highlands County Sheriff College Resource Deputy has been assigned to the Highlands Campus (service hours vary). Investigative reports and other documents created and maintained by law enforcement are not considered to be educational records subject to FERPA. Accordingly, institutions may disclose publicly obtained information from law enforcement records to anyone, including outside law enforcement authorities.

**Directory Information** - Directory information may be released to the public without your consent following specific request procedures. Directory information will not be released if you requested in writing to keep your information confidential.

At any time, you may complete a form in the Admissions, Registration, and Records Office to mark your records as confidential.

The SFSC directory information includes:

- Your name
- Date of attendance
- Academic program
- Honors received (president's and vice president's lists, cum laude, etc.)
- Degree received and date conferred
- Lists of prospective graduates/graduates
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Identification card, digitized photographs

SFSC reserves the right to provide additional information, such as street address and phone number, where there is a signed articulation agreement with another postsecondary institution for purposes of recruitment, and in cases that are superseded by the Solomon Amendment giving military recruiters access to your recruiting information.

Any other information is considered to be personally identifiable information and cannot be released to a third-party, including parents, without your written consent.

**Directory Requests** - The procedure to request SFSC directory information is indicated below. Directory information requests are not recorded in your individual records.

1. The request must be made in writing on the letterhead of the company, agency, or school requesting the information.
2. If the request is being made by an individual, the request needs to indicate the name, address, and phone number of the requestor and the reason for the request.

3. Requests for the entire student directory, requests from any military sources under the Solomon Amendment, or requests for a "class" of students, such as all students in any one major, should be directed to the Office of the Registrar.

**Student Access to Educational Records** - The College is required by FERPA to:

1. provide you with an opportunity to inspect and review your education records within 45 days of receipt of the request;
2. provide you with copies of education records or otherwise make records available to you if you, for instance, live outside of commuting distance of the College; and
3. redact the names and other personally identifiable information about other students that may be included in your education records.

**Amendment of Educational Records** - Under FERPA, the College must:

1. consider your request to amend inaccurate or misleading information in your education records;
2. offer you a hearing on the matter, if it decides not to amend the records in accordance with the request; and
3. offer you a right to place a statement to be kept and disclosed with the record, if as a result of the hearing, the College decides not to amend the record.

The College is not required to consider requests for amendment under FERPA that:

1. seek to change a grade or disciplinary record; and
2. seek to change the opinions or reflections of a college official or other person reflected in an education record.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

Questions about the administration of FERPA at SFSC and the release or amendment of any of your records, should be addressed to the registrar.

## **Student Requests**

- **Change in Records** - A written request to change your record. Typical changes include name, address, phone number, Social Security Number, and program code (major). Most changes require you to present appropriate documentation.
- **Enrollment Verification** - An official college statement indicating term of enrollment and your status (e.g., full-time or part-time).
- **Transfer Credit Evaluation** - A statement of all coursework and grades accepted from another postsecondary institution. Transcript evaluation summary is available through Panther Central.

- **Non-Release of Directory Information** - A request submitted for non-release of directory information by completing a form in the SFSC Office of the Registrar. This non-release request will remain in effect until you request a removal of the non-release hold.
- **Official Transcripts** - Transcripts are processed through the National Student Clearinghouse's website [studentclearinghouse.org](http://studentclearinghouse.org). Once you are on the National Student Clearinghouse homepage, you need to select the "Students" tab from the main page and then select "order or Track a Transcript" and follow the instructions provided by National Student Clearinghouse. All you need to know is your name and Social Security Number (SSN).

## Student Information

### SFSC Campus Store (Highlands Campus)

The SFSC Campus Store is located on the first floor in Building B. The store carries all required textbooks and supplies. Textbooks may be purchased in-person at the SFSC Highlands Campus (Avon Park) Campus Store at the beginning of each term. Textbooks can also be purchased on the store's website. When purchasing textbooks and other class materials, be sure that you have the right textbook for your class prior to breaking any shrink wrap or packaging materials, as opened packages cannot be returned. Access codes may be refunded in original purchase condition and receipt. Access cards that have been accessed, scratched off, or damaged are ineligible for refunds. Campus Store hours are Monday through Thursday, 8 a.m. to 5 p.m., Friday, 8 a.m. to 1 p.m. Closed Saturday and Sunday. During the summer term, hours are Monday through Thursday, 8 a.m. to 5 p.m. Closed Friday, Saturday, and Sunday.

Textbooks may be returned only if the cash register receipt is available, the textbooks are undamaged, and the return is within the Drop with Refund Period (See SFSC Campus Store Policy). The Campus Store purchases used textbooks if the books are in reasonable condition and the College has an immediate need for them. The SFSC Campus Store serves Starbucks® coffee. For more information, call the SFSC Campus Store at 863-784-7112 or visit [ShopSFSC.com](http://ShopSFSC.com).

### Food Services

The Highlands Campus houses Kelly's Bistro by the Bay and vending machines in the Joseph E. Johnston Memorial Student Center. Kelly's is open for breakfast 7:30 a.m. to 9:30 a.m. and lunch 10 a.m. to 2 p.m. daily. Hours vary in the summer and are posted in the cafeteria. SFSC also operates the Hotel Jacaranda Restaurant. The DeSoto and Hardee campuses, as well as the Lake Placid Center, have vending machines, microwave ovens, and student lounge spaces for breaks and meals.

### Panther Athletics

SFSC offers intercollegiate athletic programs in women's softball, women's volleyball, women's cross country, and men's baseball. SFSC is a National Junior College Athletic Association (NJCAA) affiliate participating as a Division I college in the Suncoast Conference of Florida. Athletic scholarships are offered in each of the College's four sports.

The home facilities for Panther Athletics are Panther Gym (volleyball) and Panther Athletic Complex (baseball/softball/cross country). More information regarding Panther Athletics can be found on our SFSC website under "Athletics."

### Student Activities

You may participate in a variety of College clubs and organizations, cultural events, games, intercollegiate athletics, and other programs. Many of these activities are supported by student activity fees. You are encouraged to participate in the College's decision-making processes through active involvement in the Student Government Association (SGA) and various College-wide committees such as the Student Judicial Committee, Curriculum Committee, and program advisory committees.

Committee descriptions and procedures for participation and service are available from the SGA advisor and the vice president of student services. Students are also encouraged to use the Panther Activity Center (PAC), the GamePad, and the SFSC Fitness Center. Additional information about various activities can be found in the Student Handbook or from the SGA Office, or at any campus or center.

## **Student Complaint/Grievance Procedure**

To provide, at the lowest possible level, equitable resolution for student complaints and grievances.

### **I. Definitions:**

A. *Complaint* - An informal allegation by a student(s) that there has been:

1. A breach, misinterpretation, or improper application of College policies and procedures.
2. Violation or misapplication of any law, statute, or constitutional guarantee, an arbitrary or capricious application of, or a failure to act pursuant to the written policies and procedures of the College.
3. An arbitrary, improper, or capricious practice which results in unjust or inequitable treatment of the student.
4. Violation of policy as stated by the District Board of Trustees (DBOT).

B. *Grievance* - A formal written allegation by a student(s) that there has been:

1. A breach, misinterpretation, or improper application of College policies and procedures.
2. Violation or misapplication of any law, statute, or constitutional guarantee, an arbitrary or capricious application of, or a failure to act pursuant to the written policies of the College.
3. An arbitrary, improper, or capricious practice which results in unjust or inequitable treatment of the student.
4. Violation of policy as stated by the DBOT.

C. *Complainant or Aggrieved* - the person(s) against whom mistreatment has been allegedly practiced.

D. *Respondent* - the person(s) who allegedly practiced or whose actions allegedly resulted in mistreatment against the complainant.

### **II. Informal Procedure:**

The informal procedure, outlined below, shall be utilized first by the student(s) to address a complaint. The procedure shall be conducted without the use of any recording device. In the event that a student or students believe there is a basis for a complaint, they shall:

- A. Make an appointment and informally discuss the complaint with the respondent concerned within 14 College workdays of the date of the alleged mistreatment.
- B. If the complainant is dissatisfied with the decision, or is unwilling to discuss the matter with the respondent, the student shall, within seven College workdays, informally discuss the complaint with the appropriate department chair, director, or division dean.
- C. If the complainant is dissatisfied with the decision, he/she shall, within seven College workdays, informally discuss the complaint with the vice president of student services, if they have not done so already.

- D. If the complainant is still dissatisfied, they shall begin the formal procedure within seven College workdays of the discussion with the vice president of student services.

### **III. Formal Procedure:**

- A. If, as a result of the informal procedure, the complainant is still dissatisfied with the decision, the student(s) may invoke a formal grievance procedure by outlining the complaint in writing. Two copies of the grievance, signed by the student(s) concerned and dated, shall be filed with the vice president of student services.
- B. Within seven College workdays of the receipt of the formal written grievance, the vice president of student services shall transmit the written grievance to the appropriate division dean. The dean, within seven College workdays of receipt of the written grievance, shall hold a formal meeting with all parties, to review the written grievance and to hear the grievance in person. The meeting(s) shall be audio recorded.
- C. Within seven College workdays of the end of the formal hearing, the dean shall indicate his/her decision in writing with regard to the disposition of the grievance to the complainant and respondent with copies to the vice president of student services and to the vice president of academic affairs (VPAA).
- D. Within seven College workdays of the decision of the division dean, the complainant or respondent may appeal the dean's decision in writing to the VPAA.
- E. The VPAA will meet with complainant and respondent within 14 College workdays to review the written appeal and to hear the appeal in person.
- F. The VPAA shall indicate his/her decision in writing within seven College workdays of the appeal hearing. The decision of the VPAA is final.
- G. No reprisals or retaliation of any kind shall be taken against any student or any others for participating in any complaint/grievance process.
- H. Nothing contained in this procedure shall be construed to deny any student any rights or benefits guaranteed by law.
- I. The number of days indicated at each level of discussion shall be considered as maximum and every effort shall be made to expedite the process. However, the time limit may be extended if circumstances warrant.
- J. The student(s) filing the complaint/grievance may withdraw a complaint/grievance at any level at any time during the grievance procedure.
- K. All documents, forms, communications, and records dealing with a complaint shall be filed separately from the permanent record files of the participants, and shall be kept confidential under Family Educational Rights and Privacy Act (FERPA) regulations. A copy of the complaint, all documents, forms, communications, records as well as the final disposition shall be filed in the Office of the Vice President of Student Services in a locked file cabinet located in a locked room.
- L. Complainants and/or respondents may have legal counsel present for consultation during any or all parts of the formal grievance process; however, legal counsel may not speak for or represent their client in any of the meetings or hearings. Complainants and respondents shall be responsible for all fees connected with legal counsel.

## **Student Conduct and Discipline**

SFSC has the right and the duty to protect its educational activities, its students through the reasonable regulation of your conduct, and the use of the institution's facilities. The vice president of student services or designee is responsible for consideration and action on all disciplinary problems. All decisions will be based on College policy. See Student Handbook for additional information.

# Student Rights and Code of Conduct

Your student rights are ensured by the 34 Code of Federal Regulations (C.F.R.), Part 99; the Family Educational Rights and Privacy Act (FERPA); and Section 1002.22, Florida Statutes (F.S.).

## I. Primary Rights

- A. Right to inspect and review your education records.
- B. Right to seek to amend your education records.
- C. Right to have some control over the disclosure of information from your education records.

## II. Definitions

- A. "Student" means any person who is attending or who has attended SFSC.
- B. Student education records are any record (in handwriting, print, film, or other medium) maintained by SFSC or an agent of the College which is directly related to a student, except:
  1. Sole possession records are those maintained by an administrator, member of the District Board of Trustees, faculty, or staff provided only the maker of the record has access to them.
  2. Records created and maintained by the SFSC Law Enforcement unit for a law enforcement purpose.
  3. Employment records provided employment is not contingent upon enrollment and provided the record is used only in relation to the individual's employment.
  4. Medical records made and maintained in connection with treatment and disclosed only to individuals providing treatment.
  5. Alumni records that only contain information about an individual after he or she is no longer a student.
- C. Personally identifiable information includes, but is not limited to:
  1. Your name.
  2. Name of your parents or other family members.
  3. Your address or your family's address.
  4. A personal identifier, such as your Social Security Number or generated identification number.
  5. A list of personal characteristics, a photograph, or other information that would make your identity easily traceable.

## III. Annual Notification Requirement

You are notified of your FERPA rights through the SFSC Catalog and Student Handbook which are posted on the College's website.

## IV. Procedure to Inspect Education Records

- A. You must submit a written request to inspect and review your education records to the SFSC registrar. The request shall identify as precisely as possible the record or records you wish to inspect.
- B. Inspection and review of education records shall take place in the Student Services building on the Highlands Campus or other center/campus locations. If you cannot come to one of these locations, you may request that copies be made and mailed. There are no fees for copying and mailing of documents.
- C. The registrar shall make arrangements for access as promptly as possible and notify you of the time and place where the records may be inspected. Access must be given in 30 days or less from the receipt of the request. Proper identification such as a valid driver's license must be presented before inspection is allowed. The request for access or release shall be retained in your file.

## V. **Refusal to Provide Copies**

While SFSC cannot deny you access to your education records, it may deny you a copy of such records if:

- A. You have an unpaid financial obligation to the College.
- B. An unresolved disciplinary action against you is pending.

## VI. **Disclosure of Education Records**

SFSC will disclose personally identifiable information from your education records **ONLY** with your written consent.

**Exception** - SFSC may disclose educational records to school officials who have a legitimate educational interest in the records. School officials are defined as:

- A. A person employed by the College in an administrative, supervisory, academic, or support staff position or a work study student in the office where the education record is maintained.
- B. A person appointed to the SFSC District Board of Trustees.
- C. A person employed by or under contract to the College to perform a specific task, such as the college attorney, auditor, or consultant.
- D. A student serving as a student representative on a College committee.

Each of these school officials will be properly informed of his or her responsibility to protect your rights and confidentiality of your education records before access is given. A school official has a legitimate educational interest, if the official is:

- A. Performing a task specified in his/her position description or contract.
- B. Performing a task related to your education.
- C. Performing a task related to your discipline.
- D. Providing a service or benefit relating to you or your family, such as health care, counseling, job placement, or financial aid.

**Exception** - SFSC may disclose educational records to the following:

- A. Upon request to officials of another school in which you seek or intend to enroll.
- B. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- C. In connection with your request for, or receipt of, financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- D. If required by a state law requiring disclosure adopted before November 19, 1994.
- E. To organizations conducting certain studies for or on behalf of the College.
- F. To accrediting organizations to carry out their functions.
- G. To comply with a judicial order or a lawfully issued subpoena. SFSC shall make a reasonable attempt to notify you before responding to a judicial order or lawfully issued subpoena.
- H. To appropriate parties in a health or safety emergency.
- I. For directory information as identified by SFSC. (See Directory Information).
- J. To an alleged victim of a crime of violence the results of the disciplinary proceeding conducted by the College against the alleged perpetrator.

## VII. **Record of Requests for Disclosure**

SFSC maintains a record of all requests for and/or disclosure of information from your education records except for requests from a school official, a party seeking directory information, or your parents, if you are under 18 years of age. This record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. This record becomes a part of your education record.

## VIII. **Directory Information**

SFSC may release information classified as directory information without your written permission. The following information has been classified as directory information:

- Name
- Dates of attendance
- Academic program
- Honors received (president's and vice president's list , cum laude, etc.)
- Degree received and date conferred
- Lists of prospective graduates
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Identification card, digitized photographs

The College may disclose any of these items without prior written consent, unless you have requested non-release of directory information.

## IX. **Non-release of Directory Information**

You may request non-release of directory information at time of registration each term. You may also make this request during the term in the Office of the Registrar or at one of the other SFSC locations. Once requested, non-release shall be maintained until you request that it be removed.

## X. **Limited Access Records**

Limited Access Records include **all** information not specifically identified as directory information. This encompasses records of admission, enrollment, personal counseling, disciplinary action, finance, financial aid, health, placement, and testing. The registrar is authorized to release limited access records under the conditions outlined below:

### A. **Student Request** -

1. You may authorize release of limited access information by signing a written request (personal letter or request form generated either by SFSC or any other organization).
2. A copy of the request will be retained by the Custodian of the Record.

B. **Request of Parents/Guardians of Students Under 18** - The parent/guardian presents to the custodian/designee proper identification and proof that you are under 18 and were claimed as a dependent student on the most recently filed IRS tax return.

C. **Request of SFSC Faculty/Administrative Staff** - Information is released on a "need-to-know" basis.

D. **Court Subpoena** -

1. Information will be released upon receipt of a subpoena by a court of competent jurisdiction with signed authorization by the student.
  2. If no signed authorization, prior to release of the information, the custodian will notify you by certified letter of the information requested by the court. (**NOTE:** The College is not required to give you prior notice when responding to a federal Grand Jury subpoena or other law enforcement subpoena that requires that you not be informed of the existence of the subpoena.)
- E. **State of Florida Public College/University** - Limited access records will be released to another public college or university in the state of Florida through written or electronic request.
- F. **Emergency** - Information may be released to proper authorities when needed to protect the life, health, or safety of you or other persons.

## XI. Amendment of Educational Records

You have the right to request to have an education record corrected that you believe is inaccurate, misleading, or in violation of your privacy rights. The following are procedures for correction of these records:

- A. You must submit a written request to the SFSC registrar to amend a record. You should identify the part of the record you want changed and specify why you believe it is inaccurate, misleading or in violation of your privacy or other rights.
- B. SFSC may or may not comply with the request. The registrar will notify you of the decision. If the College decides not to comply, the registrar will advise you of your right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of your rights.
- C. Upon request, SFSC will arrange for a hearing and notify you, reasonably in advance, of the date, place, and time of the hearing.
- D. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. You shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend your education record. You may be assisted by one or more individuals, including an attorney.
- E. SFSC will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
- F. If SFSC decides that the challenged information is not inaccurate, misleading or in violation of your right of privacy, it will notify you that you have a right to place a statement in the record commenting on the challenge information and/or a statement setting forth reasons for disagreeing with the decision.
- G. The statement will be maintained as a part of your education records as long as the contested portion is maintained. If SFSC discloses the contested portion of the record, it must also disclose the statement.
- H. If SFSC decides that the information is inaccurate, misleading, or in violation of your right of privacy, it will amend the record and notify you, in writing, that the record has been amended.

## XII. Right to File a Complaint

If you feel that your right to privacy under FERPA has been violated, you may file a complaint with the U.S. Department of Education. The complaint must be filed within 180

days of the date of the alleged violation or of the date that you knew or reasonably should have known of it. To file a complaint, contact:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
202-260-3877**

### **XIII. Code of Conduct**

When you are admitted to SFSC, you are subject to the jurisdiction of the College during your enrollment. As a member of the College community, you are expected to act responsibly in all areas of personal and social conduct. You are responsible for the observance of all SFSC District Board of Trustees' College policies and procedures as published in the College Catalog, the Student Handbook, and other College information bulletins. Violation of any of these rules may lead to disciplinary action in accordance with prescribed procedures for the handling of disciplinary cases and may range from reprimand to expulsion from the College.

The disciplinary function at SFSC is an integral part of the educational mission of the College. Discipline is seen as a tool for guiding and teaching rather than punishment. Unacceptable behavior is often symptomatic of attitudes, misconceptions, and emotional crises; the treatment of these symptoms through education and rehabilitative activities is an essential element of the disciplinary process. Severe disciplinary action against a student, such as suspension or expulsion, is considered and invoked only when other remedies fail. Even in the case of irrevocable expulsion for misconduct, the process will not be considered punitive in the criminal sense but rather the determination that the student is unqualified to continue as a member of the College community.

### **XIV. Freedom of Inquiry and Expression**

Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. You are free to support causes by orderly, peaceable, and acceptable means which do not disrupt the regular and essential operations of the College.

When anyone wishes to invite a speaker to the SFSC campus, certain rules must be met by the inviting person or persons. Any speaker, entertainer, consultant, or other person(s) not employed by the College or enrolled in the College, invited or uninvited to the campus for the purpose of addressing, entertaining, consulting, or otherwise contacting any group of students, faculty, or other employees of the College, must provide information to the Office of Community Relations and Marketing at 863-784-7379 in advance of the visit. If the person or persons desire to come on campus uninvited, then it will be the responsibility of the person or persons to notify the Office of Community Relations and Marketing in advance of the visit if a gathering of 100 or more is anticipated.

The institutional control of the campus facilities will not be used as an instrument of censorship. It is the responsibility of the persons who invite outside speakers to make it clear to the College and outside community that all views expressed are not those of the students, faculty, or employees of SFSC.

### **XV. Protection of Freedom of Expression**

You are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion; however, you are responsible for learning the content of any course of study in which you are enrolled.

## **XVI. Protection Against Improper Disclosure**

Information about student views, beliefs, and political associations which instructors, counselors, and advisors acquire in the course of your work is considered confidential.

## **Equal Access/Equal Opportunity (EA/EO)**

SFSC pledges to provide equal access to education and employment opportunity to all regardless of race, color, religion, gender, national origin, age, disability, marital status, political affiliation, sexual orientation, pregnancy, or genetic information. The College adheres to federal and state laws that control equal access/equal opportunity. This pledge covers all aspects of the educational and employment relationship with our students and employees. Concerns regarding this pledge are to be addressed to the EA/EO student coordinator at 863-784-7107.

## **Smoking and Use of Tobacco Products**

Smoking and use of smokeless tobacco (or any device intended to simulate the use of tobacco products) is prohibited in all indoor and exterior areas of each campus, center, and other property under the control of the College.

## **Initiating Changes at the College**

If you have an idea or want to make a request for improvement in the regulations and conditions governing student life at SFSC, you should make your desires known to the Student Government Association (SGA). The SGA will evaluate the proposal, through the SGA coordinator and designated representatives, and make suggestions and recommendations to an appropriate member of the College staff for consideration and action.

If this process does not result in a mutually acceptable outcome, you may request that the proposal be reviewed in the following order:

1. The Learning and Student Success (LASS) Committee;
2. The vice president for academic affairs and student services;
3. The president of the College; and
4. The SFSC District Board of Trustees.

At any step in this process, you may request a recommendation from the vice president of student services of the College.

## **Student's Right to Know Information**

To provide you with information related to attending SFSC, the following reports, policies, and general information are available to you upon request from the Office of the Vice President of Student Services, Cornelius Complex Room B274, Avon Park. In addition, much of this information is directly accessible on the SFSC website at [southflorida.edu](http://southflorida.edu). *Student Privacy Information:* The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to you related to education records. This information can also be found in this College Catalog. *College Graduation and Placement Rates:* This information concerns the completion/graduation and placement rates of all full-time students entering college. A table of graduation rates is also available from the Office of Enrollment Management or the Office of Institutional

Research. *Campus Crime Report and Safety Policies:* Crime statistics are reported annually. Safety information is available in the SFSC Student Handbook or addendum. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency, the FDLE hotline 888-FL-PREDATOR or 888-357-7332, or the FDLE website at **fdle.state.fl.us** sexual predators. *Drug-Free Campus:* This information is provided at the time of admission or employment at SFSC. See current Student Handbook for greater detail. *Financial Assistance Information:* This information can be found in this College Catalog or is available from the Financial Aid Office, Cornelius Complex, Room B173. *Athletic Participation and Financial Support Report and Data:* This information can be obtained from the athletic director, Building E, Avon Park. *Voter Registration Information:* Voter Registration forms are available from the Admissions, Registration, and Records Office in Avon Park, any SFSC Center, or from your county Supervisor of Elections Office. SFSC encourages all students who are 18 years of age and U.S. citizens to register to vote.

## Graduation Ceremony Procedures

Two Commencement ceremonies are held (May and December) each year (see College Calendar for dates). If you have completed graduation requirements, you are invited to participate. However, if you have applied for graduation, but have not completed all graduation requirements, you cannot be recognized for honors or high honors during the Commencement ceremony.

If you plan to participate in the Commencement ceremony, you must complete the following pregraduation procedures:

1. Complete an Application for Graduation from the College website, **southflorida.edu**.
2. Associate and baccalaureate degree students must meet with a counselor, campus/center director, or instructional supervisor for a graduation requirement check to ensure eligibility to graduate. Career Certificate and GED<sup>®</sup> diploma students must be certified by the director, instructional supervisor, program manager, or coordinator.
3. If you are receiving or have received a federal loan, you must complete a required financial aid exit interview.
4. Complete a graduation satisfaction survey.
5. Pay the graduation fee.

## General Education Requirements

### Baccalaureate and Associate Programs

General Education Requirements apply to the baccalaureate and associate degree programs. Review the general education requirements for your specific program.

The general education program provides you with the basic knowledge and skills needed to transfer to upper-level institutions. Although you may select certain courses within these areas, you must complete the minimum requirements for each area. To broaden your educational foundation, you are required to take courses in communication, humanities, social sciences, science, and mathematics. These courses constitute the general education requirements for the A.A. degree. For the A.S degree, review your specific program for the general education requirements.

The Florida Articulation Agreement between state-supported universities and state colleges assures that when you have been certified by this institution as having completed the Associate in Arts degree, no further lower

division general education courses will be required. This, of course, does not preclude the possibility that you may occasionally need additional prerequisite courses in your major area of study.

You are required to meet with an academic counselor/advisor upon initial enrollment at SFSC. To plan coursework appropriate to a certain major/program, investigate and discuss transfer requirements with the academic counselor/ advisor as early as possible.

## General Education Outcomes

SFSC emphasizes the development of general education skills for every student. The College's general education mission is "developing students across the College who are well-informed, self-reliant, globally responsible citizens by providing diverse educational opportunities." In each course offered at the College, you will be assessed on at least one of five student general education learning outcomes.

Your mastery of the general education outcomes is determined by the course instructor, using collegewide evaluative rubrics or instruments designed by your instructor that incorporate key elements from the rubric.

### **I. You will demonstrate the ability to communicate (read, write, speak, and listen) effectively.**

- A. You will be able to construct an essay that demonstrates excellent composition skills including a clear and thought-provoking thesis; appropriate and effective organization; lively and convincing supporting materials; effective sentence skills; and perfect or near perfect mechanics including spelling and punctuation. (*Collegewide Rubric - Writing*)
- B. You will be able to present a speech that is appropriate for the purpose, occasion, and audience; contains a clear and identifiable organizational structure and format; uses language that is clear, vivid, and appropriate; and incorporates effective nonverbal behaviors including eye contact, gestures, facial expressions, and posture. (*Collegewide Rubric - Speech*)

### **II. You will demonstrate the ability to reflect, analyze, synthesize, and apply knowledge.**

- A. You will be able to exhibit accurate and full explanations of deductive and inductive reasoning processes; discern differences and similarities among theories; view information from multiple perspectives; formulate questions; recognize sound and unsound arguments; distinguish facts from inferences and opinions; and demonstrate the ability to transfer thinking from the classroom to the real world. (*Collegewide Rubric - Critical Thinking*)

### **III. You will demonstrate knowledge and application of mathematical and scientific principles and methods.**

- A. You will be able to identify relevant numerical information in mathematical or other concepts; apply mathematical and/or basic statistical reasoning to analyze data and graphs; represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically; propose and evaluate solutions; and apply mathematical concepts to the solution of real-life problems. (*Collegewide Rubric - Mathematics*)
- B. You will be able to explain a scientific idea by providing accurate facts; gather and critically evaluate data using the scientific method; analyze and apply scientific data, concepts, and models; evaluate and test a scientific hypothesis; and apply appropriate natural science concepts and theories to contemporary issues. (*Collegewide Rubric - Science*)

### **IV. You will demonstrate the ability to find, evaluate, organize, and use information.**

- A. You will be able to locate and collect sufficient and accurate information necessary to solve a problem or support an argument; organize information; demonstrate an understanding of sources and types of information; and analyze information and sources critically to determine its quality and utility. (*Collegewide Rubric - Information*)

- B. You will recognize the need for information; identify potential sources with or without technology; understand that accurate and complete information is the basis for intelligent decision making; and use information ethically and legally. (*Collegewide Rubric - Information*)
- V. **You will be prepared to participate actively as an informed and responsible citizen in social, cultural, global, and environmental matters.**
- A. You will be able to describe the cultural forces affecting the traditions of visual and auditory arts, as well as social and historical events in western and non-western societies; and explain how international cultures, societies, political economics, and the environment relate to complex, modern world systems. (*Collegewide Rubric - Global*)
- B. You will be able to demonstrate a mature perspective of cultural diversity; explain the complexity of your own cultural identity; and appreciate your role as a member of the global community. (*Collegewide Rubric - Global*)

## **Associate in Arts (A.A.) Degree**

**(36 credit hrs. required)**

**NOTE:** You can access the A.A. Degree Planner using this link.

### **I. Communications (9 credit hrs.)**

You must complete the following three courses under the core and elective list:

#### **CORE Communications Course (3 credit hrs.)**

- ENC 1101 - Freshman English I **or** Honors \*

#### **ELECTIVE Communications Courses (3 credit hrs. each)**

- ENC 1102 - Freshman English II **or** Honors \*
- SPC 2608 - Fundamentals of Speech Communication **or** Honors

#### **Note:**

**\*Denotes writing course requirements.** These courses require demonstration of college-level writing skills through multiple writing assignments. A minimum grade of **C** is required for courses used to fulfill the writing course requirements.

### **II. Humanities (6 credit hrs.)**

You must complete one course from the core and one additional course from either the core or elective list.

#### **CORE Humanities Courses (3 credit hrs. each)**

- ARH 2000 - Art Appreciation
- HUM 2020 - Introduction to Humanities **or** Honors
- LIT 2000 - Introduction to Literature
- MUL 2010 - Music Appreciation
- PHI 2010 - Introduction to Philosophy **or** Honors

- THE 2000 - Theatre Appreciation

### **ELECTIVE Humanities Courses (3 credit hrs. each)**

- AML 2010 - American Literature I (1620 to 1865) **or** Honors
- AML 2020 - American Literature II (1865 to Present) **or** Honors
- ARH 2050 - Art History I
- ARH 2051 - Art History II
- ENL 2012 - British Literature I **or** Honors
- ENL 2022 - British Literature II **or** Honors
- HUM 2210 - Humanities Survey I **or** Honors
- HUM 2230 - Humanities Survey II **or** Honors
- LIT 2110 - World Literature I **or** Honors
- LIT 2120 - World Literature II **or** Honors
- REL 2300 - Comparative Religion

#### **Note:**

All humanities courses require demonstration of college-level writing skills through multiple writing assignments. A minimum grade of *C* is required for courses used to fulfill the writing course requirements.

Consult a counselor or honors program director before choosing elective Humanities course.

### **III. Social and Behavioral Sciences (6 credit hrs.)**

**You must complete one of the following (3 credit hrs. each):**

- AMH 1010 - Introductory Survey to 1877
- AMH 1020 - Introductory Survey Since 1877
- POS 1041 - American Government **or** Honors
- 

**AND**

one additional course from either the core or elective list:

#### **CORE Social and Behavioral Sciences Courses (3 credit hrs. each)**

- ECO 2013 - Macroeconomics **or** Honors
- PSY 2012 - Introduction to Psychology

#### **ELECTIVE Social and Behavioral Sciences Courses (3 credit hrs. each)**

- DEP 1004 - Human Development
- ECO 2023 - Microeconomics
- SYG 2000 - General Sociology **or** Honors
- WOH 2040 - World History in the 20th Century

### **IV. Natural Sciences (7 - 8 credit hrs.)**

You must complete one course from the core and one additional course from either the core or elective list (one course must be a laboratory science course):

## **CORE Natural Sciences Courses**

### **Non-Lab Natural Sciences (3 credit hrs.)**

- AST 1002 - Descriptive Astronomy
- BSC 1005 - Introducing Biology
- CHM 1020 - Introducing General Chemistry
- CHM 2045 - General Chemistry I **or** Honors
- EVR 2001 - Introduction to Environmental Science

### **Combined w/Lab Natural Sciences (4 credit hrs.)**

- BSC 1010C - General Biology I **or** Honors
- BSC 1085C - Human Anatomy and Physiology I **or** Honors
- PHY 2053C - General Physics I **or** Honors

### **Combined w/Lab Natural Sciences (5 credit hrs.)**

- PHY 2048C - General Physics with Calculus I **or** Honors

## **ELECTIVE Natural Sciences Courses**

### **Lab Natural Sciences (1 credit hr.)**

- AST 1002L - Descriptive Astronomy Lab
- CHM 1020L - Introducing General Chemistry Lab
- CHM 2045L - General Chemistry I Lab **or** Honors
- CHM 2046L - General Chemistry II Lab **or** Honors

### **Lab Natural Sciences (2 credit hrs.)**

- CHM 2210L - Organic Chemistry I Lab **or** Honors
- CHM 2211L - Organic Chemistry II Lab **or** Honors

### **Non-Lab Natural Sciences (3 credit hrs.)**

- BSC 1080 - Overview of Anatomy and Physiology
- CHM 2046 - General Chemistry II **or** Honors
- CHM 2210 - Organic Chemistry I **or** Honors
- CHM 2211 - Organic Chemistry II **or** Honors
- PCB 2033 - Introduction to Ecology: Environment

### **Combined w/Lab Natural Sciences (4 credit hrs.)**

- BOT 1010C - Botany
- BSC 1009C - Introduction to Biology
- BSC 1011C - General Biology II **or** Honors
- BSC 1086C - Human Anatomy and Physiology II **or** Honors
- BSC 1420C - Introduction to Biotechnology
- MCB 2010C - Microbiology **or** Honors
- PHY 2054C - General Physics II **or** Honors

### **Combined w/Lab Natural Sciences (5 credit hrs.)**

- PHY 2049C - General Physics with Calculus II **or** Honors

## **V. Mathematics (6 - 8 credit hrs.)**

You must complete one course from the core and one additional course from either the core or elective list. MAC 2311 and MAC 2233 may not be used together to meet this requirement:

### **CORE Mathematics Courses**

**(3 credit hrs. each)**

- MAC 1105 - College Algebra
- MGF 1130 - Mathematical Thinking
- STA 2023 - Elementary Statistics **or** Honors

**(4 credit hrs. each)**

- MAC 2311 - Calculus I with Analytic Geometry **or** Honors

### **ELECTIVE Mathematics Courses**

**(3 credit hrs. each)**

- MAC 1114 - Plane Trigonometry
- MAC 1140 - Precalculus Algebra
- MAC 2233 - Calculus for Business and Social Sciences
- MAP 2302 - Differential Equations
- MGF 1106 - Liberal Arts Mathematics I
- MGF 1107 - Liberal Arts Mathematics II
- MGF 1131 - Mathematics in Context

**(4 credit hrs. each)**

- MAC 2312 - Calculus II
- MAC 2313 - Calculus III

**(5 credit hrs. each)**

- MAC 1147 - Precalculus Algebra/Trigonometry

### **Note:**

A minimum grade of *C* is required for the courses used to fulfill the six hours of mathematics required as computation intensive course.

## **VI. Other General Education Requirement (3 credit hrs.)**

One additional course from either the Gen Ed Core or Gen Ed Elective lists.

## **VII. Electives (21 - 24 credit hrs.)**

You should consult with SFSC's Advising and Counseling Center staff or a campus/center director to select the proper courses to meet this section of the Associate in Arts degree requirements.

Elective courses assist you in specializing in an academic major field of study. You must take a minimum of 21 credit hours of electives. Elective courses should be selected on the basis of your intended major. If you are uncertain about your major area of study, you should consult a counselor or advisor before choosing elective courses.

## **Writing and Computation Course Requirements**

The Florida Board of Education requires the achievement of college-level communication and computation skills through completion of coursework in English and mathematics with a grade of *C* or higher. Before receiving an Associate in Arts degree from a public college or university in Florida, or prior to entry into the upper division of a public university or college in Florida, you must complete the following writing and computation course requirements:

### **Communication/Humanities**

You must take four writing intensive courses in order to meet the writing and computation course requirements. A minimum of 6 credit hours of English coursework and 6 credit hours of additional humanities coursework must be completed. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in each course.

### **Mathematics**

You must complete at least six hours of mathematics courses with a grade of *C* or higher. However, MAC 2311 and MAC 2233 may not be used together to meet this requirement.

## **Civic Literacy Requirement**

You must meet the Civic Literacy requirement by passing either AMH 1010, AMH 1020, or POS 1041 **AND** passing the Florida Civic Literacy Examination (FCLE). Competency can also be met through testing by achieving the standard score on either AP Government: United States, AP United States History, or CLEP: American Government or History of the United States I.

## **Panther PATHways**

Panther PATHways at SFSC is an initiative designed to streamline the academic journey for students. This comprehensive program assists students from the initial stage of course selection to job placement in their field of study or seamless transfer to a four-year institution. Through access to academic advisors, a range of learning resources such as tutoring, study groups, workshops, and career preparation services, Panther PATHways is committed to equipping students to excel. With a wide range of PATHways to explore on the website, students can view program maps with helpful topics such as Pre-Degree Requirements, Recommended Soft Skills, Recommended Courses to Take by Term, Career Information, and Transfer Resources.

For students seeking a supportive, structured, and proactive academic journey, Panther PATHways offers the resources and guidance necessary for success. For more information, visit Panther PATHways, call 863-784-7131, or email [Advising@southflorida.edu](mailto:Advising@southflorida.edu).

# College Transfer Degree Programs

SFSC is committed to a comprehensive university transfer program that provides opportunities for intellectual, cultural, and social growth along with specialized learning.

SFSC awards the A.A. degree upon completion of a prescribed program designed as the first two years of a baccalaureate program within the Florida public college and university systems. According to the Florida Articulation Agreement, earning an A.A. degree indicates that you have met the general education requirements for admission to the upper division of Florida's public college and universities and will be admitted with full junior standing, provided you have met the state competency requirements, paid all fees, and met academic standards. **You should investigate transfer requirements of the upper division college you plan to attend as early as possible to fit the appropriate courses into your program at SFSC.** If you have completed specialized prerequisites, you are able to continue that specialty at the upper division institution. Should you not maintain continuous enrollment, you will be subject to all new rules and regulations adopted by SFSC since your last admission date.

## Program Requirements

The A.A. degree is awarded, if you meet the following program requirements:

1. Successfully complete a total of 60 or more college credit courses which includes 36 credit hours of general education requirements and 24 credit hours of electives (See General Education Requirements section).
2. Demonstrate a foreign language competency with an Associate in Arts degree or as an entry requirement for a baccalaureate degree. Competence may be accomplished with successful completion of one of the following:
  - two years of high school courses in a single foreign language;
  - two sequential college terms in a foreign language;
  - the second level foreign language college course; or
  - corresponding College Level Examination Program (CLEP) exams.

American Sign Language satisfies the criteria of a foreign language for the purposes of this requirement.

3. Successfully complete the First-Year Experience (FYE) Seminar. You may be exempt from this requirement if you have earned 15 hours of college credit prior to enrolling at the College.
4. Complete a minimum of 25% of the credit hours required in the program at SFSC.
5. Achieve a minimum of 2.0 GPA in the SFSC credit hours completed that are applicable toward graduation as well as a minimum 2.0 cumulative average.
6. Successfully complete 12 college credit hours of courses in which you are required to demonstrate writing skills. (See reference to Rule 6A-010.30(2)(a), Florida Administrative Code (F.A.C.) in this College Catalog.) Additionally, complete 6 college credit hours of math coursework at the level of College Algebra or higher. Successful completion is defined as a grade of C or higher for each of the courses under this item.
7. Meet the Civic Literacy requirement by passing either AMH 1010, AMH 1020, **or** POS 1041 **AND** passing the Florida Civic Literacy Examination (FCLE). Competency can also be met through testing by achieving the standard score on either AP Government: United States, AP United States History, or CLEP: American Government.
8. Fulfill all financial obligations to the College.

9. Apply for graduation and pay the graduation fee.

## Core Degree Requirements

All associate degrees at SFSC include a basic core of General Education courses from the areas of communication, mathematics, social sciences, humanities, natural sciences, and the First-Year Experience (FYE) Seminar. If you are graduating with an associate degree, you must demonstrate the following competencies:

1. Reading - achieve a college-level score on a college placement test, if one is taken, earn a grade of **C** or higher in a reading course, or produce a current regular high school diploma or current high school GPA in relevant coursework
2. Writing - earn a passing grade of **C** or higher in ENC 1101
3. Fundamentals of Speech Communication - earn a passing grade in SPC 2608
4. Fundamental mathematical skills - achieve a college-level score on the mathematics portion of a college placement test and pass the math courses included in your degree curriculum with a grade of **C** or higher
5. Fundamentals of scientific principles - pass the science courses included in your degree curriculum.
6. Basic use of computers - earn a passing grade in a computer course at the College, have a grade of **B** or higher in an approved one-unit computer course on a high school transcript, or pass a competency test administered by the Computer Science Department
7. Civic literacy - earn a passing grade in either AMH 1010, AMH 1020, **or** POS 1041 **AND** successfully pass the Florida Civic Literacy Examination (FCLE)

Four-year institutions may require you to have earned higher grades in courses for transfer into certain programs. Check with your advisor and/or the transfer institution to learn about prerequisite courses and grades.

If you have entered the ninth grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma, or if you are currently serving as an active-duty member of any branch of the U.S. Armed Services, you will not be required to take the common placement test and will not be required to enroll in developmental education courses at a Florida College System institution. However, you may opt to take a college placement test and/or take developmental education courses even if you are not required to do so.

1. been met.

For graduation (Commencement) ceremony procedures, see the "Student Information" section of this College Catalog

Associate in Arts, A.A.

SFSC is committed to a comprehensive university transfer program that provides opportunities for intellectual, cultural, and social growth along with specialized learning.

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and met academic standards. **You should investigate transfer requirements of the upper division college you plan to attend as early as possible to fit the appropriate courses into your program at SFSC.** If you have completed specialized prerequisites, you are able to continue that specialty at the upper division institution. Should you not maintain continuous enrollment, you will be subject to all new rules and regulations adopted by SFSC since your last admission date.

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The A.A. degree is awarded, if you meet the following program requirements:

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  - two years of high school courses in a single foreign language;
  - two sequential college terms in a foreign language;
  - the second level foreign language college course; or
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American Sign Language satisfies the criteria of a foreign language for the purposes of this requirement.

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8. Fulfill all financial obligations to the College.
9. Apply for graduation and pay the graduation fee.

## Core Degree Requirements

All associate degrees at SFSC include a basic core of General Education courses from the areas of communication, mathematics, social sciences, humanities, natural sciences, and the First-Year Experience (FYE) Seminar. If you are graduating with an associate degree, you must demonstrate the following competencies:

1. Reading - achieve a college-level score on a college placement test, if one is taken, earn a grade of **C** or higher in a reading course, or produce a current regular high school diploma or current high school GPA in relevant coursework
2. Writing - earn a passing grade of **C** or higher in ENC 1101
3. Fundamentals of Speech Communication - earn a passing grade in SPC 2608
4. Fundamental mathematical skills - achieve a college-level score on the mathematics portion of a college placement test and pass the math courses included in your degree curriculum with a grade of **C** or higher
5. Fundamentals of scientific principles - pass the science courses included in your degree curriculum.
6. Basic use of computers - earn a passing grade in a computer course at the College, have a grade of **B** or higher in an approved one-unit computer course on a high school transcript, or pass a competency test administered by the Computer Science Department
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Four-year institutions may require you to have earned higher grades in courses for transfer into certain programs. Check with your advisor and/or the transfer institution to learn about prerequisite courses and grades.

If you have entered the ninth grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma, or if you are currently serving as an active-duty member of any branch of the U.S. Armed Services, you will not be required to take the common placement test and will not be required to enroll in developmental education courses at a Florida College System institution. However, you may opt to take a college placement test and/or take developmental education courses even if you are not required to do so.

## General Education Requirements

### (36 credit hrs. required)

**NOTE:** You can access the A.A. Degree Planner using this link.

#### I. Communications (9 credit hrs.)

You must complete the following three courses under the core and elective list:

##### CORE Communications Course (3 credit hrs.)

- ENC 1101 - Freshman English I **or** Honors \*

##### ELECTIVE Communications Courses (3 credit hrs. each)

- ENC 1102 - Freshman English II **or** Honors \*
- SPC 2608 - Fundamentals of Speech Communication **or** Honors

#### Note:

**\*Denotes writing course requirements.** These courses require demonstration of college-level writing skills through multiple writing assignments. A minimum grade of **C** is required for courses used to fulfill the writing course requirements.

## **II. Humanities (6 credit hrs.)**

You must complete one course from the core and one additional course from either the core or elective list.

### **CORE Humanities Courses (3 credit hrs. each)**

- ARH 2000 - Art Appreciation
- HUM 2020 - Introduction to Humanities **or** Honors
- LIT 2000 - Introduction to Literature
- MUL 2010 - Music Appreciation
- PHI 2010 - Introduction to Philosophy **or** Honors
- THE 2000 - Theatre Appreciation

### **ELECTIVE Humanities Courses (3 credit hrs. each)**

- AML 2010 - American Literature I (1620 to 1865) **or** Honors
- AML 2020 - American Literature II (1865 to Present) **or** Honors
- ARH 2050 - Art History I
- ARH 2051 - Art History II
- ENL 2012 - British Literature I **or** Honors
- ENL 2022 - British Literature II **or** Honors
- HUM 2210 - Humanities Survey I **or** Honors
- HUM 2230 - Humanities Survey II **or** Honors
- LIT 2110 - World Literature I **or** Honors
- LIT 2120 - World Literature II **or** Honors
- REL 2300 - Comparative Religion

#### **Note:**

All humanities courses require demonstration of college-level writing skills through multiple writing assignments. A minimum grade of *C* is required for courses used to fulfill the writing course requirements.

Consult a counselor or honors program director before choosing elective Humanities course.

## **III. Social and Behavioral Sciences (6 credit hrs.)**

**You must complete one of the following (3 credit hrs. each):**

- AMH 1010 - Introductory Survey to 1877
- AMH 1020 - Introductory Survey Since 1877
- POS 1041 - American Government **or** Honors
- 

**AND**

one additional course from either the core or elective list:

### **CORE Social and Behavioral Sciences Courses (3 credit hrs. each)**

- ECO 2013 - Macroeconomics **or** Honors
- PSY 2012 - Introduction to Psychology

## **ELECTIVE Social and Behavioral Sciences Courses (3 credit hrs. each)**

- DEP 1004 - Human Development
- ECO 2023 - Microeconomics
- SYG 2000 - General Sociology **or** Honors
- WOH 2040 - World History in the 20th Century

## **IV. Natural Sciences (7 - 8 credit hrs.)**

You must complete one course from the core and one additional course from either the core or elective list (one course must be a laboratory science course):

### **CORE Natural Sciences Courses**

#### **Non-Lab Natural Sciences (3 credit hrs.)**

- AST 1002 - Descriptive Astronomy
- BSC 1005 - Introducing Biology
- CHM 1020 - Introducing General Chemistry
- CHM 2045 - General Chemistry I **or** Honors
- EVR 2001 - Introduction to Environmental Science

#### **Combined w/Lab Natural Sciences (4 credit hrs.)**

- BSC 1010C - General Biology I **or** Honors
- BSC 1085C - Human Anatomy and Physiology I **or** Honors
- PHY 2053C - General Physics I **or** Honors

#### **Combined w/Lab Natural Sciences (5 credit hrs.)**

- PHY 2048C - General Physics with Calculus I **or** Honors

### **ELECTIVE Natural Sciences Courses**

#### **Lab Natural Sciences (1 credit hr.)**

- AST 1002L - Descriptive Astronomy Lab
- CHM 1020L - Introducing General Chemistry Lab
- CHM 2045L - General Chemistry I Lab **or** Honors
- CHM 2046L - General Chemistry II Lab **or** Honors

#### **Lab Natural Sciences (2 credit hrs.)**

- CHM 2210L - Organic Chemistry I Lab **or** Honors
- CHM 2211L - Organic Chemistry II Lab **or** Honors

#### **Non-Lab Natural Sciences (3 credit hrs.)**

- BSC 1080 - Overview of Anatomy and Physiology
- CHM 2046 - General Chemistry II **or** Honors
- CHM 2210 - Organic Chemistry I **or** Honors
- CHM 2211 - Organic Chemistry II **or** Honors

- PCB 2033 - Introduction to Ecology: Environment

**Combined w/Lab Natural Sciences (4 credit hrs.)**

- BOT 1010C - Botany
- BSC 1009C - Introduction to Biology
- BSC 1011C - General Biology II **or** Honors
- BSC 1086C - Human Anatomy and Physiology II **or** Honors
- BSC 1420C - Introduction to Biotechnology
- MCB 2010C - Microbiology **or** Honors
- PHY 2054C - General Physics II **or** Honors

**Combined w/Lab Natural Sciences (5 credit hrs.)**

- PHY 2049C - General Physics with Calculus II **or** Honors

**V. Mathematics (6 - 8 credit hrs.)**

You must complete one course from the core and one additional course from either the core or elective list. MAC 2311 and MAC 2233 may not be used together to meet this requirement:

**CORE Mathematics Courses**

**(3 credit hrs. each)**

- MAC 1105 - College Algebra
- MGF 1130 - Mathematical Thinking
- STA 2023 - Elementary Statistics **or** Honors

**(4 credit hrs. each)**

- MAC 2311 - Calculus I with Analytic Geometry **or** Honors

**ELECTIVE Mathematics Courses**

**(3 credit hrs. each)**

- MAC 1114 - Plane Trigonometry
- MAC 1140 - Precalculus Algebra
- MAC 2233 - Calculus for Business and Social Sciences
- MAP 2302 - Differential Equations
- MGF 1106 - Liberal Arts Mathematics I
- MGF 1107 - Liberal Arts Mathematics II
- MGF 1131 - Mathematics in Context

**(4 credit hrs. each)**

- MAC 2312 - Calculus II
- MAC 2313 - Calculus III

**(5 credit hrs. each)**

- MAC 1147 - Precalculus Algebra/Trigonometry

**Note:**

A minimum grade of *C* is required for the courses used to fulfill the six hours of mathematics required as computation intensive course.

## **VI. Other General Education Requirement (3 credit hrs.)**

One additional course from either the Gen Ed Core or Gen Ed Elective lists.

## **VII. Electives (21 - 24 credit hrs.)**

You should consult with SFSC's Advising and Counseling Center staff or a campus/center director to select the proper courses to meet this section of the Associate in Arts degree requirements.

Elective courses assist you in specializing in an academic major field of study. You must take a minimum of 21 credit hours of electives. Elective courses should be selected on the basis of your intended major. If you are uncertain about your major area of study, you should consult a counselor or advisor before choosing elective courses.

## **A.A. Degree Graduation Procedures**

1. You should contact a counselor, advisor, campus/center director, or the registrar to discuss graduation requirements. Normally, you would graduate under the degree requirements of the catalog in which you started or the most recent catalog, but there may be instances when another catalog may be more appropriate. Otherwise, you will graduate under the catalog in effect at the time you were admitted into the program and maintained continuous enrollment. You may not combine requirements from more than one catalog.
2. The registrar is the official authority responsible for certifying that all graduation requirements have been met.

For graduation (Commencement) ceremony procedures, see the "Student Information" section of this College Catalog.

# **The Honors Program**

## **Associate in Arts with Honors, A.A.**

The Honors Program at SFSC is a two-year academic program leading to the A.A. degree with Honors Program endorsement. When you complete the Honors Program at SFSC, you will be better prepared for successful transfer to limited-access and selective programs at four-year colleges and universities.

To earn the Honors Program endorsement, you must take at least one quarter of your total credit hours in honors courses, developing independence, critical thought, and resilience. You will take a research-oriented interdisciplinary seminar and a leadership course, in addition to general education and pre-major courses.

Throughout, you will receive intensive, transfer-oriented advising and mentoring. You will participate in poster sessions and presentations at undergraduate conferences statewide, and engage in at least 25 hours of

service-learning in the community or 25 hours of undergraduate research. Activities in the Honors Ambassadors SGA club promote fellowship among students.

As an honors student in good standing, you will receive the Edward K. Roberts book scholarship of \$250 in fall and spring terms. Honors students receive special recognition at the Commencement ceremonies and wear special regalia.

Admission to the Honors Program is selective, so you must complete a special application to be considered. To apply, contact a counselor at 863-784-7131 for an appointment, or visit the Advising and Counseling Center on the Highlands Campus, Building B, Suite 152.

## Admissions Requirements:

1. Grade Point Average (GPA) - The student's GPA must be at or above **ONE** of the following levels:
  - a. High school cumulative GPA of 3.5 (unweighted); or
  - b. Rank at top 10% of high school class; or
  - c. College cumulative GPA of 3.3 in at least 12 hours of college credit courses.

**NOTE:** If a student has taken 12 hours or more of college credit courses, the college cumulative GPA will be used for admissions purposes.

2. Test Scores - The applicant must have test scores at or above **ONE** of the following levels:
  - a. SAT I<sup>®</sup> Reasoning Test: Combined score of 1100 or higher in mathematics and evidence-based reading and writing; or
  - b. ACT: Composite score of 25 or higher; or
  - c. PERT (Postsecondary Education Readiness Test): Reading: minimum score 120; Writing: minimum score 120; or
  - d. Petition by letter to the Honors Council for exemption from the test score requirement, accompanied by two letters of recommendation from College instructors. This option requires a personal interview with the Honors Council.

## Admissions for Dual Enrollment Students

All SFSC honors courses are open to dual enrollment students. If a dual enrollment student matriculates at SFSC after high school graduation, all Honors Program courses completed with a grade of **B** or higher will count toward the requirements for graduation from the Honors Program. The student's high school guidance counselor should contact the honors counselor or director prior to enrolling the student in an Honors Program course.

## Graduation Requirements

The Honors Program graduate must:

1. Complete at least 15 honors credit hours which include three hours of IDH 2001-IDH 2006, The Honors Seminar I-VI, with a grade of **B** or higher.
2. Achieve a cumulative GPA of 3.3 or higher.
3. Demonstrate the ability to make successful oral presentations.
4. Document 25 hours of service-learning or 25 hours of undergraduate research.

5. Complete all additional requirements for the A.A. degree.

The following honors courses are currently offered through the Division of Arts and Sciences:

**English and Writing:**

AML 2010	Honors American Literature I
AML 2020	Honors American Literature II
CRW 2001	Honors Creative Writing
ENC 1101	Honors Freshman English I
ENC 1102	Honors Freshman English II
ENL 2012	Honors British Literature I
ENL 2022	Honors British Literature II
LIT 2110	Honors World Literature I
LIT 2120	Honors World Literature II

**Social and Behavioral Sciences:**

CLP 2140	Honors Abnormal Psychology
ECO 2013	Honors Macroeconomics
POS 1041	Honors American Government
SPC 2608	Honors Fundamentals of Speech Communication
SYG 2000	Honors General Sociology

**Humanities and General Studies:**

ART 2939	Honors Special Topics in Art
HUM 2020	Honors Introduction to Humanities
HUM 2210	Honors Humanities Survey I
HUM 2230	Honors Humanities Survey II
IDH 1107	Honors The Competitive Edge
IDH 1921	Honors Symposium I
IDH 2001	Honors Seminar I
IDH 2002	Honors Seminar II
IDH 2003	Honors Seminar III
IDH 2004	Honors Seminar IV
IDH 2005	Honors Seminar V
IDH 2006	Honors Seminar VI
IDH 2122	Interdisciplinary Honors BioArt I
IDH 2124	Interdisciplinary Honors BioArt II
IDH 2930	Honors Special Topics in Interdisciplinary
PHI 2010	Honors Introduction to Philosophy
SLS 1106	Honors First-Year Experience Seminar
SPN 2200	Honors Spanish Literature and Film

**Mathematics and the Sciences:**

BSC 1010C	Honors General Biology I
BSC 1011C	Honors General Biology II
BSC 1085C	Honors Human Anatomy and Physiology I
BSC 1086C	Honors Human Anatomy and Physiology II
CHM 2045	Honors General Chemistry I
CHM 2046	Honors General Chemistry II
CHM 2210	Honors Organic Chemistry I
CHM 2211	Honors Organic Chemistry II
CHM 2932	Honors Special Topics in Chemistry
MAC 2311	Honors Calculus I with Analytic Geometry
MCB 2010C	Honors Microbiology
PHY 2048C	Honors General Physics with Calculus I
PHY 2049C	Honors General Physics with Calculus II
PHY 2053C	Honors General Physics I
PHY 2054C	Honors General Physics II
PHY 2936	Honors Special Topics in Physics
STA 2023	Honors Elementary Statistics

**NOTE:** For more information, consult the honors program director at 863-784-7362.

## Associate in Science

### Accounting Technology, A.S.

#### **Program Code: 1580**

This program prepares you for employment as an accounts receivable, accounts payable and payroll supervisor, a small business accountant, an accounting technician in a professional accounting/tax office, and other accounting-related positions. You will also learn financial, cost, and managerial accounting principles and procedures; financial statement components and interpretation; management use of accounting information for strategic and operational planning and controlling; and related business issues.

#### **Length: 60 credit hours**

#### Required Courses

##### Fall Term

- ENC 1101 - Freshman English I ^
- GEB 1011 - Introduction to Business
- MAC 1105 - College Algebra ^
- ACG 2001 - Financial Accounting I + **OR**
- ACG 2021 - Financial Accounting +
- LIS 2004 - Research Strategies for College Students **OR**
- SLS 1106 - First-Year Experience Seminar ~

Total Credit Hours: 13

#### Spring Term

- ACG 2011 - Financial Accounting II +
- ACG 2071 - Managerial Accounting
- CGS 1100C - Introduction to Microcomputers Using Windows
- FIN 1100 - Personal Finance
- OST 2335 - Business Communications

Total Credit Hours: 15

#### Summer Term

- CGS 2510C - Spreadsheet Applications
- SPC 2608 - Fundamentals of Speech Communication

Total Credit Hours: 6

#### Fall Term

- ACG 2100 - Intermediate Accounting I
- ECO 2013 - Macroeconomics
- TAX 2000 - Personal Income Tax
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 12

#### Spring Term

- BUL 2241 - Business Law I
- LDR 2001 - Introduction to Leadership
- Accounting/Professional Elective 2-3 cr. hrs. \*
- Humanities Core 3 cr. hrs. \*
- Natural Sciences Core 3 cr. hrs. \*

Total Credit Hours: 14-15

#### Accounting/Professional Electives:

- ACG 1949 - Co-op Education Training Assignment in Accounting
- ACG 2949 - Co-op Education Training Assignment in Accounting
- ENT 1000 - Introduction to Entrepreneurship

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- + If completing ACG 2021 instead of ACG 2001 and ACG 2011, you must also complete an additional 3-hour Accounting/Professional Elective.
- ~ If you have completed the First-Year Experience Seminar at another Florida institution, you may take the Research Strategies for College Students to fulfill the program credit hours.

## Biomedical Equipment Technician, A.S.

### Program Code: 1700

The A.S. degree in Biomedical Equipment Technician will prepare you for entry-level positions related to biomedical equipment repair and support. As a Biomedical Equipment Technician, you are responsible for inspection, installation, maintenance, calibration, troubleshooting, and repair of a wide variety of sophisticated devices and instrumentation used in the health care delivery system. You must also be able to communicate effectively with other healthcare professionals as the position frequently requires training others in the proper use of equipment and correcting operator errors.

### Length: 60 credit hours

#### Required Courses

##### Fall Term

- BSC 1085C - Human Anatomy and Physiology I
- EET 1015C - Electronics I
- ENC 1101 - Freshman English I ^
- MAC 1105 - College Algebra ^
- SLS 1106 - First-Year Experience Seminar

Total Credit Hours: 15

##### Spring Term

- EET 1025C - Electronics II
- SPC 2608 - Fundamentals of Speech Communication
- Biomedical Engineering Elective 2 cr. hrs. +
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 12

##### Summer Term

- CET 2114C - Digital Electronics I

- EET 1141C - Introduction to Solid State Devices

Total Credit Hours: 8

Fall Term

- CET 2123C - Introduction to Microprocessors
- EET 1142C - Electronics III
- HSC 1532 - Medical Terminology
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 13

Spring Term

- EET 2915 - Internship in Biomedical Electronics Engineering Systems

Total Credit Hours: 12-13

Biomedical Engineering Electives:

- CET 1178C - PC Support A+ Core Hardware
- CET 1179C - PC Support - A+ OS Technologies
- CET 1600C - Networking Fundamentals
- EER 2930 - Selected Topics in Electronics Engineering Technology
- EET 1605C - Electronic Fabrication Techniques
- ETD 1614C - Applied Electronics Drawing
- MAC 1114 - Plane Trigonometry ^

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- + It is your responsibility to meet with your instructor and/or counselor to select the Biomedical Engineering Elective from the prescribed list.
- # Computer competency is required prior to graduation. You may demonstrate computer competency via test score or previous course. Other courses may be considered as appropriate electives per instructor's approval.

## Business Administration, A.S.

**Program Code: 1510**

The A.S. degree in Business Administration will prepare you for an entry-level position in management. In this program, you will be introduced to essential management, legal, and financial skills. Professional electives allow you the flexibility to tailor the degree toward individual educational and career goals.

## Length: 60 credit hours

### Required Courses

#### Fall Term

- ENC 1101 - Freshman English I ^
- GEB 1011 - Introduction to Business
- MAC 1105 - College Algebra ^
- ACG 2001 - Financial Accounting I **OR**
- ACG 2021 - Financial Accounting +
- LIS 2004 - Research Strategies for College Students **OR**
- SLS 1106 - First-Year Experience Seminar

Total Credit Hours: 13

#### Spring Term

- ACG 2011 - Financial Accounting II +
- ACG 2071 - Managerial Accounting
- CGS 1100C - Introduction to Microcomputers Using Windows
- OST 2335 - Business Communications
  
- Professional Elective 2-3 cr. hrs. \*

Total Credit Hours: 14-15

#### Summer Term

- CGS 2510C - Spreadsheet Applications
- SPC 2608 - Fundamentals of Speech Communication

Total Credit Hours: 6

#### Fall Term

- ECO 2013 - Macroeconomics
- MAN 2021 - Principles of Management
- MAR 2011 - Principles of Marketing
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 12

#### Spring Term

- BUL 2241 - Business Law I
- ENT 1000 - Introduction to Entrepreneurship
- LDR 2001 - Introduction to Leadership

- Humanities Core 3 cr. hrs. \*
- Natural Sciences Core 3 cr. hrs. \*

Total Credit Hours: 15

Professional Electives:

- CGS 2820 - Introduction to Web Design
- FIN 1100 - Personal Finance
- GEB 1949 - Co-op Education Training Assignment in General Business
- GEB 2949 - Co-op Education Training Assignment in General Business

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- + If completing ACG 2021 instead of ACG 2001 and ACG 2011, you must also complete an additional 3-hour Professional Elective.
- # You must consult with the instructional supervisor or counselor before selecting your "Professional Elective."

## Computer Engineering Technology, A.S.

**Program Code: 1680**

When you graduate from the Computer Engineering Technology program, you will be prepared to join the workforce as a technical professional in a broad range of industries, commercial enterprises, and businesses. You will be able to use the principles and theories of science, engineering, and mathematics to install, service, and maintain computers, peripherals, networks and a variety of microprocessor, and computer-controlled equipment. You will be provided the knowledge and skills required to solve technical issues in the design, development, testing, manufacture, repair, installation, and troubleshooting of electronic equipment and systems, which can include automated industrial control systems, robotic manufacturing systems, SCADA systems, information technology infrastructure, and communication systems. A variety of electronics, computer-related hardware, software, networking, and programming courses are available, allowing you some flexibility dependent upon personal interest and future employment targets. Hands-on computer experience is emphasized throughout the program.

**Length: 68 credit hours**

Required Courses

Fall Term

- CET 1178C - PC Support A+ Core Hardware
- CGS 1100C - Introduction to Microcomputers Using Windows

- EET 1015C - Electronics I
- ENC 1101 - Freshman English I ^
- MAC 1105 - College Algebra ^
- EET 2905 - Special Topics in Electronics Engineering Technology **OR**
- EET 2949 - Co-op Education Training Assignment in Electronics Engineering **OR**
- SLS 1106 - First-Year Experience Seminar

Total Credit Hours: 17-18

#### Spring Term

- CET 1179C - PC Support - A+ OS Technologies
- CET 2114C - Digital Electronics I
- EET 1025C - Electronics II
- SPC 2608 - Fundamentals of Speech Communication
  
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 17

#### Summer Term

- CET 1600C - Networking Fundamentals
- PSY 2012 - Introduction to Psychology

Total Credit Hours: 6

#### Fall Term

- PHY 2053C - General Physics I
- Computer Science Electives 3 cr. hrs. \*
- Electronics Electives 6 cr. hrs. \*
  
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 16

#### Spring Term

- Computer Science Electives 8 cr. hrs. \*
- Electronics Electives 4 cr. hrs. \*

Total Credit Hours: 12

#### Electronics Electives:

- CET 2123C - Introduction to Microprocessors

- EER 2930 - Selected Topics in Electronics Engineering Technology
- EET 1141C - Introduction to Solid State Devices
- EET 1142C - Electronics III
- EET 1605C - Electronic Fabrication Techniques
- EET 2325C - Electronic Communications
- ETD 1614C - Applied Electronics Drawing

#### Computer Science Electives:

- CET 2792 - Microsoft Windows Server
- CET 2794 - Microsoft Directory Services
- CGS 2540C - Introduction to Database Management
- CGS 2820 - Introduction to Web Design
- COP 2170C - Principles of Computer Programming
- COP 2171C - Advanced Programming Techniques
- COP 2224 - Introduction to C++ Programming
- COP 2228 - Advanced C++ Programming
- COP 2250 - Java Programming

#### Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.

## Computer Programming and Analysis, A.S.

### **Program Code: 1610**

The A.S. degree in Computer Programming and Analysis prepares you to become a software applications specialist or entry-level programmer in the microcomputer/business environment. A variety of programming languages and software applications are available, so you may individualize the program depending on your personal career and interests. Hands-on computer experience is emphasized throughout the program.

### **Length: 60 credit hours**

#### Required Courses

##### Fall Term

- CGS 1100C - Introduction to Microcomputers Using Windows +
- ENC 1101 - Freshman English I ^
- MAC 1105 - College Algebra ^
- SLS 1106 - First-Year Experience Seminar
- SPC 2608 - Fundamentals of Speech Communication
- ACG 2001 - Financial Accounting I **OR**
- ACG 2021 - Financial Accounting **OR**
- GEB 1011 - Introduction to Business

Total Credit Hours: 16

## Spring Term

- CGS 2540C - Introduction to Database Management
- CGS 2565C - Principles of Computer Information Systems
- COP 2250 - Java Programming
  
- Natural Sciences Core 3 cr. hrs. \*
  
- Programming/Applications Elective 3 cr. hrs. \*

Total Credit Hours: 15

## Summer Term

- General Elective 2-3 cr. hrs. \*

Total Credit Hours: 2-3

## Fall Term

- COP 2170C - Principles of Computer Programming
- COP 2810 - Programming for the Internet
- PSY 2012 - Introduction to Psychology
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 12

## Spring Term

- COP 2224 - Introduction to C++ Programming
  
- Humanities Core 3 cr. hrs. \*
  
- Programming/Applications Elective 9 cr. hrs. \*

Total Credit Hours: 15

Programming/Applications Electives:

- CET - Networking Course 3 cr. hrs.
  
- CGS 2510C - Spreadsheet Applications
- CGS 2820 - Introduction to Web Design
- CGS 2930 - Selected Topics in Computers General Studies
- CIS 2930 - Selected Topics in Computer Science
- CIS 2949 - Co-op Education Training Assignment in Computer Information Systems
- COP 2171C - Advanced Programming Techniques
- COP 2228 - Advanced C++ Programming
- COP 2360 - C# Programming

- COP 2930 - Selected Topics in Computer Programming

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- + If you do not have basic keyboarding skills, it is suggested that you take OST 1100C Introduction to College Keyboarding as the elective course in the first term.

## Criminal Justice Technology, A.S.

**Program Code: 1520**

The A.S. degree in Criminal Justice Technology is designed to prepare you for entry-level employment in the criminal justice field. Program content includes general education requirements as well as introductory courses relevant to criminal justice.

**Length: 60 credit hours**

Required Courses

Fall Term

- CCJ 1010 - Introduction to Criminal Justice
- CGS 1100C - Introduction to Microcomputers Using Windows
- ENC 1101 - Freshman English I ^
- SLS 1106 - First-Year Experience Seminar
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 13

Spring Term

- CJC 1000 - Introduction to Corrections
- CJC 2002 - Criminal Behavior
- CJL 2100 - Criminal Law
- ENC 1102 - Freshman English II
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 15

Summer Term

- CJJ 1001 - Juvenile Justice
- SPC 2608 - Fundamentals of Speech Communication

Total Credit Hours: 6

Fall Term

- CJE 1000 - Introduction to Law Enforcement
- CJE 2452 - Criminal Justice and Community Relations
- CJE 2640 - Modern Crime Scene Investigation
- PSY 2012 - Introduction to Psychology
  
- Criminal Justice Elective 1-2 cr. hrs. \*

Total Credit Hours: 13-14

Spring Term

- CJE 2600 - Criminal Investigations
- BSC 1010C - General Biology I **OR** Any Core lab science in A.A. degree 4 cr. hrs.
  
- Mathematics Core 3 cr. hrs. \* ^
  
- Criminal Justice Elective 3 cr. hrs. \*

Total Credit Hours: 13

Criminal Justice Electives:

- CCJ 1194 - Interpersonal Communications
- CCJ 1948 - Co-op Education Training Assignment in Criminal Justice
- CCJ 2949 - Co-op Education Training Assignment in Criminal Justice
- CJC 2162 - Probation, Pardon, and Parole
- CJC 2300 - Administration of Correctional Institutions
- CJE 2300 - Police Administration and Organization
- CJL 1101 - Constitutional Law
- CJL 2130 - Criminal Evidence and Procedure

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- # You may be awarded articulated college credits at SFSC toward this A.S. degree if you are enrolled in this program, you have completed 15 college credit hours at SFSC, you have completed the State of Florida Basic Law Enforcement Academy of 770 hours or greater and passed the state certification exam, or you have completed the State of Florida Basic Correctional Officer Academy of 420 hours or greater and passed the state certification exam.

**Dental Hygiene, A.S.**

**Program Code: 1640**

The A.S. degree in Dental Hygiene prepares you for licensure as a dental hygienist so you may provide quality oral health care to the public. Our four program goals are to provide an environment that fosters respect for the American Dental Hygiene Association (ADHA) Professional Code of Ethics and Conduct that supports state laws governing the practice of dental hygiene to provide high quality didactic instruction that precipitates critical thinking, teaching responsibility for evidence-based decision making and create a desire for lifelong learning, educate you in precision instrumentation that integrates didactic theory with oral hygiene therapy, and prepare you to deliver education and therapeutic services in your communities, while recognizing dental hygiene as a dynamic profession.

Once accepted into the program, the dental hygiene curriculum will prepare you for employment as a licensed dental hygienist. You will be expected to master competencies of the dental profession such as patient assessment, dental hygiene instrumentation, direct patient care services including debridement, taking, and interpreting diagnostic radiographs, oral hygiene education, special population dental care, expanded functions, office management, infection control, ethics, and jurisprudence. Upon successful completion of the program, you will be eligible to sit for the National Dental Hygiene Board Examination and the Florida State Clinical Licensure Examination. The South Florida State College Dental Hygiene Program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation, 211 East Chicago Avenue, Suite 1900, Chicago, IL 60611.

**Length: 88 credit hours (66 credit hours following the completion of the 22 credit hours prerequisites)**

**This is a limited access program. Admission to this program occurs once per year. Online applications will be accepted until the posted deadline date at 11:59 p.m. Visit [southflorida.edu/healthsciences](http://southflorida.edu/healthsciences) for important application information and deadlines.**

## Application Requirements

In addition to the admission requirements of the College, the following are requirements for admission to the Dental Hygiene Program:

- I. Satisfactory completion of ATDH Test.
- II. Completion of the seven prerequisite dental hygiene courses with a grade of *C* or higher in each. Prerequisite courses should be completed by the end of the spring term. An average cumulative GPA of 2.75 or higher in the prerequisite courses is required. **(Some of the prerequisite courses may themselves have prerequisites; verify this information with the Advising and Counseling Center at 863-784-7131 or in this College Catalog under Course Descriptions.)** Laboratory science courses must have been completed within five years prior to application.

The prerequisite dental hygiene courses are:

- BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.
- BSC 1086C - Human Anatomy and Physiology II 4 cr. hrs.
- CHM 1020 - Introducing General Chemistry 3 cr. hrs.
- CHM 1020L - Introducing General Chemistry Lab 1 cr. hrs.
- ENC 1101 - Freshman English I 3 cr. hrs.
- MAC 1105 - College Algebra 3 cr. hrs.
- MCB 2010C - Microbiology 4 cr. hrs.

**NOTE:** Must earn a grade of *C* or higher in each of the courses listed above.

- III. Verification work experience in a dental facility.
- IV. Resident of Highlands, Hardee, or DeSoto Counties, Minimum 1 year (verified).
- V. Candidate Interview (video or in person).
- VI. Other: Certifications/Degrees. Graduate of ADA/CODA Accredited Dental Assistant Program/CDA, AA Degree, Bachelor Degree, Military Service, Minimum 4 years (verified), Community Service-Volunteering (verified).
- VII. A completed Dental Hygiene Program online application.

## Admissions Procedures

You are responsible for the following admissions procedures and for ensuring that your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete.

- I. Submit the following to apply to the program:
  - A. Completed online SFSC Admissions Application, select Dental Hygiene major/program.
  - B. Official high school/GED® transcript.
  - C. Official transcript from each postsecondary institution attended.
  - D. Verification from a licensed general dentist or dental hygienist, substantiating completion of at least 40 hours of observation, volunteer service, or work experience on the required form.
- II. **Once accepted into the program, you will receive instructions to complete the following:**
  - A. Physical health exam and a record of immunizations from a licensed physician or nurse practitioner, and a statement of satisfactory dental health from a licensed dentist (forms will be provided after acceptance into the program).
  - B. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).
  - C. CPR Certification.
  - D. You will be required to submit program documentation through a third-party compliance company throughout the program.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

## Dental Hygiene Applicant Ranking System

**ATDH scores - points based on percentile for testing cohort (Points Possible = 10)**

50 or greater percentile	10 Points
45 percentile	9 Points
40 percentile	8 Points
35 percentile	7 Points
30 percentile	6 Points
25 percentile	5 Points
>24 percentile	0 Points

**Prerequisites GPA (Points Possible = 30)**

4.0 - 3.5	30 Points
3.49 - 3.25	20 Points

3.24 - 2.75 10 Points

**Work Experience Hours - Verified (Points Possible = 30)**

4000 +	30 Points
3999 - 2000	20 Points
1999 - 1000	10 Points
999 - 250	5 Points

**Resident (10 Points Possible)**

- Highlands, Hardee, or Desoto County  
Minimum 1 year (verified) 10 Points

**Candidate Interviews (10 Points Possible)**

- Video/In-person 0-10 Points

**Other (Points Possible = 10)**

- Certifications/Degrees (0-6)
- Graduate of ADA/CODA Accredited Dental Assistant Program (1)/Certified Dental Assist (2)
- Associate Degree (3)
- Bachelor Degree (4)
- Military Service - Minimum 4 years (verified) (0-3)
- Community Service - Volunteering (verified) (0-3)

**Total Points Available 100 Points**

**Residency Preference:** Prerequisite Courses taken at South Florida State College (10 Points)

Required Courses

Fall Term

- DEH 1002 - Introduction to Dental Hygiene
- DEH 1002L - Dental Hygiene Pre-Clinic
- DES 1020 - Orofacial Anatomy
- DES 1020L - Orofacial Anatomy Lab
- DES 1200 - Dental Radiology
- DES 1200L - Dental Radiology Lab
- SPC 2608 - Fundamentals of Speech Communication
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 17

### Spring Term

- DEH 1130 - Oral Embryology and Histology
- DEH 1600 - Medical Emergencies
- DEH 1800 - Dental Hygiene Theory I
- DEH 1800L - Dental Hygiene Clinic I
- DES 1100 - Dental Materials and Expanded Duties
- DES 1100L - Dental Materials and Expanded Duties Lab

Total Credit Hours: 12

### Summer Term

- DEH 1802 - Dental Hygiene Theory II
- DEH 1802L - Dental Hygiene Clinic II
- DEH 2400 - General and Oral Pathology
- DEH 2602 - Periodontology I

Total Credit Hours: 9

### Fall Term

- DEH 2300 - Pharmacology and Pain Control
- DEH 2604 - Periodontology II
- DEH 2702 - Community Dental Health
- DEH 2804 - Dental Hygiene Theory III
- DEH 2804L - Dental Hygiene Clinic III
- PSY 2012 - Introduction to Psychology

Total Credit Hours: 16

### Spring Term

- DEH 2702L - Community Dental Health Lab
- DEH 2710 - Nutritional and Dental Health
- DEH 2806 - Professional Development and Ethical Principles
- DEH 2806L - Dental Hygiene Clinic IV
  
- Humanities Core 3 cr. hrs.\*

Total Credit Hours: 12

### Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- # Computer competency skills general education requirement is covered within the Dental Hygiene curriculum for the associate degree.

## General Information

1. SFSC reserves the right to deny admission to you, if you demonstrate the lack of required qualifications for the Dental Hygiene Program.
2. You must reapply, if you wish to be considered for a subsequent class. Each class is selected from a new applicant pool.
3. The College adheres to federal and state laws controlling equal access/equal opportunity.
4. You should understand that completion of all or part of the general education courses required in the degree does not guarantee acceptance into the program.
5. If you have excessive absences, you will be dropped from the program. Excessive absences are defined as being absent from 10% or more scheduled class contact hours. If you have life or health conditions that might hinder attendance, you may wish to consider another program or delay application until a strong commitment to attendance can be made.
6. **An official criminal history background check is required for entry into the Dental Hygiene Program. Be aware that some providers of clinical experience will not allow individuals with certain types of criminal history into their facilities. This may be cause for denial into the program enrollment, because such individuals would not be able to successfully complete clinical portions of the Dental Hygiene Program.**
7. For information about the Dental Hygiene Program, application procedures, and employment opportunities, contact the dental hygiene instructional supervisor at 863-784-7023.

## Approximate Program Costs

Application Fee	\$ 15
CPR	65
Florida Department of Law Enforcement Background Check/Document Manager	97
Graduation Fee	15
Graduation Pin	45
Laboratory Fees which include Florida State Licensure Examination	6,180
Physical/Medical Costs	500
Resident Tuition	6,958
Textbooks	<u>1,975</u>
Approximate Total	\$15,850

The registrar determines course equivalency of prerequisite dental hygiene courses taken at other colleges and universities. If the registrar is unable to determine course equivalency, then course equivalency will be determined by the appropriate SFSC division dean.

## Emergency Medical Services, A.S.

### Program Code: 1660

The A.S. degree in Emergency Medical Services (EMS) provides you with supervisory level instruction related to emergency, out-of-hospital care under the direction of an emergency physician. Emergency medical services personnel direct and manage patient care aspects of the emergency response team. The Emergency Medical Services program is an Associate in Science degree program. It includes EMT, Paramedic, and general education coursework. Students certified as an emergency medical technician may be awarded up to 12 credit hours toward this program of study. Students certified as paramedics may be awarded up to 42 credit hours into this degree program.

**Entry Requirement:** You must obtain authorization from the EMS program director prior to registering for all or part of this program. You are advised to take the general education portion of this program prior to or after your paramedic training which requires extensive field exercises.

**Length: 73 credit hours**

Required Courses

Fall Term

- ENC 1101 - Freshman English I ^
- PSY 2012 - Introduction to Psychology
  
- Mathematics Core 3 cr. hrs. \* ^
  
- LIS 2004 - Research Strategies for College Students **OR**
- SLS 1106 - First-Year Experience Seminar
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 13

Spring Term

- EMS 1119 - Emergency Medical Technician I
- EMS 1119L - Emergency Medical Technician I Lab
- EMS 2421 - Emergency Medical Technician Practicum
  
- Humanities Core 3 cr. hrs. \*
  
- Natural Sciences Core 3 cr. hrs. \*

Total Credit Hours: 18

Fall Term

- EMS 1010C - Anatomy for Paramedics
- EMS 1014 - Paramedic Preparatory
- EMS 1555 - Paramedic Trauma Management
- EMS 1555L - Paramedic Trauma Management Lab
- EMS 1600 - Paramedic Fundamentals
- EMS 1600L - Paramedic Fundamentals Lab
- EMS 1641 - Paramedic Clinical Experience I
- EMS 1681 - Paramedic Special Considerations
- EMS 1681L - Paramedic Special Considerations Lab

Total Credit Hours: 18

Spring Term

- EMS 1642 - Paramedic Clinical Experience II
- EMS 1657 - Paramedic Field Experience
- EMS 1685 - Paramedic Medical Emergencies
- EMS 1685L - Paramedic Medical Emergencies Lab
- EMS 1686 - Paramedic Special Emergencies
- EMS 1686L - Paramedic Special Emergencies Lab
- EMS 1687 - Paramedic Rescue Emergencies

Total Credit Hours: 15

#### Summer Term

- EMS 1616 - Paramedic Patients with Special Needs
- EMS 1616L - Paramedic Patients with Special Needs Lab
- EMS 1658 - Paramedic Field Internship
- EMS 1687L - Paramedic Rescue Emergencies Lab

Total Credit Hours: 9

#### Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- # Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Emergency Medical Services curriculum for the associate degree.

## Engineering Technology (Advanced Manufacturing Specialization), A.S.

### Program Code: 1760

The A.S. degree in Engineering Technology, with specialization in Advanced Manufacturing, is designed to prepare you to meet the ever-changing and increasingly complex manufacturing processes found in today's advanced manufacturing workforce. Graduating from this program will prepare you step into high-skill, high-wage positions such as systems technician, process analyst, technical sales technician, project technician, and calibration technician. Embedded within this program pathway are several industry-recognized College Credit Certificates (C.C.C.) including Mechatronics; Engineering Technology Support Specialist; as well as Pneumatics, Hydraulics, and Motors for Manufacturing. This program is also aligned with the Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) industry certification. The A.S. in Engineering Technology degree can serve as either a terminal degree or as the first step of a Florida University System 2+2 program leading to a bachelor's degree in a technical area or management.

### Length: 60 credit hours

#### Required Courses

##### Fall Term

- ENC 1101 - Freshman English I ^

- EET 1084C - Introduction to Electricity and Electronics +
- ETI 1420 - Manufacturing Processes and Materials +
- ETS 1542 - Introduction to Programmable Logic Controllers
- SLS 1106 - First-Year Experience Seminar
- MAC 1105 - College Algebra ^ **OR** Core Equivalent 3 cr. hrs. ^

Total Credit Hours: 16

#### Spring Term

- ETI 1843 - Motors and Controls
- ETM 2314C - Hydraulics and Pneumatics with Lab
- Engineering Technology Elective 3 cr. hrs. \*
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 13

#### Fall Term

- ETI 1110 - Introduction to Quality Assurance +
- ETI 1701 - Industrial Safety (OSHA) +
- ETM 1010C - Mechanical Measurement and Instrumentation +
- PHY 2053C - General Physics I
- Engineering Technology Elective 3 cr. hrs. \*

Total Credit Hours: 16

#### Spring Term

- ETD 1320C - Introduction to AutoCAD
- ETI 1622 - Concepts of Lean and Six Sigma
- ETS 2527 - Electromechanical Components and Mechanisms
- Engineering Technology Elective 3 cr. hrs. \*
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 15

#### Engineering Electives:

- ENC 2210 - Technical Writing
- ETD 2364C - Introduction to SolidWorks
- ETI 1644 - Production and Inventory Control
- ETI 1931 - Special Topics in Modern Manufacturing
- ETI 1949 - Co-op Education Training Assignment in Manufacturing

- ETS 1535 - Automated Process Control
- ETS 2604 - Robotics Applications
- PMT 1250C - Computer Numerical Control (CNC) I
- PMT 2254C - Computer Numerical Control (CNC) II

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- + Previous completion of the MSSC CPT Certificate satisfies this requirement.
- # Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Engineering Technology curriculum for the associate degree.

## Fire Science Technology, A.S.

### Program Code: 1670

The A.S. degree in Fire Science Technology prepares you for employment as a fire inspector and investigator, fire science technician, fire officer, fire safety inspector, or firefighter. If you have been previously or are currently employed in these occupations, it can provide supplemental training for you. This program meets both the state of Florida and FESHE degree models.

### Length: 60 credit hours

#### Required Courses

##### Fall Term

- ENC 1101 - Freshman English I ^
- FFP 1505 - Fire Prevention
- FFP 1540 - Private Fire Protection I
- FFP 2810 - Firefighting Tactics and Strategies I
- SLS 1106 - First-Year Experience Seminar
- Natural Sciences Core 3 cr. hrs. \*

Total Credit Hours: 16

##### Spring Term

- FFP 1301 - Fire Hydraulics and Water Supply
- FFP 2120 - Building Construction for Fire Protection
- PSY 2012 - Introduction to Psychology
- Humanities Core 3 cr. hrs. \*
- FFP 2720 - Company Officer Leadership **OR**
- FFP 2780 - Fire Service Administration

Total Credit Hours: 15

#### Summer Term

- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 3

#### Fall Term

- FFP 2702 - Principles of Emergency Services
- FFP 2612 - Fire Behavior and Combustion
- FFP 2740 - Fire Service Course Delivery
- FFP 2811 - Firefighting Tactics and Strategies II
  
- Mathematics Core 3 cr. hrs. \* ^

Total Credit Hours: 15

#### Spring Term

- FFP 2111 - Fire Chemistry
- FFP 2610 - Fire Investigation: Origin and Cause
- FFP 2770 - Ethical and Legal Issues in Firefighting
  
- Fire Science Elective 2-3 cr. hrs. \*

Total Credit Hours: 11-12

#### Fire Science Electives:

- FFP 1302 - Fire Apparatus and Equipment
- FFP 1824 - Basic Incident Management
- FFP 1825 - Intermediate Incident Management
- FFP 1832 - Emergency Response to Terrorism
- FFP 2510 - Related Fire Codes and Standards
- FFP 2521 - Blueprint Reading and Plan Examination
- FFP 2541 - Private Fire Protection Systems II
- FFP 2604 - Fire Investigation and Arson Detection
- FFP 2606 - Post Blast Investigations
- FFP 2630 - Latent Investigations
- FFP 2670 - Legal Issues for Investigators
- FFP 2706 - Public Information Officer
- FFP 2741 - Fire Service Course Design
- MNA 2303 - Introduction to Public Personnel Management

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- # Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Fire Science Technology curriculum for the associate degree.

## Health Services Management, A.S.

### Program Code: 1770

The A.S. degree in Health Services Management prepares you for employment as a health service manager, health service administrator, or provides you with supplemental training in a previous or current health occupation. You will learn skills in management, accounting and bookkeeping, personnel relations and management, governmental standards, and regulation of healthcare administration in diverse healthcare settings.

### Length: 60 credit hours

#### Required Courses

##### Fall Term

- ENC 1101 - Freshman English I ^
- PSY 2012 - Introduction to Psychology
- SLS 1106 - First-Year Experience Seminar
- MAC 1105 - College Algebra **OR** Core Equivalent 3 cr. hrs. ^
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 13

##### Spring Term

- BSC 1085C - Human Anatomy and Physiology I
- CGS 2510C - Spreadsheet Applications
- SPC 2608 - Fundamentals of Speech Communication
  
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 13

##### Summer Term

- HSA 1100 - Healthcare Delivery Systems
- HSC 1532 - Medical Terminology

Total Credit Hours: 6

## Fall Term

- ACG 2001 - Financial Accounting I
- BSC 1086C - Human Anatomy and Physiology II
- HIM 2012 - Health Law Concepts and Practices
- HIM 2721 - Introduction to Coding and Reimbursement Systems

Total Credit Hours: 11

## Spring Term

- HIM 2510 - Quality and Performance Improvement
- HIM 2652 - Electronic Health/Medical Record Systems
- HSC 1149 - General Pharmacology for Health Professionals
- HSC 2721 - Evidence-Based Healthcare Practice
- MCB 2010C - Microbiology

Total Credit Hours: 12

## Summer Term

- HSA 2001 - Interprofessional Team-Base Healthcare
- HSA 2182 - Health Services Management Concepts
- HSC 2810 - Professional Practice Experience

Total Credit Hours: 5-6

## Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- # The course sequence is subject to change.
- # Computer competency skills general education requirement is covered within the Health Services Management curriculum for the associate degree.

## Industrial Management Technology, A.S.

### Program Code: 1730

The A.S. degree in Industrial Management Technology is designed to provide specific entry-level managerial and supervisory skills related to your technical areas of training. You will gain a balance of academic, business, supervisory, management, and technical skills that are appropriate for management roles and upward mobility in your respective field.

**NOTE:** Twenty (20) credits may be awarded to you toward the Industrial Management Technology A.S. degree if you successfully complete one of the following Career Certificate programs: Heating, Ventilation, Air Conditioning/ Refrigeration (HVAC/R); Automotive Collision Technology Technician; Automotive Service Technology; Electrical Lineworker; Electronic Technology; or Mechatronics offered at SFSC. If you

plan to enter this A.S. program, you must have completed the SFSC career certificate with a GPA of 2.0 or higher prior to admission. If you are an incoming transfer student who has completed comparable occupational credit courses at other accredited institutions, you must have an official transcript sent to the Registrar's Office. The dean of applied sciences and technologies in conjunction with the registrar will determine transferable courses that could be used toward this program. The college credit awarded as part of this program will be held in escrow until the A.S. degree in Industrial Management Technology has been completed and may not be used toward any other associate or baccalaureate degree.

**Length: 60 credit hours**

Required Courses

Fall Term

- CGS 1100C - Introduction to Microcomputers Using Windows
- ENC 1101 - Freshman English I ^
- GEB 1011 - Introduction to Business
- MAR 2011 - Principles of Marketing
- SLS 1106 - First-Year Experience Seminar +
- MAC 1105 - College Algebra **OR** Core Equivalent 3 cr. hrs. ^

Total Credit Hours: 16

Spring Term

- MAN 2021 - Principles of Management
- SPC 2608 - Fundamentals of Speech Communication
- ACG 2001 - Financial Accounting I **OR**
- ACG 2021 - Financial Accounting
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 12

Fall Term

- EIN 1940 - Internship/Externship in Industrial Management +
- EVR 2001 - Introduction to Environmental Science
- OST 2335 - Business Communications
  
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 12-13

Awarded credits for specialized Career Certificate program \*

Total Credit Hours: 20

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- + If SLS 1106 is not required, 4 credit hours of internship/ externship will be required.

## Network Systems Technology, A.S.

### **Program Code: 1740**

This program provides you with the technical skills needed for Information Technology (IT) careers in computer network management, design, installation, security, forensics, maintenance, and support. This program will utilize virtualization to help you learn the fundamentals of computer hardware, operating systems, and network essentials. It shows you how to install, configure, maintain, troubleshoot, secure, and repair computers and networks. You will be able to administer, configure, connect, plan, maintain, manage, and secure complex local area and wide area networks. This program places high emphasis on completion of leading industry certifications.

### **Length: 60 credit hours**

#### Required Courses

##### Fall Term

- CET 1600C - Networking Fundamentals
- CGS 1061C - Fundamentals of Computers
- CIS 2358C - Operating System Security
- SLS 1106 - First-Year Experience Seminar
  
- Natural Sciences Core 3 cr. hrs. \*

Total Credit Hours: 13

##### Spring Term

- CET 1660C - Computer Network Security
- CET 2662C - Security Testing and Auditing
- CET 2792 - Microsoft Windows Server
- CGS 1135C - Introduction to Computer Forensics

Total Credit Hours: 12

##### Summer Term

- CIS 2352C - Ethical Hacking I
- CTS 2142 - IT Project Management

Total Credit Hours: 5

##### Fall Term

- CGS 1100C - Introduction to Microcomputers Using Windows
- ENC 1101 - Freshman English I ^
- OST 2335 - Business Communications
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 12

#### Spring Term

- CET 2794 - Microsoft Directory Services
- COP 2170C - Principles of Computer Programming
- Humanities Core 3 cr. hrs. \*
- Mathematics Core 3 cr. hrs. \* ^

Total Credit Hours: 12

#### Summer Term

- CET 2950 - Virtualization Capstone
- CIS 2359C - Ethical Hacking II

Total Credit Hours: 6

#### Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- # Fundamentals of Speech Communication general education requirement is covered within the Network Systems Technology curriculum for the associate degree.

## Nursing (Generic-RN), A.S.

### Program Code: 1550

This academic program is designed to prepare you as a registered Associate Degree Nurse (ADN) and/or to continue your education to earn a baccalaureate or an advanced degree. The program provides you the opportunity to acquire the knowledge, attitude, and skills needed to be eligible to take the NCLEX® exam for licensure as a Registered Nurse (RN). The SFSC Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326.

**This is a limited access program. Admission to this program occurs twice per year\*. Online applications will be accepted until the posted deadline date at 11:59 p.m. Visit [southflorida.edu/healthsciences](http://southflorida.edu/healthsciences) for important application information and deadlines.**

\* **NOTE:** The Nursing (Generic-RN) program admits students for the fall term and the spring term with alternate scheduling.

**Length: 72 credit hours (48 credit hours following the completion of the 24 credit hours of prerequisites)**

## Application Requirements

1. Completed online SFSC Admissions Application
2. Official high school transcript, GED<sup>®</sup>, or equivalent verifying proof of high school graduation
3. Official college transcript(s) verifying the completion of the following courses and all other college work attempted:

BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.

BSC 1086C - Human Anatomy and Physiology II 4 cr. hrs.

DEP 1004 - Human Development 3 cr. hrs.

ENC 1101 - Freshman English I 3 cr. hrs.

MCB 2010C - Microbiology 4 cr. hrs.

PSY 2012 - Introduction to Psychology 3 cr. hrs.

MAC 1105 - College Algebra 3 cr. hrs. ^ + **OR**

STA 2023 - Elementary Statistics 3 cr. hrs.

^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.

+ MAC 1105 - College Algebra is preferred.

**NOTE:** Must earn a grade of *C* or higher in each of the courses listed under the Application Requirements.

The program prerequisites must be completed by the application deadline. The acceptability of equivalents for any of the courses will be determined by SFSC's dean of health sciences.

4. Human Anatomy and Physiology I, Human Anatomy and Physiology II, and Microbiology must have been taken within seven years of admission to the program. All science courses must have a lab.
5. All required developmental courses must be completed prior to application to the nursing programs.

## Admissions Procedures

You are responsible for the following admissions procedures and for ensuring that your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete.

- I. Submit the following to apply to the program:
  - A. Completed online SFSC Admissions Application, select Nursing (Generic-RN) major/program.
  - B. Official high school/GED<sup>®</sup> transcript.
  - C. Official transcript from each postsecondary institution attended.

- D. Take ATI TEAS® entrance exam.
- E. Submit references from the following sources may be mailed or delivered by hand if in a sealed envelope:
  - Current or most recent employer or instructor.
  - Person of your choice other than a relative.

**II. Once accepted into the program, you will receive instructions to complete the following:**

- A. Physical health exam and a record of immunizations from a licensed physician or nurse practitioner (forms will be provided after acceptance into the program).
- B. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).
- C. CPR Certification.
- D. 10-panel drug screen.
- E. You will be required to submit program documentation through a third-party compliance company throughout the program.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

## Selection Criteria

There are specific criteria which will be used when making selections for the program. These criteria are as follows:

1. Completion of the 24 prerequisite hours with a grade of **C** or higher in each course and a cumulative prerequisite GPA of 2.5 or higher. Prerequisite courses are as follows:

BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.

BSC 1086C - Human Anatomy and Physiology II 4 cr. hrs.

DEP 1004 - Human Development 3 cr. hrs.

ENC 1101 - Freshman English I 3 cr. hrs.

MCB 2010C - Microbiology 4 cr. hrs.

PSY 1012 - Introduction to Psychology 3 cr. hrs.

MAC 1105 - College Algebra 3 cr. hrs. ^ + **OR**

STA 2023 - Elementary Statistics 3 cr. hrs.

^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.

+ MAC 1105 - College Algebra is preferred.

2. The ATI TEAS® is the entrance exam for limited access nursing programs (PN, LPN to RN, and Generic RN). The Test of Essential Academic Skills (ATI TEAS®) measures basic essential skills in the academic content area domains of reading, mathematics, science, and English and language usage.

You will have 209 minutes to complete the exam which consists of the following four subtests:

- The READING subtest covers paragraph comprehension, passage comprehension, and inferences/conclusions (53 questions).
- The MATH subtest covers whole numbers, metric conversions, fractions and decimals, algebraic equations, percentages, and ratio/proportion (36 questions).
- The SCIENCE portion of the exam covers science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles, and general science (53 questions).
- The ENGLISH and LANGUAGE usage subtest measures knowledge of punctuation, grammar, sentence structure, contextual words, and spelling (28 questions).

ATI TEAS<sup>®</sup> components target scores:

Test Content Areas	Target Score
Reading	75%
Math	65%
English	65%
Science	65%

The target scores to be considered for admission to the program are competitive. Scores in the mid-70 range and higher are predictive of program acceptance and success; however, scores in this range do not guarantee acceptance. Scores are reviewed annually and are, therefore, subject to change based on current ATI<sup>®</sup> data.

Applicants who wish to retake the exam to achieve a higher score must retake the **entire** exam. There must be a minimum of three (3) months between test dates. Each test is considered a combined complete entity. There will be NO combination of scores from separate tests. ATI TEAS<sup>®</sup> exam results are valid for five (5) years.

Test preparation materials are available in the SFSC Campus Store (Highlands Campus), SFSC Library, and online at [atitesting.com](http://atitesting.com).

### 3. Review of professional references.

## Selection Process

- If you meet the minimum requirements by the application deadline, you will be ranked highest to lowest, a score devised by multiplying the pre-admission exam score by the cumulative prerequisite GPA in the following courses:

BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.

BSC 1086C - Human Anatomy and Physiology II 4 cr. hrs.

DEP 1004 - Human Development 3 cr. hrs.

ENC 1101 - Freshman English I 3 cr. hrs.

MCB 2010C - Microbiology 4 cr. hrs.

PSY 2012 - Introduction to Psychology 3 cr. hrs.

MAC 1105 - College Algebra 3 cr. hrs. + **OR**

STA 2023 - Elementary Statistics 3 cr. hrs.

+ MAC 1105 - College Algebra is preferred.

**NOTE:** Must earn a grade of **C** or higher in each of the courses listed above.

- II. In cases where all credentials are equal, the following criteria will be used in the given sequence to determine who will be admitted into the program:
- A. Completion of any of the additional general education courses.
  - B. Residence in service district.
  - C. Completed application date.

## General Information

1. SFSC reserves the right to deny admission to you if you lack required qualifications for the ADN Program. You must reapply if you wish to be considered for a subsequent class. Each class is selected from a new applicant pool.
2. Completion of all or part of the general education courses required in the degree does not guarantee acceptance into the program.
3. The nursing program at SFSC has a stringent attendance policy. It is imperative that you understand and agree to abide by the published attendance standards prior to entering the program. The attendance policy is published in the Nursing Student Handbook which specifies the number of allowable absences for each portion of the program. If you have life or health conditions that might hinder attendance, you may wish to consider another program or delay application until a strong commitment to attendance can be made.
4. **An official criminal history background check and drug screen are required for entry into the Nursing program. Be aware that some providers of clinical experiences will not allow individuals with certain types of criminal history into their facilities. This may prevent entrance into the program, because such individuals would not be able to successfully complete clinical portions of the nursing program. A criminal history may also prevent you from being allowed to take the NCLEX<sup>®</sup> examination for licensure by action of the Florida Board of Nursing. For more information or questions regarding your status, contact the Board of Nursing at 850-245-4125 or access information at [doh.state.fl.us/nursing](http://doh.state.fl.us/nursing).**
5. SFSC is a drug-free campus. As a student, you may be required to submit to random drug testing at your expense.
6. Expenses (approximate) incurred upon acceptance to the program include a Level II background screening, a 10-panel drug screen, and online document manager.

CPR	\$ 65
Drug Screen/Document Tracker	\$ 70
FDLE Level II Background Check	\$ 62
Physical examination	Variable
Required titers and immunizations	Variable

## Academic Requirements

An overall GPA of 2.0 (**C** grade) or higher in all general education courses and a grade of 3.0 (**B** grade) in each and every nursing course is required. Theory and clinical grades are computed separately. Minimal

passing grade for each is 80%; achievement in either theory or clinical of less than 80% constitutes a failure in the course.

## Approximate Program Costs

Admission fee	\$ 15
Background check/drug screen/ document management	132
CPR	65
Graduation fee	15
Laboratory fees which include uniforms, clinical lab skills kit, NCLEX® Review, and NCLEX® testing fees	2,694
Medical Costs	500
Resident tuition	7,590
Textbooks	<u>1,775</u>

**Approximate Total \$12, 786**

### Required Courses

#### Fall Term

- NUR 1020C - Foundations of Nursing Practice
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government -

Total Credit Hours: 12

#### Spring Term

- NUR 1710C - Medical-Surgical Nursing for Adults and Children I
- Humanities Core 3 cr. hrs.\* ~

Total Credit Hours: 12

#### Summer Term

Corequisite and/or transfer courses

#### Fall Term

- NUR 2209C - Medical-Surgical Nursing for Adults and Children II
- NUR 2931 - Selected Topics in Nursing

Total Credit Hours: 12

## Spring Term

- NUR 2404C - Nursing Care of Parents and Infants
- NUR 2502C - Nursing Care for Community and Mental Health
- NUR 2801C - Comprehensive Nursing Practicum Experience

Total Credit Hours: 12

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ~ Must earn a grade of *C* or higher.
- POS 1041 American Government is preferred.
- # Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Nursing curriculum for the associate degree.

## Nursing (Transition), A.S.

### Program Code: 1560

This A.S. degree program is designed for you if you are a Licensed Practical Nurse (LPN) or licensed paramedic who wishes to become an Associate Degree Nurse (ADN). The program, by building on previously acquired knowledge and skills, provides the opportunity for upward mobility in nursing and the pursuit of advanced degrees. The additional knowledge and experience complete the ADN requirements needed to be eligible to take the NCLEX<sup>®</sup> exam for licensure as a Registered Nurse (RN). The South Florida State College Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326.

**This is a limited access program. Admission to this program occurs annually. Online applications will be accepted until the posted deadline date at 11:59 p.m. Visit [southflorida.edu/healthsciences](http://southflorida.edu/healthsciences) for important application information and deadlines.**

**Length: 72 credit hours (10 credit hours articulate with current Florida Practical Nursing/Florida Paramedic licensure and successful completion of the Test of Essential Academic Skills (ATI TEAS<sup>®</sup>).**

## Application Requirements

1. Completed online SFSC Admissions Application.
2. Official high school transcript, GED<sup>®</sup>, or equivalent verifying proof of high school graduation.
3. Official practical nursing or paramedic school transcript.
4. Official college transcript(s) verifying the completion of the following courses and all other college work attempted:

BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.

BSC 1086C - Human Anatomy and Physiology II 4 cr. hrs.

DEP 1004 - Human Development 3 cr. hrs.

ENC 1101 - Freshman English I 3 cr. hrs. ^  
MCB 2010C - Microbiology 4 cr. hrs.  
PSY 2012 - Introduction to Psychology 3 cr. hrs.  
AMH 1010 - Introductory Survey to 1877 3 cr. hrs. **OR**  
AMH 1020 - Introductory Survey Since 1877 3 cr. hrs. **OR**  
POS 1041 - American Government 3 cr. hrs. -  
MAC 1105 - College Algebra 3 cr. hrs. ^ + **OR**  
STA 2023 - Elementary Statistics 3 cr. hrs.

^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.

+ MAC 1105 - College Algebra is preferred.

- POS 1041 - American Government is preferred.

**NOTE:** You must earn a grade of *C* or higher in each of the courses listed above.

The above prerequisites must be completed by the application deadline. The acceptability of equivalents for any of the courses will be determined by SFSC's dean of health sciences.

5. Current unencumbered LPN or Paramedic license. Proof of application for Florida LPN license may be accepted if holding an out-of-state LPN license.
6. Current CPR (Basic Life Support for Healthcare Providers) certificate that will not expire until completion of program.
7. Current IV Therapy certificate for LPN applicants.
8. Human Anatomy and Physiology I and II and Microbiology must have been taken within seven years of admission to the program. All science courses must have a lab.
9. All required developmental courses must be completed prior to application to the nursing programs.

## Admissions Procedures

You are responsible for the following admissions procedures and for ensuring that your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete.

- I. Submit the following to apply to the program:
  - A. Completed online SFSC Admissions Application, select Nursing (Transition) major/program.
  - B. Official high school/GED® transcript.
  - C. Official transcript from each postsecondary institution attended.
  - D. Take ATI TEAS® entrance exam.
  - E. Submit references from the following sources may be mailed or delivered by hand if in a sealed envelope:
    - Current or most recent employer or instructor.
    - Person of your choice other than a relative.
- II. **Once accepted into the program, you will receive instructions to complete the following:**
  - A. Physical health exam and a record of immunizations from a licensed physician or nurse practitioner (forms will be provided after acceptance into the program).

- B. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).
- C. 10-panel drug screen.
- D. You will be required to submit program documentation through a third-party compliance company throughout the program.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

## Selection Criteria

There are specific criteria which will be used when making selections for the program. These criteria are as follows:

1. Completion of the eight prerequisite courses with a grade of **C** or higher in each course and a cumulative prerequisite GPA of 2.5 or higher. Prerequisite courses are as follows:

BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.

BSC 1086C - Human Anatomy and Physiology II 4 cr. hrs.

DEP 1004 - Human Development 3 cr. hrs.

ENC 1101 - Freshman English I 3 cr. hrs. ^

MCB 2010C - Microbiology 4 cr. hrs.

PSY 2012 - Introduction to Psychology 3 cr. hrs.

AMH 1010 - Introductory Survey to 1877 3 cr. hrs. **OR**

AMH 1020 - Introductory Survey Since 1877 3 cr. hrs. **OR**

POS 1041 - American Government 3 cr. hrs. -

MAC 1105 - College Algebra 3 cr. hrs. ^ + **OR**

STA 2023 - Elementary Statistics 3 cr. hrs.

^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.

+ MAC 1105 - College Algebra is preferred.

- POS 1041 - American Government is preferred.

**NOTE:** You must earn a grade of **C** or higher in each of the courses listed above.

2. The ATI TEAS® is the entrance exam for limited access nursing programs (PN, LPN to RN, and Generic RN). The Test of Essential Academic Skills (ATI TEAS®) measures basic essential skills in the academic content area domains of reading, mathematics, science, and English and language usage.

You will have 209 minutes to complete the exam which consists of the following four subtests:

- The **READING** subtest covers paragraph comprehension, passage comprehension, and inferences/conclusions (45 questions).
- The **MATH** subtest covers whole numbers, metric conversions, fractions and decimals, algebraic equations, percentages, and ratio/proportion (38 questions).
- The **SCIENCE** portion of the exam covers science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles, and general science (50 questions).

- The ENGLISH and LANGUAGE usage subtest measures knowledge of punctuation, grammar, sentence structure, contextual words, and spelling (37 questions).

ATI TEAS<sup>®</sup> components target scores:

Test Content Areas	Target Score
Reading	75%
Math	65%
English	65%
Science	65%

The target scores to be considered for admission to the program are competitive. Scores in the mid-70 range and higher are predictive of program acceptance and success; however, scores in this range do not guarantee acceptance. Scores are reviewed annually and are, therefore, subject to change based on current ATI<sup>®</sup> data.

Applicants who wish to retake the exam to achieve a higher score must retake the **entire** exam. There must be a minimum of three (3) months between test dates. Each test is considered a combined complete entity. There will be NO combination of scores from separate tests. ATI TEAS<sup>®</sup> exam results are valid for five (5) years.

Test preparation materials are available in the SFSC Campus Store (Highlands Campus), SFSC Library, and online at [atitesting.com](http://atitesting.com).

3. Review of professional references.

## Selection Process

- I. If you meet the minimum requirements by the application deadline, you will be ranked highest to lowest, a score devised by multiplying the pre-admission exam score by the cumulative prerequisite GPA in the following courses:

BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.

BSC 1086C - Human Anatomy and Physiology II 4 cr. hrs.

DEP 1004 - Human Development 3 cr. hrs.

ENC 1101 - Freshman English I 3 cr. hrs.

MCB 2010C - Microbiology 4 cr. hrs.

PSY 2012 - Introduction to Psychology 3 cr. hrs.

AMH 1010 - Introductory Survey to 1877 3 cr. hrs. **OR**

AMH 1020 - Introductory Survey Since 1877 3 cr. hrs. **OR**

POS 1041 - American Government 3 cr. hrs. -

MAC 1105 - College Algebra 3 cr. hrs. + **OR**

STA 2023 - Elementary Statistics 3 cr. hrs.

+ MAC 1105 - College Algebra is preferred.

- POS 1041 - American Government is preferred.

**NOTE:** You must earn a grade of *C* or higher in each of the courses listed above.

- II. In cases where all credentials are equal, the following criteria will be used in the given sequence to determine who will be admitted into the program:
- A. Completion of any of the additional general education courses.
  - B. Residence in service district.
  - C. Completed application date.

## General Information

1. SFSC reserves the right to deny admission to you, if you lack required qualifications for the ADN Program. You must reapply, if you wish to be considered for a subsequent class. Each class is selected from a new applicant pool.
2. Completion of all or part of the general education courses required in the degree does not guarantee acceptance into the program.
3. The nursing program at SFSC has a stringent attendance policy. It is imperative that you understand and agree to abide by the published attendance standards prior to entering the program. The attendance policy is published in the Nursing Student Handbook which specifies the number of allowable absences for each portion of the program. If you have life or health conditions that might hinder attendance, you may wish to consider another program or delay application until a strong commitment to attendance can be made.
4. **An official criminal history background check and drug screen are required for entry into the nursing program. Be aware that some providers of clinical experiences will not allow individuals with certain types of criminal history into their facilities. This may prevent entrance into the program, because such individuals would not be able to successfully complete clinical portions of the nursing program. A criminal history may also prevent you from being allowed to take the NCLEX<sup>®</sup> examination or pursue licensure by action of the Florida Board of Nursing. For more information or questions regarding your status, contact the Board of Nursing at 850-245-4125 or access information at [doh.state.fl.us/nursing](http://doh.state.fl.us/nursing).**
5. SFSC is a drug-free campus. As a student, you will be required to submit to random drug testing at your expense.
6. Expenses (approximate) incurred upon acceptance to the program include a Level II background screening, a 10-panel drug screen, and online document manager.

Drug Screen/Document Tracker	\$70
FDLE Level II Background Check	\$62
Physical examination	Variable
Required titers and immunizations	Variable

## Academic Requirements

An overall GPA of 2.0 (*C* grade) or higher in all general education courses and a grade of 3.0 (*B* grade) in each and every nursing course is required. Theory and clinical grades are computed separately. Minimal passing grade for each is 80%; achievement in either theory or clinical of less than 80% constitutes a failure in the course.

## Approximate Program Costs

Admission fee	\$ 15
Background check/drug screen/document management	132
Graduation fee	15
Laboratory fees which include uniforms, clinical lab skills kit, NCLEX® Review, and NCLEX® testing fees	2,144
Medical Costs	500
Resident tuition	6,536
Textbooks	<u>1,468</u>
<b>Approximate Total</b>	<b>\$10,810</b>

## Required Courses

### Summer Term

- NUR 2003C - Transition to Professional Nursing

### Fall Term

- NUR 2209C - Medical-Surgical Nursing for Adults and Children II
- NUR 2931 - Selected Topics in Nursing
- Humanities Core 3 cr. hrs. \* ~

Total Credit Hours: 15

### Spring Term

- NUR 2404C - Nursing Care of Parents and Infants
- NUR 2502C - Nursing Care for Community and Mental Health
- NUR 2801C - Comprehensive Nursing Practicum Experience

Total Credit Hours: 12

### Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ~ Must earn a grade of *C* or higher.
- # Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Nursing (Transition - LPN to RN) curriculum for the associate degree.
- # Completion of a Practical Nursing or Paramedic Program shall articulate 10 college credit hours to the A.S. Degree in Registered Nursing per Florida Department of Education PSAV to A.S. Degree Articulation Statewide Agreement (DOE, 2010) and/or SFSC Paramedic to A.S. Articulation Agreement.

## Office Administration, A.S.

**Program Code: 1630**

This A.S. degree prepares you for employment as an office clerk, administrative assistant, electronic publisher, data entry specialist, information processing assistant, software applications specialist, word processing specialist, office systems specialist, and/or office systems manager. Course content includes, but is not limited to, development of basic skills in preparing business letters, special communication forms, tabulated reports, general business terminology, basics of integrated accounting systems, and an introduction to microcomputers (see Office Management, College Credit Certificate).

**Length: 60 credit hours**

Required Courses

Fall Term

- ENC 1101 - Freshman English I ^
- OST 1100C - Introduction to College Keyboarding
- OST 1384 - Customer Relations
- OST 1581 - Professional Development in the Workplace
- SLS 1106 - First-Year Experience Seminar

Total Credit Hours: 13

Spring Term

- MAC 1105 - College Algebra ^
- OST 1713C - Word Processing-Microsoft Word
- OST 2335 - Business Communications
- ACG 2001 - Financial Accounting I **OR**
- ACG 2021 - Financial Accounting

Total Credit Hours: 12

Summer Term

- GEB 1011 - Introduction to Business
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 6

Fall Term

- MAN 2021 - Principles of Management
- OST 1829C - Presentation Expert Skills
- OST 2321C - Office Equipment and Procedures I
  
- Natural Sciences Core 3 cr. hrs. \*

Total Credit Hours: 12

Spring Term

- OST 2852 - Excel for the Office
- OST 2322 - Office Equipment and Procedures II
- Professional Electives 6 cr. hrs. \*

Total Credit Hours: 12

Summer Term

- OST 2949 - Work Experience
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 5-6

Professional Electives:

- GEB 2430 - Business Ethics
- LDR 2001 - Introduction to Leadership
- MAR 2011 - Principles of Marketing
- OST 1110C - Intermediate to College Keyboarding

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- # Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Office Administration curriculum for the associate degree.

## Radiography, A.S.

**Program Code: 1650**

The A.S. in Radiography prepares you as a skilled professional radiographer through a curriculum that includes both classroom and clinical instruction. As a student in this technology, you are educated in utilizing X-ray equipment and techniques, proper patient positioning, radiation protection methodologies, and quality patient care. As a member of the medical imaging team, the radiologic technologist produces quality, diagnostic images that are interpreted by a radiologist - a physician who specializes in medical imaging. As a radiographer, you may find employment in hospitals and clinics, physician's offices, government and industrial facilities, and medical laboratories. The SFSC Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 at 312-704-5300 or Mail@jrcert.org.

**This is a limited access program. Admission to this program occurs once per year. Online applications will be accepted until the posted deadline date at 11:59 p.m. Visit [southflorida.edu/healthsciences](http://southflorida.edu/healthsciences) for important application information and deadlines.**

**Length: 77 credit hours**

## **Application Requirements**

The following are requirements for admission to the Radiography Program:

- I. Satisfactory completion of any remedial coursework needed to be eligible for college-level courses.
- II. Completion of the three prerequisite courses with a grade of C or higher and a minimum cumulative prerequisite GPA of 2.75 or higher by the application deadline. Laboratory science courses must have been completed within five years prior to application. The three prerequisite courses are:

BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.

ENC 1101 - Freshman English I 3 cr. hrs. ^

MAC 1105 - College Algebra 3 cr. hrs. ^

^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.

**NOTE:** You must earn a grade of C or higher in each of the courses listed above.

- III. Completion of the online SFSC Admissions Application, select Radiography major/program.
- IV. Official high school transcript/GED transcript.
- V. Official transcript from each postsecondary institution attended.
- VI. Completed Verification of Work Experience, if applicable.
- VII. Certifications-Current or Non-current, if applicable (Verified).
- VIII. Military Service, if applicable. Please provide a copy of the most current Military ID card or a DD 214 (Verified).
- IX. Resident of Highlands, Hardee, or Desoto County, Minimum of 1 year (Verified).

**NOTE:** You are responsible for ensuring your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete. Transcripts will need to be requested to be submitted to South Florida State College from the National Student Clearinghouse website.

## **Acceptance Procedures**

**Once accepted into the program, you will receive instructions to complete the following:**

- I. Physical health exam and a record of immunizations from a licensed physician or nurse practitioner (forms will be provided after acceptance into the program).
- II. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).
- III. CPR Certification.
- IV. 10-panel drug screen.
- V. You will be required to submit program documentation through a third-party compliance company throughout the program.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

## **Radiography Applicant Ranking System**

### **Prerequisite Courses Cumulative GPA (Maximum Points Possible = 40)**

- MAC 1105 - College Algebra **OR**
- Core equivalent 3 cr. hrs. 3.80 to 4.00 = 40 pts
- BSC 1085C - Human Anatomy and Physiology I 3.70 to 3.79 = 35 pts
- ENC 1101 - Freshman English I 3.60 to 3.69 = 30 pts  
3.50 to 3.59 = 25 pts  
3.40 to 3.49 = 20 pts  
3.00 to 3.39 = 15 pts  
2.75 to 2.99 = 10 pts

### **General Education Courses Cumulative GPA (Maximum Points Possible = 20)**

- BSC 1086C - Human Anatomy and Physiology II Completion of 5 classes - 20 pts
- MCB 2010C - Microbiology Completion of 4 classes - 16 pts
- PSY 2012 - Introduction to Psychology Completion of 3 classes - 12 pts
- Humanities Core 3 cr. hrs. Completion of 2 classes - 8 pts
- AMH 1010 - Introductory Survey to 1877 **OR** Completion of 1 classes - 4 pts
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Note:

These courses are not required for entry into the program, but points will be applied if they are completed. Minimum grade of *C* or higher is required.

### **Relevant Medical Work Experience (Maximum Points Possible = 15)**

- Greater than 60 months 15 pts
- 37 months to 60 months 13 pts
- 25 months to 36 months 11 pts
- 12 months to 24 months 9 pts
- 6 months to 11 months 7 pts
- 30 days to 5 months 5 pts

### **Certification and/or Degrees (Maximum Points Possible = 15)**

- Medical License/Certifications (i.e., Nursing, Medical Assistant, Phlebotomy, OTA, PTA, CDA, Dental Hygienist, Massage Therapist, Pharmacy Tech, Firefighter, EMT, and Paramedic) **Non-current** - 5 pts  
**Current** - 6 pts

- Associate Degree 7 pts
- Bachelor Degree 8 pts
- Master Degree 9 pts

**NOTE:** Maximum of one Degree AND Certification

**Military Veterans**

**(Maximum Points Possible = 5)**

- Military Service Points Awarded to Active Duty or Honorably Discharged Veterans 5 pts

**Resident of Tri-County**

**(Maximum Points Possible = 3)**

- Resident of Highlands, Hardee, or Desoto County - Min 1 year (Verified) 3 pts

**Repeat Applicants**

**(Maximum Points Possible = 2)**

- Applicants from Year Prior 2 pts

**Total Points Available:**

**100 Pts**

## General Information

SFSC reserves the right to deny admission to you if you lack the required qualifications for the Radiography Program. You must reapply if you wish to be considered for a future class. Each class is selected from a new applicant pool.

1. Completion of all or part of the general education courses required in the degree does not guarantee acceptance into the program.
2. Expenses (approximate) incurred upon acceptance to the program include a Level II background screening, a 10-panel drug screen, CPR certification, and online document manager.
3. **Some clinical education settings will not allow individuals with certain types of criminal history into their facilities. This may deny entrance into the program because such individuals would not be able to successfully complete the clinical education portions of the radiography program. A criminal history may also prevent you from becoming registered by the American Registry of Radiologic Technologists (ARRT). For additional information regarding your status, contact the American Registry of Radiologic Technologists (ARRT) at 651- 687-0048, ext. 8580 or arrt.org.**

### Required Courses

#### Fall Term

- HSC 1230C - Methods of Patient Care
- MCB 2010C - Microbiology

- RTE 1418C - Principles of Radiography I
- RTE 1503C - Radiographic Procedures I

Total Credit Hours: 13

#### Spring Term

- BSC 1086C - Human Anatomy and Physiology II
- RTE 1458 - Principles of Radiography II
- RTE 1513C - Radiographic Procedures II
- RTE 1814L - Radiography Clinical Education I

Total Credit Hours: 12

#### Summer Term

- RTE 1523C - Radiographic Procedures III
- RTE 1824L - Radiography Clinical Education II
- RTE 2563 - Principles of Radiography III
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 12

#### Fall Term

- PSY 2012 - Introduction to Psychology
- RTE 2609C - Principles of Radiography IV
- RTE 2763C - Introduction to Sectional Anatomy and Computed Tomography
- RTE 2834L - Radiography Clinical Education III

Total Credit Hours: 12

#### Spring Term

- RTE 2385 - Radiation Biology and Protection
- RTE 2782 - Radiographic Pathology
- RTE 2844L - Radiography Clinical Education IV
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 12

#### Summer Term

- RTE 2061 - Radiographic Seminar
- RTE 2854L - Radiography Clinical Education V

Total Credit Hours: 6

Note:

- \* It is your responsibility to meet with the director or the Advising and Counseling Center to select the proper course(s) to fulfill this requirement.
- # You must earn a grade of 80% or higher on all RTE and HSC courses.
- # Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Radiography curriculum for the associate degree.

#### Approximate Program Costs

Admission fee	\$	15
Background check/drug screen/document manager		150
CPR		65
Graduation fee		15
Lab fees		602
Medical costs (varies by provider)		500
Textbooks		1,900
Tuition		<u>7,063</u>
	Approximate Total	\$ 10,310

## Surgical Services, A.S.

### Program Code: 1775

This A.S. degree program prepares you to become a certified surgical technologist. As a member of the healthcare team, you will work in operating rooms, ambulatory surgery centers, central supply, labor and delivery areas, cardiac catheterization laboratories, private physician offices, and other settings where invasive procedures are performed. This program is two years in length and requires classroom, laboratory, and clinical hours. Upon completion of this program, you will be eligible to take the National Board of Surgical Technology and Surgical Assisting Examination.

**This is a limited access program. Admission to this program occurs once per year. Online applications will be accepted until the posted deadline date at 11:59 p.m. Visit [southflorida.edu/healthsciences](http://southflorida.edu/healthsciences) for important application information and deadlines.**

**Length: 64 credit hours**

## Application Requirements

In addition to the admission requirements of the College, the following are requirements for admission to the Surgical Services Program:

- I. Completion of online SFSC College and Surgical Services Applications.
- II. Demonstrate competency in English, reading and Math as prescribed in the SFSC College Catalog.
- III. Submission of all official transcripts, including high school/GED<sup>®</sup> transcript and official transcript from each college attended.

- IV. Placement test scores from any one of the following tests: ACT, SAT I<sup>®</sup>, or PERT.
- V. Successful completion of course prerequisites must appear on student's transcript by the end of the first fall term of the program. The application window for the program will close at midnight after the last day of classes for the first fall flex term. Full acceptance will be awarded for the first spring term enrollment.

### **Fall Term**

BSC 1085C - Human Anatomy and Physiology I 4 cr. hrs.  
HSC 1532 - Medical Terminology 3 cr. hrs.  
STS 1302 - Introduction to Surgical Technology 2 cr. hrs.

**NOTE:** You must earn a grade of *C* or higher in each of the courses listed above.

## **Admissions Procedures**

You are responsible for following the admission procedures and for ensuring your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete.

- I. Submit the following to apply to the program:
- A. Completed online SFSC Admissions Application, select Surgical Services major/program.
  - B. Official high school transcript/GED<sup>®</sup> transcript.
  - C. Official transcript from each postsecondary institution attended.
  - D. Submit references from the following sources may be mailed or delivered by hand if in a sealed envelope:
    - Current or most recent employer or instructor.
    - Person of your choice other than a relative.
- II. **Once accepted into the program, you will receive instructions to complete the following:**
- A. Physical health exam and a record of immunizations from a licensed physician or nurse practitioner (forms will be provided after acceptance into the program).
  - B. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).
  - C. CPR Certification.
  - D. 10-panel drug screen.
  - E. You will be required to submit program documentation through a third-party compliance company throughout the program.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

## **Selection Criteria and Process**

The higher your GPA in the three prerequisite courses, the better the chance of being selected for the program:

1. A 2.80 GPA or higher must have been maintained in the 9 credit hours of prerequisites.
2. Selection of the students will be based upon those with the highest GPA in the three prerequisites.
3. In the event there are two or more applicants with identical GPAs, the following criteria will be used as a tiebreaker (If you have the highest combined GPA, including completed general education courses, you will be selected):

BSC 1086C - Human Anatomy and Physiology II 4 cr. hrs.  
CGS 1100C - Introduction to Microcomputers Using Windows 3 cr. hrs.  
PSY 2012 - Introduction to Psychology 3 cr. hrs.  
AMH 1010 - Introductory Survey to 1877 3 cr. hrs. **OR**  
AMH 1020 - Introductory Survey Since 1877 3 cr. hrs. **OR**  
POS 1041 - American Government 3 cr. hrs.  
Humanities Core 3 cr. hrs.\* ^  
Mathematics Core 3 cr. hrs. \* ^

\* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.

^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.

## General Information

SFSC reserves the right to deny admission to you if you lack the required qualifications for the Radiography Program. You must reapply if you wish to be considered for a future class. Each class is selected from a new applicant pool.

1. Completion of all or part of the general education courses required in the degree does not guarantee acceptance into the program.
2. Expenses (approximate) incurred upon acceptance to the program include a Level II background screening, a 10-panel drug screen, CPR certification, and online document manager.

### Required Courses

#### Fall Term

- BSC 1085C - Human Anatomy and Physiology I +
- ENC 1101 - Freshman English I ^
- HSC 1532 - Medical Terminology +
- SLS 1106 - First-Year Experience Seminar
- STS 1302 - Introduction to Surgical Technology +

Total Credit Hours: 13

#### Spring Term

- BSC 1086C - Human Anatomy and Physiology II
- STS 1303 - Fundamentals of Surgical Technology
- STS 1307 - Surgical Equipment and Instrumentation
- STS 1327L - Principles and Practices of Surgical Technology Lab
  
- Mathematics Core 3 cr. hrs. \* ^

Total Credit Hours: 14

## Summer Term

- STS 1304L - Operating Room Techniques Lab
- STS 1323 - Surgical Procedures I
- STS 2340 - Surgical Pharmacology
- STS 2944L - Surgical Clinical I

Total Credit Hours: 11

## Fall Term

- PSY 2012 - Introduction to Psychology
- STS 1308 - Perioperative Patient Care Concepts
- STS 2324 - Surgical Procedures II
- STS 2945L - Surgical Clinical II
- AMH 1010 - Introductory Survey to 1877 **OR**
- AMH 1020 - Introductory Survey Since 1877 **OR**
- POS 1041 - American Government

Total Credit Hours: 13

## Spring Term

- STS 1931 - Surgical Technology Special Topics Seminar
- STS 2179 - Surgical Biomedical Fundamentals
- STS 2360 - Professional Skills for the Surgical Technologist
- STS 2946L - Surgical Clinical III
  
- Humanities Core 3 cr. hrs. \*

Total Credit Hours: 13

## Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.
- + Prerequisite program application requirement.
- # Computer competency skills and speech communication general education requirements are covered within the Surgical Services curriculum for the associate degree.

# College Credit Certificate

## Accounting Applications, C.C.C.

**Program Code: 3010**

The Accounting Applications certificate prepares you for employment as a bookkeeper, small business assistant, accounts receivable/payable clerk, or an accountant's assistant in a small business. You will also learn financial accounting principles and procedures, basic operation and use of microcomputers, an overview of business operations, and business communications. Some credits will articulate directly toward the A.S. degree in Accounting Technology (Program #1580).

**Length: 27 credit hours**

Required Courses

Fall Term

- CGS 1100C - Introduction to Microcomputers Using Windows
- TAX 2000 - Personal Income Tax
- ACG 2001 - Financial Accounting I + **OR**
- ACG 2021 - Financial Accounting +
- MAC 1105 - College Algebra ^ **OR** higher-level math 3 cr. hrs.

Total Credit Hours: 12

Spring Term

- ACG 2011 - Financial Accounting II +
- ACG 2071 - Managerial Accounting
- OST 2335 - Business Communications
  
- Accounting/Finance/Professional Elective 3 cr. hrs. \*

Total Credit Hours: 12

Summer Term

- GEB 1011 - Introduction to Business

Total Credit Hours: 3

Accounting/Finance/Professional Electives:

- ACG 1949 - Co-op Education Training Assignment in Accounting
- ACG 2100 - Intermediate Accounting I
- ACG 2949 - Co-op Education Training Assignment in Accounting
- ENT 1000 - Introduction to Entrepreneurship
- FIN 1100 - Personal Finance

Note:

\* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.

^ It may be necessary to first enroll in a lower-level English, math, or reading course depending on college placement test scores.

+ If completing ACG 2021 instead of ACG 2001 and ACG 2011, you must also complete an additional 3-hour Accounting/Finance/Professional Elective.

## Automation, C.C.C.

**Program Code: 3086**

This certificate program prepares you for engineering technology support positions dealing with programmable logic controllers (PLCs), automation, and control systems in high-tech production, manufacturing, distribution, and engineering research and development facilities. Program credits may articulate towards the A.S. degree in Engineering Technology (Program #1760).

**Length: 12 credit hours**

Required Courses

Fall Term

- ETS 1542 - Introduction to Programmable Logic Controllers

Total Credit Hours: 3

Spring Term

- ETI 1843 - Motors and Controls
- ETS 1535 - Automated Process Control

Total Credit Hours: 6

Fall Term

- ETS 2604 - Robotics Applications

Total Credit Hours: 3

## Business Management, C.C.C.

**Program Code: 3070**

The certificate in Business Management provides you with the necessary background to train you as a management assistant. Course content includes, but is not limited to, financial accounting principles and procedures, basic operations and use of microcomputers, an overview of business operations and business communications. Some credits will articulate directly toward the A.S. degree in Business Administration (Program #1510).

**Length: 24 credit hours**

Required Courses

Fall Term

- ACG 2001 - Financial Accounting I
- BUL 2241 - Business Law I
- CGS 1100C - Introduction to Microcomputers Using Windows
- GEB 1011 - Introduction to Business

Total Credit Hours: 12

Spring Term

- ACG 2011 - Financial Accounting II
- LDR 2001 - Introduction to Leadership
- MAN 2021 - Principles of Management
- OST 2335 - Business Communications

Total Credit Hours: 12

## CNC Machinist/Fabricator, C.C.C.

**Program Code: 3088**

This certificate program is designed for you if you have an interest in manufacturing and machining or for professionals already working in the field who want to advance their career and increase earning potential by attaining certification as a Computer Numerical Control (CNC) Machinist/Fabricator. It is aligned with the Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) certification. Program credits may articulate towards the A.S. degree in Engineering Technology (Program #1760).

**Length: 12 credit hours**

Required Courses

Fall Term

- ETD 2364C - Introduction to SolidWorks
- ETI 1420 - Manufacturing Processes and Materials \*

Total Credit Hours: 6

Spring Term

- PMT 1250C - Computer Numerical Control (CNC) I

Total Credit Hours: 3

Summer Term

- PMT 2254C - Computer Numerical Control (CNC) II

Total Credit Hours: 3

Note:

\* Completion of the MSSC CPT certificate satisfies this requirement.

## Computer Programming, C.C.C.

### **Program Code: 3020**

The Computer Programming certificate prepares you as an entry-level information technology specialist in the microcomputer environment. A variety of programming languages and software applications courses are available, so you may individualize the program depending on your personal career interests. Hands-on computer experience is emphasized throughout the program. All credits will articulate directly toward the A.S. degree in Computer Programming and Analysis (Program #1610).

### **Length: 33 credit hours**

#### Required Courses

##### Fall Term

- CGS 1100C - Introduction to Microcomputers Using Windows +
- COP 2170C - Principles of Computer Programming
- OST 2335 - Business Communications
- MAC 1105 - College Algebra ^ ~ **OR**
- MTB 1103 - Business Mathematics Using Spreadsheets

Total Credit Hours: 12

##### Spring Term

- CGS 2565C - Principles of Computer Information Systems
- GEB 2430 - Business Ethics
  
- Programming/Applications Electives 9 cr. hrs. \*

Total Credit Hours: 15

##### Summer Term

- Programming/Applications Electives 6 cr. hrs. \*

Total Credit Hours: 6

#### Programming/Applications Electives:

- ACG 2450C - Accounting for the Microcomputer
  
- CET Networking Courses 3 cr. hrs.
  
- CGS 2510C - Spreadsheet Applications
- CGS 2540C - Introduction to Database Management
- CGS 2820 - Introduction to Web Design
- CGS 2930 - Selected Topics in Computers General Studies

- CIS 2930 - Selected Topics in Computer Science
- CIS 2949 - Co-op Education Training Assignment in Computer Information Systems
- COP 2171C - Advanced Programming Techniques
- COP 2224 - Introduction to C++ Programming
- COP 2228 - Advanced C++ Programming
- COP 2250 - Java Programming
- COP 2930 - Selected Topics in Computer Programming
- CTS 2210 - Introduction to Digital Graphics
- DIG 2000C - Digital Media and Design
- GRA 1100C - Introduction to Computer Graphics
- GRA 1156 - Intermediate Computer Graphics
- GRA 2157 - Advanced Computer Graphics
- OST 1100C - Introduction to College Keyboarding
- OST 1713C - Word Processing-Microsoft Word
- PGY 1801 - Introduction to Digital Photography

Note:

- \* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.
- ^ It may be necessary to first enroll in a lower-level math course depending on college placement test scores.
- ~ MAC 1105 - College Algebra is highly recommended.
- + If you do not have basic keyboarding skills, it is suggested that you take OST 1100C - Introduction to College Keyboarding as the elective course in the first term.

## Emergency Medical Technician, C.C.C.

### Program Code: 3040

The Emergency Medical Technician college credit certificate is a limited access program and designed to train you to become an Emergency Medical Technician. This program is approved by the Florida Department of Education and the Florida Department of Health. Upon completion, you will be eligible to apply to take the state certification examination. Some weekend hours are required for clinical practice. Program content includes, but is not limited to, anatomy, cardiac care, medical emergencies, emergency childbirth, poisoning, shock, respiratory emergencies, and psychological emergencies.

## Admission Requirements

- I. The following entrance criteria should be fulfilled and submitted to the EMS and Fire Science administrative office a minimum of one month prior to the scheduled class start date. These documents may be uploaded into the College's application system or submitted in hard-copy format:
  - A. 18 years of age or older. You must provide copy of current driver's license or State of Florida-approved identification.
  - B. A high school/GED<sup>®</sup> graduate (provide an official high school transcript showing graduation OR GED<sup>®</sup> scores).
  - C. Provide proof of any certifications that may pertain to the EMS and Fire Science programs.

- II. Completion of the following forms is required by our clinical partners and must be submitted directly to the EMS and Fire Science programs administrative office, located in the Public Safety Building, Room CC-102:
- A. HIPPA compliance documents.
  - B. Program-approved pre-entrance physical examination.
  - C. Immunization and vaccination history or declination form(s).

## General Information

1. Completed packets are date stamped upon receipt and a priority number is issued to your application based on the date the packet is received.
2. Upon acceptance into the program, you will be notified regarding the date/time for the mandatory program orientation (typically one month prior to orientation). Failure to attend this meeting, or provide any required documentation, may cause you to forfeit your acceptance into the program. At the mandatory program orientation, you will be provided with directions related to the last requirements of the program:
  - *10-panel drug screening* - As required by our clinical partners, all EMT students must submit to a 10-panel drug screen (at the student's expense). The required date for the submission of these requirements will be determined by the program director. Students who fail the drug screen (positive test for a banned substance or inability to provide an appropriate prescription for other drugs) will be administratively removed from the program.
  - *Criminal background check* - As required by our clinical partners, all EMT students must submit to a criminal background check. The method and required date of submission will be determined by the program director. Students with a criminal history will be required to submit documentation explaining any conviction of any crime. Please contact the program administration for a list of crimes that may prevent you from attending the EMT program. At a minimum, all applicants with a record of convictions will receive counseling from SFSC regarding certification and employability.

**NOTE:** The College reserves the right to deny admission to you, if you lack the necessary qualifications to the EMT Program.

### Length: 12 credit hours

#### Required Courses

- EMS 1119 - Emergency Medical Technician I
- EMS 1119L - Emergency Medical Technician I Lab
- EMS 2421 - Emergency Medical Technician Practicum

## Engineering Technology Support Specialist, C.C.C.

### Program Code: 3090

This certificate program prepares you for entry level technical jobs in high-tech production, manufacturing, distribution, and engineering research and development facilities. It is aligned with the Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) certification. Program credits articulate directly into the A.S. degree in Engineering Technology (Program #1760).

**Length: 18 credit hours**

Required Courses

Fall Term

- ETI 1110 - Introduction to Quality Assurance \*
- ETI 1701 - Industrial Safety (OSHA) \*
- ETM 1010C - Mechanical Measurement and Instrumentation \*

Total Credit Hours: 9

Spring Term

- ETD 1320C - Introduction to AutoCAD

Total Credit Hours: 3

Fall Term

- EET 1084C - Introduction to Electricity and Electronics \*
- ETI 1420 - Manufacturing Processes and Materials \*

Total Credit Hours: 6

Note:

\* Completion of the MSSC CPT certificate satisfies this requirement.

# Upon completion of the core course requirements of the AS degree Engineering Technology, you will be awarded this college certificate.

## Health Care Services Specialist, C.C.C.

**Program Code: 3100**

This certificate program prepares you for employment as a health service supervisor, health service manager, or to provide you with supplemental training in a previous or current health occupation. You will learn leadership and supervisory skills, laws and regulations pertaining to healthcare facilities and agencies, organizational structure of healthcare facilities, budgeting, and fiscal management, making employee assignments and scheduling, legal aspects of healthcare, health and safety including CPR and employability skills. Program credits articulate directly into the A.S. degree in Health Services Management (Program #1770).

**Length: 27 credit hours**

Required Courses

Fall Term

- CGS 1100C - Introduction to Microcomputers Using Windows

- HIM 2012 - Health Law Concepts and Practices
- HIM 2721 - Introduction to Coding and Reimbursement Systems
- HSC 1532 - Medical Terminology

Total Credit Hours: 10

#### Spring Term

- BSC 1085C - Human Anatomy and Physiology I
- CGS 2510C - Spreadsheet Applications
- HIM 2510 - Quality and Performance Improvement
- HSC 1149 - General Pharmacology for Health Professionals

Total Credit Hours: 10

#### Summer Term

- HSA 1100 - Healthcare Delivery Systems
- HSA 2001 - Interprofessional Team-Base Healthcare
- HSA 2182 - Health Services Management Concepts

Total Credit Hours: 7

## Lean Manufacturing, C.C.C.

### **Program Code: 3092**

This certificate program prepares you for engineering support positions dealing with quality systems and their implementation in high-tech production, manufacturing, distribution, and engineering research and development facilities. It is aligned with the Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) certification. Program credits may articulate towards the A.S. degree in Engineering Technology (Program #1760).

### **Length: 12 credit hours**

#### Required Courses

##### Fall Term

- ETI 1110 - Introduction to Quality Assurance \*
- ETM 1010C - Mechanical Measurement and Instrumentation \*

Total Credit Hours: 6

##### Spring Term

- ETI 1622 - Concepts of Lean and Six Sigma
- ETI 1644 - Production and Inventory Control

Total Credit Hours: 6

Note:

\* Completion of the MSSC CPT certificate satisfies this requirement.

## Mechatronics, C.C.C.

### **Program Code: 3094**

The Mechatronics program is designed to prepare you to meet the ever-changing and increasingly complex manufacturing processes found in today's advanced manufacturing workforce. Graduating from this program will prepare you to step into high-skill, high-wage positions such as a system operator and technician. This program provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills and knowledge of all fundamental aspects of mechatronics. The content includes, but is not limited to, instruction in maintenance techniques, computer-aided drafting/design skills, technical communications, maintenance and operation of various industrial components, material handling protocols, and proper usage of tools and instrumentation. This program is aligned with the Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) industry certification. The Mechatronics C.C.C. can serve as either a terminal degree or transfer directly into the Associate in Science in Engineering Technology degree program, with specialization in Advanced Manufacturing.

### **Length: 30 credit hours**

#### Required Courses

##### Fall Term

- ETI 1701 - Industrial Safety (OSHA) \*
- ETM 1010C - Mechanical Measurement and Instrumentation \*
- ETS 2604 - Robotics Applications

Total Credit Hours: 9

##### Spring Term

- ETD 1320C - Introduction to AutoCAD
- ETS 2527 - Electromechanical Components and Mechanisms

Total Credit Hours: 6

##### Fall Term

- EET 1084C - Introduction to Electricity and Electronics \*
- ETI 1420 - Manufacturing Processes and Materials \*
- ETS 1542 - Introduction to Programmable Logic Controllers

Total Credit Hours: 9

##### Spring Term

- ETI 1843 - Motors and Controls
- ETM 2315 - Hydraulics and Pneumatics

Total Credit Hours: 6

Note:

\* Previous completion of the MSSC CPT certificate satisfies this requirement.

## Network Security, C.C.C.

**Program Code: 3024**

The Network Security college credit certificate will prepare you for the process of taking physical and software preventative measures to protect the underlying networking infrastructure from unauthorized access, misuse, malfunction, modification, destruction, or improper disclosure, thereby creating a secure platform for computers, users, and programs to perform their permitted critical functions within a secure environment. Program credits articulate directly into the A.S. degree in Network Systems Technology (Program #1740).

**Length: 30 credit hours**

Required Courses

- CET 1600C - Networking Fundamentals
- CET 1660C - Computer Network Security
- CET 2662C - Security Testing and Auditing
- CET 2792 - Microsoft Windows Server
- CGS 1061C - Fundamentals of Computers
- CGS 1100C - Introduction to Microcomputers Using Windows
- CGS 1135C - Introduction to Computer Forensics
- CIS 2352C - Ethical Hacking I
- CIS 2358C - Operating System Security
- CIS 2359C - Ethical Hacking II

Total Credit Hours: 30

## Office Management, C.C.C.

**Program Code: 3050**

The Office Management certificate prepares you for entry-level employment in the office workplace as an administrative assistant, secretary, office specialist, or office clerk. Course content includes, but is not limited to, accounting principles, keyboarding, office equipment, and computer applications. Some credits will articulate directly toward an associate degree.

**Length: 27 credit hours**

Required Courses

Fall Term

- GEB 1011 - Introduction to Business
- OST 2335 - Business Communications
- OST 1100C - Introduction to College Keyboarding
- OST 1581 - Professional Development in the Workplace
- OST 1829C - Presentation Expert Skills

Total Credit Hours: 15

Spring Term

- OST 1713C - Word Processing-Microsoft Word
- OST 2321C - Office Equipment and Procedures I
- OST 2852 - Excel for the Office
- ACG 2001 - Financial Accounting I **OR**
- ACG 2021 - Financial Accounting

Total Credit Hours: 12

## Paramedic, C.C.C.

**Program Code: 3042**

The college credit certificate in Paramedic trains you to provide emergency, out-of-hospital care under the direction of an emergency physician. Paramedics direct and manage patient care aspects of the emergency response team. The emergency response team is generally composed of public safety and community service agency personnel who respond to traffic accidents, and other life-threatening situations. The Paramedic program includes a three-term sequence of lectures, labs, hospital clinical and emergency medical services, clinical courses, and instruction. Instruction includes patient airway management, patient assessment, trauma emergencies, medical emergencies, assessment-based management, and ambulance operations. Credits will articulate directly toward the A.S. degree in Emergency Medical Services (Program #1660). The SFSC Emergency Medical Services program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, the Florida Department of Health, Bureau of Emergency Medical Services Professions, and Council on Accreditation Emergency Medical Services Program (CoAEMSP).

**You must have current state of Florida certification as an Emergency Medical Technician or have completed the Emergency Medical Technician course from a state of Florida approved EMS training center. State of Florida certification is required before starting the second term of the Paramedic program. This is a limited access program; you must obtain authorization from the Emergency Medical Services program director before registering for all or part of this program. Preference for admission will be given according to experience as an Emergency Medical Technician and educational achievement.**

## Admission Requirements

- I. The following entrance criteria should be fulfilled and submitted to the EMS and Fire Science administrative office a minimum of one month prior to the scheduled class start date. These documents may be uploaded into the College's application system or submitted in hard-copy format.
  - A. 18 years of age or older. You must provide a copy of current driver's license or State of Florida-approved identification.

- B. A high school/GED<sup>®</sup> graduate (provide an official high school transcript showing graduation OR GED<sup>®</sup> scores).
  - C. Provide proof of any certifications that may pertain to the EMS and Fire Science programs.
  - D. Provide a current resume, describing work experience and education and a brief essay as to why you have decided to attend paramedic training at this time. These documents are used to provide points towards program acceptance as noted below.
- II. Completion of the following forms is required by our clinical partners and must be submitted directly to the EMS and Fire Science programs administrative office, located in the Public Safety Building, Room CC-102:
- A. HIPPA compliance documents
  - B. Program-approved pre-entrance physical examination
  - C. Immunization and vaccination history or declination form(s)

## Selection Process

Priority for admission is given as follows:

### Employment

- Currently employed with rural 911 EMS/fire and rescue department 40 points
- Currently employed with non-rural 911 EMS/Fire rescue department 30 points
- Currently employed with rural interfacility transport service 20 points
- Currently employed in a non-EMS medical profession (nursing, etc.) 10 points
- Currently an EMT but not employed in the field 5 points
- Not currently certified as an EMT 0 points

### Education

- Bachelor's degree or higher 25 points
- AA/AS degree 15 points
- 30 or more college credit hours without a degree 10 points
- Some college credits 5 points
- No college credits 0 points
- EMS/Rescue Experience (1 point per year, maximum 25 points) 25 points
- Resume 5 points
- Essay 5 points

Total Possible 100 points

## General Information

If you are among the successful candidates, you will receive an email to the address provided on your college application. Once you are accepted, you will be contacted to discuss admission into the next available cohort of students and your name and contact information will be added to the SFSC Paramedic Program wait list. Failure to attend the mandatory program orientation may forfeit acceptance, and the applicant may be

removed from the waiting list. At the mandatory program orientation, you will be provided with directions related to the last requirements of the program:

- 10-panel drug screening - As required by our clinical partners, all EMT students must submit to a 10-panel drug screen (at the student's expense). The required date for the submission of these requirements will be determined by the program director. Students who fail the drug screen (positive test for a banned substance or inability to provide an appropriate prescription for other drugs) will be administratively removed from the program.
- Criminal background check - As required by our clinical partners, all EMT students must submit to a criminal background check. The method and required date of submission will be determined by the program director. Students with a criminal history will be required to submit documentation explaining any conviction of any crime. Please contact the program administration for a list of crimes that may prevent you from attending the EMT program. At a minimum, all applicants with a record of convictions will receive counseling from SFSC regarding certification and employability.

**NOTE:** The College reserves the right to deny admission to you, if you lack the necessary qualifications to the Paramedic Program.

**Length: 42 credit hours**

Required Courses

Fall Term

- EMS 1010C - Anatomy for Paramedics
- EMS 1014 - Paramedic Preparatory
- EMS 1555 - Paramedic Trauma Management
- EMS 1555L - Paramedic Trauma Management Lab
- EMS 1600 - Paramedic Fundamentals
- EMS 1600L - Paramedic Fundamentals Lab
- EMS 1641 - Paramedic Clinical Experience I
- EMS 1681 - Paramedic Special Considerations
- EMS 1681L - Paramedic Special Considerations Lab

Total Credit Hours: 18

Spring Term

- EMS 1642 - Paramedic Clinical Experience II
- EMS 1657 - Paramedic Field Experience
- EMS 1685 - Paramedic Medical Emergencies
- EMS 1685L - Paramedic Medical Emergencies Lab
- EMS 1686 - Paramedic Special Emergencies
- EMS 1686L - Paramedic Special Emergencies Lab
- EMS 1687 - Paramedic Rescue Emergencies

Total Credit Hours: 15

Summer Term

- EMS 1616 - Paramedic Patients with Special Needs
- EMS 1616L - Paramedic Patients with Special Needs Lab
- EMS 1658 - Paramedic Field Internship
- EMS 1687L - Paramedic Rescue Emergencies Lab

Total Credit Hours: 9

## Pneumatics, Hydraulics, and Motors for Manufacturing, C.C.C.

### Program Code: 3096

This certificate program prepares you for engineering support positions dealing with facilities operation and maintenance in high-tech production, manufacturing, distribution, and engineering research and development facilities. It is aligned with the Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) certification. Program credits articulate directly into the A.S. degree in Engineering Technology (Program #1760).

### Length: 12 credit hours

#### Required Courses

##### Fall Term

- EET 1084C - Introduction to Electricity and Electronics #
- ETI 1420 - Manufacturing Processes and Materials #

Total Credit Hours: 6

##### Spring Term

- ETI 1843 - Motors and Controls
- ETM 2315 - Hydraulics and Pneumatics

Total Credit Hours: 6

#### Note:

# Completion of the MSSC CPT Certificate satisfies this requirement.

## Career Certificate

### Administrative Office Specialist, C.C.

#### Program Code: 3430

This program prepares you for an office occupation such as a typist, payroll clerk, accounts payable/ accounts receivable clerk, word processor, receptionist, file clerk, general office clerk, secretary, or administrative assistant. Course content includes, but is not limited to, accounting (elective), payroll, business communications, keyboarding, introduction to business trends, office equipment, fundamental basic office procedures, introduction to computers, work relations, and interpersonal skills. If you receive your

Administrative Office Specialist career certificate, you may receive some credits toward a college credit certificate in Office Management, #3050. Consult your instructor.

**Class Meetings:** Classes meet Monday through Friday, 8 a.m. to 3 p.m.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the chair of business technologies at 863-784-7115 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	577
Language	573
Reading	563

**Length: 1050 contact hours / 35 occupational credits**

Required Courses

Fall Term

- OCA 0301 - Occupational Word Processing MS Word
- OTA 0101 - Occupational Introductory Keyboarding
- OTA 0422L - Office Practices Lab I
- OTA 0490 - Occupational Personal Business Skills

Total Contact Hours: 234

Spring Term

- OCA 0604 - Occupational Desktop Publishing with PowerPoint
- OTA 0105 - Occupational Intermediate Keyboarding
- OTA 0930L - Office Practices Lab II
- SLS 0936 - Foundations for College Success

Total Contact Hours: 240

Fall Term

- OTA 0013 - Occupational Customer Relations
- OTA 0402 - Occupational Office Equipment and Procedures I
- OTA 0501 - Occupational Business Mathematics Using Spreadsheets
- OTA 0931L - Office Practices Lab III

Total Contact Hours: 240

Spring Term

- OCA 0402 - Occupational Spreadsheet Applications
- OTA 0322 - Occupational Business Communications

- OTA 0403 - Occupational Office Equipment and Procedures II
- OTA 0932L - Office Practices Lab IV

Total Contact Hours: 240

Fall Term

- OTA 0595 - Occupational Introduction to Business
- OTA 0941 - Secretarial Office Internship

Total Contact Hours: 96

Note:

If you enter the Administrative Office Specialist Career Certificate Program in spring term, you will have limited course selection and may require more than three years to complete.

## Advanced Manufacturing and Production Technology, C.C.

### **Program Code: 3412**

This certificate program prepares you with skills needed to enter the advanced manufacturing workforce. It focuses on the tools and technologies involved in modern manufacturing and production from basic hand tools and measuring devices up to robotics, computer-aided design, and PLC/microprocessors. Advanced manufacturing technologist work in a wide variety of industries where products are designed, developed, or tested in fields like aerospace, medicine, environmental sciences, computer science, electronics and software development, and manufacturing and construction. After completing the Advanced Manufacturing and Production Technology certificate, you will possess the necessary skills for employment in the advanced manufacturing workforce or continue into the A.S. degree in Engineering Technology. Eighteen (18) credit hours will be granted towards the A.S. degree upon successful completion of the certificate program.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the chair of technical and industrial education at 863-784-7117 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	557
Language	560
Reading	550

**Length: 600 contact hours / 20 occupational credits**

Required Courses

Fall Term

- TDR 0130C - Computer-Aided Design and Measurement
- ETM 0040C - Mechanical Systems and Applications

Total Contact Hours: 240

#### Spring Term

- ETM 0030C - Electrical and Computer Applications
- ETI 0190C - Quality and Production Planning

Total Contact Hours: 240

#### Summer Term

- ETI 0708C - Industrial Safety and Applied Techniques

Total Contact Hours: 120

## Automotive Collision Technology Technician, C.C.

### **Program Code: 3210**

The Automotive Collision Technology Technician career certificate prepares you for employment as a repair technician or an auto collision painter. Course content includes, but is not limited to, fundamentals of auto body repair, basic sheet metal repair, painting techniques, science of unibody repair, and panel repair and replacement. The SFSC Automotive Collision Technology Technician program is accredited by the ASE Education Foundation, 1503 Edwards Ferry Road, NE, Suite 401, Leesburg, VA 20176.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the chair of technical and industrial education at 863-784-7117 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	557
Language	560
Reading	550

**Length: 1400 contact hours / 46.7 occupational credits**

#### Required Courses

##### Fall Term

- ARR 0001 - Fundamentals of Auto Body Repair
- ARR 0001L - Fundamentals of Auto Body Repair Lab
- ARR 0110 - Basic Sheet Metal Repairs
- ARR 0110L - Basic Sheet Metal Repairs Lab

Total Contact Hours: 480

##### Spring Term

- ARR 0100 - Painting Techniques
- ARR 0100L - Painting Techniques Lab
- ARR 0292 - Applied Techniques in Auto Body Repair
- ARR 0292L - Applied Techniques in Auto Body Repair Lab

Total Contact Hours: 480

#### Summer Term

- ARR 0120 - Advanced Painting Techniques
- ARR 0120L - Advanced Painting Techniques Lab
- ARR 0310 - Panel Repair and Replacement
- ARR 0310L - Panel Repair and Replacement Lab

Total Contact Hours: 180

#### Fall Term

- ARR 0949 - Co-op Work Experience in Auto Collision

#### OR

- ARR 0330 - Science of Unibody Repair **AND**
- ARR 0330L - Science of Unibody Repair Lab

Total Contact Hours: 260

#### Note:

Any course hours and internship/Co-op hours may be used interchangeably after 480 hours have been completed with the approval of the lead instructor, instructional supervisor, and division dean.

## Automotive Service Technology, C.C.

### Program Code: 3220

The Automotive Service Technology career certificate prepares you to enter the automotive service industry as a technician. Course content includes, but is not limited to, brake systems, steering, suspension, manual and automatic transmissions, automotive heating and air conditioning, electrical systems, and engine repair. The SFSC Automotive Service Technology program is accredited by the ASE Education Foundation, 1503 Edwards Ferry Road, NE, Suite 401, Leesburg, VA 20176.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the chair of technical and industrial education at 863-784-7117 or advising and counseling at 863-784-7131.

#### Basic Skills Exit Scores (TABE):

Math	577
Language	560

**Length: 1800 contact hours / 60 occupational credits**

Required Courses

Fall Term

- AER 0560 - Introduction to Automotive Technology and Braking Systems
- AER 0560L - Introduction to Automotive Technology and Braking Systems Lab
- AER 0697 - Engine Performance
- AER 0697L - Engine Performance Lab

Total Contact Hours: 480

Spring Term

- AER 0401 - Steering and Suspension
- AER 0401L - Steering and Suspension Lab
- AER 0691 - Electrical/Electronic Systems
- AER 0691L - Electrical/Electronic Systems Lab

Total Contact Hours: 480

Summer Flex Session

- AER 0797 - Automotive Heating and Air Conditioning
- AER 0797L - Automotive Heating and Air Conditioning Lab

Total Contact Hours: 180

Fall Term

- AER 0190 - Engine Repair
- AER 0190L - Engine Repair Lab
- AER 0320 - Manual and Automatic Transmissions
- AER 0320L - Manual and Automatic Transmissions Lab

Total Contact Hours: 480

Spring Term

- AER 0949 - Co-op Work Experience in Automotive Services

Total Contact Hours: 180

Note:

Any course hours and internship/Co-op hours may be used interchangeably after 480 hours have been completed with the approval of the lead instructor, instructional supervisor, and division dean.

## Auxiliary Law Enforcement Officer, C.C.

### **Program Code: 3350**

This program is designed to train you to become an auxiliary law enforcement officer in the state of Florida, and it meets the State requirements as approved by the Criminal Justice Standards and Training Commission. Upon successful completion of this certificate, you become eligible to take the state certification examination. You must pass the state exam and be hired by an agency as an auxiliary officer with limited authority. This will allow you to work with a certified officer and act as directed. You must attend all sessions of training and score a minimum of 80% on all examinations per Administrative Rule.

### **Length: 360 contact hours / 12 occupational credits**

#### Required Courses

- CJK 0020 - LE Vehicle Operations
- CJK 0023 - Introduction to Law Enforcement (Auxiliary)
- CJK 0024 - Legal Concepts
- CJK 0025 - Patrol and Professional Communication
- CJK 0026 - Interactions in a Diverse Community (Auxiliary)
- CJK 0027 - Calls for Service and Arrest Procedures
- CJK 0028 - Traffic Stops and Crash Investigations
- CJK 0029 - Crime Scene and Courtroom Procedures
- CJK 0031 - First Aid for Criminal Justice Officers
- CJK 0040 - Criminal Justice Firearms
- CJK 0051 - Criminal Justice Defensive Tactics
- CJK 0421 - Conducted Electrical Weapon/Dart-Firing Stun Gun

Total Contact Hours: 360

Note:

Courses, hours, and requirements are subject to change as determined and required by the State of Florida Criminal Justice Standards and Training Commission.

## Correctional Officer, C.C.

### **Program Code: 3270**

This program is designed to train you to become a correctional officer in the state of Florida, and it meets the state requirements as approved by the Criminal Justice Standards and Training Commission. Upon successful completion of this program, you will be eligible to take the state certification examination to become a certified officer. You must attend all sessions of training and score a minimum of 80% on all examinations per Administrative Rule.

## **Special Admission Requirements**

You must:

1. Obtain authorization from the director of Criminal Justice Academy prior to registering for all or part of this program
  2. Possess a valid Florida driver's license
  3. Be 18 years of age prior to graduation from the Academy
  4. Be a citizen of the United States of America
  5. Submit to a background inquiry prior to admission (additional fee for fingerprint submission)
  6. Not have a record of conviction for any felony or misdemeanor involving moral turpitude or domestic violence
  7. Successfully pass a Basic Abilities Test (additional fee) prior to admission
  8. Complete an Academy Application prior to admission
  9. Pass a physical exam for physical fitness training
- \* Weapons and uniforms that meet academy specifications will be provided by the Academy. See Academy staff for details.
- \* If you are sponsored by an agency, you must wear the agency's uniforms.
- \* You must register for these classes as a "block" of instruction.

**Length: 445 contact hours / 14.83 occupational credits**

#### Required Courses

- CJK 0031 - First Aid for Criminal Justice Officers
- CJK 0040 - Criminal Justice Firearms
- CJK 0051 - Criminal Justice Defensive Tactics
- CJK 0111 - Interviewing and Report Writing in Corrections
- CJK 0301 - Introduction to Corrections
- CJK 0306 - Communications for Correctional Officers
- CJK 0321 - Intake and Release
- CJK 0324 - Supervision in a Correctional Facility
- CJK 0326 - Supervising Correctional Populations
- CJK 0327 - Shift Management and Safety
- CJK 0336 - Incidents and Emergencies in Correctional Facilities
- CJK 0340 - Officer Wellness and Physical Abilities
- CJK 0355 - Legal for Correctional Officers

Total Contact Hours: 445

Note:

Courses, hours, and requirements are subject to change as determined and required by the State of Florida Criminal Justice Standards and Training Commission.

## Correctional to Law Enforcement (Crossover), C.C.

**Program Code: 3342**

This program is designed to train you to become a law enforcement officer in the state of Florida, and it meets the state requirements as approved by the Criminal Justice Standards and Training Commission. If you hold a

corrections officer certificate, you may "crossover" to law enforcement. Upon successful completion of this Career Certificate program, you will be eligible to take the state certification examination to become a certified law enforcement officer. You must attend all sessions of training and score a minimum of 80% on all examinations per Administrative Rule.

**Length: 518 contact hours / 17.26 occupational credits**

#### Required Courses

- CJK 0002 - Introduction to Law Enforcement
- CJK 0016 - LE Communications
- CJK 0018 - Legal
- CJK 0019 - Interviewing and Report Writing
- CJK 0020 - LE Vehicle Operations
- CJK 0021 - Serving Your Community
- CJK 0063 - Fundamentals of Patrol
- CJK 0072 - Crimes Against Persons
- CJK 0073 - Crimes Involving Property and Society
- CJK 0079 - Crimes Scene Follow-up Investigations
- CJK 0093 - Critical Incidents
- CJK 0393 - Crossover Program Updates
- CJK 0400 - Traffic Incidents
- CJK 0401 - Traffic Stops
- CJK 0402 - Traffic Crash Investigations
- CJK 0403 - DUI Traffic Stops
- CJK 0421 - Conducted Electrical Weapon/Dart-Firing Stun Gun

Total Contact Hours: 518

#### Note:

Courses, hours, and requirements are subject to change as determined and required by the State of Florida Criminal Justice Standards and Training Commission.

## Cosmetology, C.C.

### **Program Code: 3280**

The Cosmetology certificate prepares you for entry-level employment in the cosmetology profession. You will use a modern, well-equipped, school-operated salon. During the first 200 hours of the program, you will perform laboratory services on one another and mannequins. After completion of 200 hours, you will perform laboratory services on local patrons and other students. Course content includes, but is not limited to, hair design, chemical reformation, precision cutting, manicuring, nail extensions, pedicuring, facials, makeup application, theory, and practical study of trichoanalysis and chromatology. Upon completion of the certificate program, you will be eligible to apply for the Florida State Board of Cosmetology examination.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the program manager of cosmetology at 863-7847143 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	537
Language	547
Reading	536

**Length: 1200 contact hours / 40 occupational credits**

#### Required Courses

##### Fall Term

- COS 0080 - Cosmetology Concepts I
- COS 0080L - Salon I

Total Contact Hours: 480

##### Spring Term

- COS 0081 - Cosmetology Concepts II
- COS 0081L - Salon II

Total Contact Hours: 480

##### Summer Term

- COS 0082 - Cosmetology Concepts III
- COS 0082L - Salon III

Total Contact Hours: 240

#### Note:

Students are required to attend the full 1200 hours of instruction provided by the program in order to sit for the state licensing examination.

## Dental Assistant, C.C.

### **Program Code: 3450**

The Dental Assistant curriculum prepares you to be a versatile member of the dental health team who works alongside the dentist. You will be expected to master theoretical, practical, and clinical skills including dental basic sciences, dental radiographic techniques, dental materials, sterilization and infection control, office management, dental specialties, and expanded duties. Upon successful completion of the Dental Assistant program, you will receive certification in expanded duties. Completion of the program also prepares you for Pathway I toward the Dental Assisting National Board (DANB) and Certified Dental Assistant (CDA) designations. The South Florida State College Dental Assistant Program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Suite 1900, Chicago, IL 60611.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the chair of dental education at 863-784-7023 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	577
Language	573
Reading	563

**Length: 1230 contact hours / 41 occupational credits**

**This is a limited access program. Admission to this program occurs once per year. Online applications will be accepted until the posted deadline date at 11:59 p.m. Visit [southflorida.edu/healthsciences](http://southflorida.edu/healthsciences) for important application information and deadlines.**

## Admission Requirements

- I. Verification from a licensed general dentist substantiating completion of at least 32 hours of observation, or work experience.
- II. College Entrance Testing (SFSC Testing and Assessment Center is in Building B, Room 255; 863-784-7214 or 863-784-7114):
  - A. You must document proof of occupational placement testing with minimum scores from any combination of the following:
    1. **TABE<sup>®</sup>**

a. Math	577
b. Reading:	563
c. Language:	573

...or...
    2. **PERT**

a. Reading:	106
b. Writing:	103
c. Math:	114

...or...
    3. **ACT**

a. Reading:	19
b. Writing:	17
c. Math:	19

...or...
    4. **SAT I<sup>®</sup>**

a. Verbal:	24
b. Math:	24
  - B. You must pass Freshman English I and/or Developmental Math II, with a **C** or higher.

...or...

C. You must have an A.A. or higher.

...or...

D. Be exempt.

III. Demonstrate competency in basic computer skills in one of four ways:

- A. A passing grade in a computer course on a high school transcript.
- B. A grade of *C* or higher in a computer course at the college-level.
- C. Introduction to Microcomputers using Windows during the Dental Assistant Program.
- D. Verified experiential credit.

IV. You must complete a Dental Assistant Program application for admission to the program.

## Admission Procedures

You are responsible for following the admissions procedures and for ensuring that your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete.

I. Submit the following to apply to the program:

- A. Completed online SFSC Admissions Application, select Dental Assistant major/program.
- B. Official high school/GED<sup>®</sup> transcript. If you are currently in high school, you must be 18 years or older and have your diploma before the fall program start date.
- C. Official transcript from each postsecondary institution.
- D. College placement test scores.
- E. Verification from a licensed general dentist or substantiating completion of at least 32 hours of observation, volunteer service, or work experience.

II. **Once accepted into the program, you will receive instructions to complete the following:**

- A. Physical health exam and a record of immunizations from a licensed physician or nurse practitioner, and a statement of satisfactory dental health from a licensed dentist (forms will be provided after acceptance into the program).
- B. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).
- C. CPR Certification.
- D. You will be required to submit program documentation through a third-party compliance company throughout the program.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

## Selection Criteria

The following are specific criteria that will be used when making selections for the Dental Assistant Program:

1. Verification from a licensed general dentist, substantiating completion of at least 32 hours of observation, or work experience.
2. Meets requirements of occupational placement testing or equivalent.

## Selection Process

- I. If you meet the minimum application requirements, you will be considered for admission into the program.
- II. This is a limited access program and only 12 students are accepted each academic year beginning in August. Applicants are accepted based on date completed applications are received.
- III. In cases where all credentials are equal, the following criteria will be used in the noted sequence to determine whether you will be admitted into the program:
  - A. previous degree(s),
  - B. completion of ENC 1101 - Freshman English I and/or SPC 2608 - Fundamentals of Speech Communication, and
  - C. date of receiving application.
- IV. You may be notified by email of acceptance into the program.

## Advanced Standing

If you apply to SFSC's Dental Assistant Program and have attended a dental assistant program at an accredited college or university in Florida, you may be admitted to the SFSC Dental Assistant Program with advanced standing credit. Dental Assistant courses with DES prefixes and the last three digits are automatically transferable. The Dental Assistant Program chair determines if the course or courses (whether from the Florida Dental Assistant Program or an out-of-state Dental Assistant Program) are the same in content and credit hour(s) as those offered at SFSC. A grade of *C* or higher must be earned for each course equivalent.

## General Information

1. SFSC reserves the right to deny admission to you, if you lack required qualifications for the Dental Assistant Program.
2. You must reapply, if you wish to be considered for a subsequent class. Each class is selected from a new applicant pool.
3. The College adheres to federal and state laws controlling equal access/equal opportunity.
4. If you have excessive absences, you will be dropped from the program (excessive absences are defined as being absent from 10% or more scheduled class contact hours with a grade average less than 75%, or being absent from 15% or more scheduled class contact hours regardless of the grade).
5. If you have life or health conditions that might hinder attendance, you may wish to consider another program or delay application until a strong commitment to attendance can be made.
6. **An official criminal history background check is required for entry into the Dental Assistant Program. Be aware that some providers of clinical experience will not allow individuals with certain types of criminal history into their facilities. This may be cause for denial into the program enrollment, because such individuals would not be able to successfully complete clinical portions of the Dental Assistant Program.**
7. Program admission documentation is required to be submitted to a third-party compliance management company, CastleBranch, during admission process.

# Academic Requirements

1. You are expected to be punctual in attending every lecture, lab, clinical session, and off campus rotation. If you have excessive absences, you will be dropped from the program.
2. You must maintain a 70% in each and every dental assistant course. Laboratory courses require higher passing scores for each subsequent term. Less than 70% will result in being dropped from the program.

## Required Courses

### Fall Term (Weeks 1-16)

- DEA 0025 - Preclinical Orientation I
- DEA 0025L - Preclinical Orientation I Lab
- DES 0021 - Orofacial and Dental Anatomy
- DES 0205 - Dental Radiographic Techniques I
- DES 0205L - Dental Radiographic Techniques I Lab
- DES 0602 - Office Emergencies
- DES 0804 - Intro to Clinical Procedures
- DES 0804L - Intro to Clinical Procedures Lab
- DES 0830 - Expanded Functions I
- DES 0830L - Expanded Functions I Lab
- DES 0844 - Preventive Dentistry

Total Contact Hours: 382

### Spring Term (Weeks 17-32)

- DEA 0026 - Preclinical Orientation II
- DEA 0026L - Preclinical Orientation II Lab
- DEA 0130 - Allied Dental Theory
- DEA 0800 - Clinical Practice I
- DEA 0800L - Clinical Practice I Lab
- DES 0053 - Nitrous Oxide Monitoring
- DES 0103 - Elements of Dental Materials
- DES 0103L - Elements of Dental Materials Lab
- DES 0206 - Dental Radiographic Techniques II
- DES 0831L - Expanded Functions II Lab

Total Contact Hours: 514

### Summer Term (Weeks 33-45)

- DEA 0801 - Clinical Practice II
- DEA 0801L - Clinical Practice II Lab
- DEA 0931 - Orthodontics for Dental Auxiliary
- DES 0501 - Dental Office Management

Total Contact Hours: 334

## Approximate Program Costs

Admission fee	\$ 15
CastleBranch document management/fingerprinting	97
CPR	65
Gas for clinical rotations	500
Graduation fee	15
Graduation pin	10
Laboratory fees	1,924
Medical costs (varies by provider)	500
Textbooks	1,016
Tuition	<u>3,629</u>

## Drafting, C.C.

**Program Code: 3290**

Approximate Total \$ 7,771

The Drafting certificate program prepares you to work with design companies by helping them visualize concepts and bring them to life using Computer-Aided Design (CAD). CAD drafters are employed by manufacturing, architecture, civil engineering, and mechanical engineering companies. The Drafting program includes how to use CAD software to produce working drawings that can be used to plan, build, and manufacture products. It will also cover design fundamentals to allow you to create workable designs that can be used in the field. After completing this program, you will be able to further your education in architectural engineering, civil engineering, mechatronics, or related fields of study.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test-exempt. For more information contact the chair of technical and industrial education at 863-784-7117 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	577
Language	560
Reading	550

**Length: 1500 contact hours / 50 occupational credits**

Required Courses

Fall Term

- TDR 0307 - Introduction to CAD
- TDR 0307L - Introduction to CAD Lab
- TDR 0001 - Introduction to Drafting
- TDR 0001L - Introduction to Drafting Lab

Total Contact Hours: 480

Spring Term

- TDR 0571 - Architectural Drafting
- TDR 0571L - Architectural Drafting Lab
- TDR 0870 - Civil Drafting

- TDR 0870L - Civil Drafting Lab

Total Contact Hours: 480

First Summer Flex Session

- TDR 0354 - Advanced and Detail Drafting
- TDR 0354L - Advanced and Detail Drafting Lab

Total Contact Hours: 240

Fall Term

- TDR 0949 - Co-op Work Experience in Drafting

**OR**

- TDR 0940 - Drafting Internship

**OR**

- TDR 0930 - Selected Topics in Drafting **AND**
- TDR 0930L - Selected Topics in Drafting Lab

Total Contact Hours: 300

Note:

Any course hours and internship/co-op hours may be used interchangeably after 480 hours have been completed with the approval of the lead instructor and instructional supervisor.

## Electrical Lineworker, C.C.

### **Program Code: 3300**

This program prepares you to work as an electric line technician in the construction, maintenance, and repair of electric utility overhead and underground systems. Classroom study of electrical distribution systems will be combined with laboratory and practical applications. You will master competencies expected of the trade: electrical distribution safe work practices; basic electrical theory; overhead pole line and underground electrical construction operation and maintenance; and electrical distribution equipment installation. Upon completion, you will possess the necessary skills for employment as an electrical technician in the electric utility field.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the chair of technical and industrial education at 863-784-7117 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	557
Language	560

**Length: 1500 contact hours / 50 occupational credits**

Required Courses

Fall Term

- ETP 0170 - Pole Climbing, Ropes, and Rigging
- ETP 0170L - Pole Climbing, Ropes, and Rigging Lab
- ETP 0171 - Pole Line Equipment I
- ETP 0171L - Pole Line Equipment I Lab
- ETP 0172 - Pole Line Equipment II
- ETP 0172L - Pole Line Equipment II Lab
- ETP 0179 - Safe Work Practices
- ETP 0179L - Safe Work Practices Lab

Total Contact Hours: 540

Spring Term

- ETP 0174 - Electrical Distribution Structures
- ETP 0174L - Electrical Distribution Structures Lab
- ETP 0175 - Underground Distribution
- ETP 0175L - Underground Distribution Lab
- ETP 0177 - Installing Overhead Conductors
- ETP 0177L - Installing Overhead Conductors Lab
- ETP 0178 - Basic Electricity for Lineworkers
- ETP 0178L - Basic Electricity for Lineworkers Lab

Total Contact Hours: 540

Summer Term

- TRA 0260C - CDL for Electrical Line Service

Total Contact Hours: 150

Fall Term

- ETP 0173 - Trucks and Excavation Equipment
- ETP 0173L - Trucks and Excavation Equipment Lab
- ETP 0949 - Co-op Work Experience in Electrical Distribution

Total Contact Hours: 270

Note:

- \* **Labs:** With the approval of the program chair and course instructor and contingent upon meeting the program provisions, credit for labs/proficiencies may be earned on the job, given for experience, and/or ETP Labs.
- \* The number of students enrolled in the Career Certificate program will determine whether additional courses for career program students will be offered.
- \* It may be possible to complete the program in less than two years.
- \* Lab hours and internship/Co-op hours may be used interchangeably.

## Firefighter, C.C.

### Program Code: 3600

This limited access certificate program focuses on the theory and practice of fires and firefighting. Upon completion of this program, you will learn how to safely perform the tasks of a firefighter in emergencies and in the fire station. Some topics covered include instruction in fire chemistry and physics, combustible materials, perform search and victim removal methods, building construction, fire codes and related laws, occupational safety, and equipment operation. When you successfully complete the required courses and meet the Bureau of Fire Standards and Training application requirements, you will be eligible to take the state certification examination. Florida Statutes require this certification for employment in the fire service. For more information regarding the most current compliance standards and training requirements, refer to Rule 69A-37, Florida Administrative Code (F.A.C.) and Section 633.412, Florida Statutes (F.S.).

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the program administrative office at 863-784-7278 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	577
Language	573
Reading	563

To be eligible for enrollment, you must meet all state requirements which include but are not limited to:

## Admission Requirements

- I. The following entrance criteria should be fulfilled and submitted to the EMS and Fire Science administrative office a minimum of one month prior to the scheduled class start date. These documents may be uploaded into the College's application system or submitted in hard-copy format:
  - A. 18 years of age or older. You must provide a copy of current driver's license or State of Florida-approved identification.
  - B. A high school/GED<sup>®</sup> graduate (provide an official high school transcript showing graduation OR GED<sup>®</sup> scores).
  - C. Provide proof of any certifications that may pertain to the EMS and Fire Science programs.

- II. Completed packets are date stamped upon receipt and a priority number is issued to your application based on the date the packet is received.

If you are among the successful candidates, you will receive an email to the address provided on your College application. Once you are accepted, you will be contacted to discuss admission into the next available cohort of students and your name and contact information will be added to the SFSC Firefighter Program wait list. Failure to attend the mandatory program orientation may forfeit acceptance, and the applicant may be removed from the waiting list.

Once admitted, approximately 1-2 months prior to the start of your class, you will receive another email containing information on the mandatory program orientation and directions on how to submit any required supporting documents.

Completion of the following forms is required by our clinical partners and must be submitted directly to the EMS/Fire Science Program administrative office, located in the Public Safety Building, Room CC-102:

- A. HIPPA compliance documents.
- B. Form DFS-D4-1022 Bureau of Fire Standards and Training Medical Exam - All firefighter students must complete the Medical Assessment form in accordance with FS 633.412 (1)(e). Firefighting is physically demanding and stressful career field. Many fire departments require significant health and physical ability testing prior to, and continued employment. These requirements are unique to each individual agency. The National Fire Protection Agency (NFPA) has published guidelines for firefighter health and safety NFPA 1582. This form must be completed less than 6 months from the first day of class.
- C. Tobacco Affidavit - Signed affidavit concerning the use of tobacco in accordance with FS 633.412 (1)(f). All firefighter students must verify being free from the use of tobacco, in any form, for a minimum of one year prior to the first day of class.

## General Information

After acceptance into the Firefighter II course, you must complete background check/fingerprinting. As required by the BFST all students must submit to a criminal background check. The method and required date of submission will be determined by the BFST. The results of the background check will be released to the BFST with all questions regarding the history to be directed to their office.

**Length: 492 contact hours / 16.4 occupational credits**

### Required Courses

- FFP 0030 - Firefighter I
- FFP 0031 - Firefighter II

Total Contact Hours: 492

SFSC offers a second entry point for those who have already met the first part of the Firefighter program training requirements:

For entry directly to Firefighter II (FFP 0031), you are required to have a certificate of completion from a Bureau of Fire Standards and Training approved Firefighter I (volunteer) course, meeting the most current standards. If you meet these requirements or you have completed Firefighter I (FFP 0030 ), you will be eligible to attempt the written and practical exam required for entry into the Firefighter II course.

## Firefighter/EMT - Combined, C.C.

### **Program Code: 3602**

This certificate program is a combination of the Firefighter and the Emergency Medical Technician. The Firefighter portion of the program is accredited by the Florida Bureau of Fire Standards and Training (BFST) and focuses on the theory and practice of fires and firefighting. Upon successful completion of all the required courses, and meeting the BFST requirements for application, you will be eligible to take the state certification examination. Employment as a firefighter requires this certification. The Emergency Medical Technician portion of the program is accredited by the Florida Bureau of EMS (BEMS), the Commission on Accreditation of Allied Health Education Programs (CAAHEP), and the Commission on Accreditation of EMS Programs (CoAEMSP). Training focuses on the theory and practice of pre-hospital medicine, specifically the Emergency Medical Technician. Upon successful completion of all of the required courses, and meeting the National Registry of EMTs and State of Florida Bureau of EMS requirements, you will be eligible to apply to take the State/National certification examination.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test-exempt. For more information contact the program office at 863-784-7278 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	577
Language	573
Reading	563

## Admission Requirements

This is a limited access program with admission requirements dictated by State and local advisory committee standards. You must meet all of the requirements of the Firefighter, C.C. (3600) and the Emergency Medical Technician, C.C.C. (3042) certificate programs.

**Length: 792 contact hours / 26.4 occupational credits**

Required Courses

- FFP 0030 - Firefighter I
- FFP 0031 - Firefighter II
- EMS 0115 - Emergency Medical Technician I
- EMS 0115L - Emergency Medical Technician I Lab
- EMS 0940 - Emergency Medical Technician Practicum

## Florida Law Enforcement Academy, C.C.

**Program Code: 3340**

This program is designed to train you to become a law enforcement officer in the state of Florida, and it meets the state requirements as approved by the Criminal Justice Standards and Training Commission. Upon successful completion of this career certificate, you will be eligible to take the state certification examination to become a certified law enforcement officer. You must attend all sessions of training and score a minimum of 80% on all examinations per Administrative Rule.

## Special Admission Requirements

You must:

1. Obtain authorization from the director of Criminal Justice Academy prior to registering for all or part of this program
2. Possess a valid Florida driver's license
3. Be 18 years of age prior to graduation from the Academy
4. Be a citizen of the United States of America
5. Submit to a background inquiry prior to admission (additional fee for fingerprint submission)
6. Not have a record of conviction for any felony or misdemeanor involving moral turpitude or domestic violence
7. Successfully pass a Basic Abilities Test (additional fee) prior to admission\*
8. Complete an Academy Application prior to admission
9. Pass a physical exam for physical fitness training

\* As of July 1, 2022, section 943.17(1)(g) states that any candidate wishing to enter a law enforcement academy that either (a) is a veteran as classified in section 1.01(14), F.S., or (b) holds an associate degree or higher from an accredited college or university is not required to take the Law Enforcement Basic Abilities Test. Please note that veteran is defined as being **honorably** discharged from military service. No other discharge classifications qualify.

\* See Academy staff for list of required equipment.

\* You must register for these classes as a "block" of instruction.

**Length: 770 contact hours / 25.66 occupational credits**

Required Courses

- CJK 0002 - Introduction to Law Enforcement
- CJK 0016 - LE Communications
- CJK 0018 - Legal
- CJK 0019 - Interviewing and Report Writing
- CJK 0020 - LE Vehicle Operations
- CJK 0021 - Serving Your Community
- CJK 0031 - First Aid for Criminal Justice Officers
- CJK 0040 - Criminal Justice Firearms
- CJK 0051 - Criminal Justice Defensive Tactics
- CJK 0063 - Fundamentals of Patrol
- CJK 0072 - Crimes Against Persons
- CJK 0073 - Crimes Involving Property and Society
- CJK 0079 - Crimes Scene Follow-up Investigations
- CJK 0093 - Critical Incidents

- CJK 0096 - Criminal Justice Officer Physical Fitness Training/Law Enforcement
- CJK 0400 - Traffic Incidents
- CJK 0401 - Traffic Stops
- CJK 0402 - Traffic Crash Investigations
- CJK 0403 - DUI Traffic Stops
- CJK 0421 - Conducted Electrical Weapon/Dart-Firing Stun Gun

Total Contact Hours: 770

Note:

Courses, hours, and requirements are subject to change as determined and required by the State of Florida Criminal Justice Standards and Training Commission.

## Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R), C.C.

### Program Code: 3250

The Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) career certificate prepares you for employment as a technician or repair person of home and commercial air conditioning and refrigeration systems. Course content includes, but is not limited to, the fundamentals of refrigeration, basic electricity, and heating systems.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the chair of technical and industrial education at 863-784-7117 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	577
Language	560
Reading	550

**Length: 1350 contact hours / 45 occupational credits**

Required Courses

Fall Term

- ACR 0000 - Fundamentals of Refrigeration
- ACR 0000L - Fundamentals of Refrigeration Lab
- ACR 0102 - Basic Electricity Systems and Controls
- ACR 0102L - Basic Electricity Systems and Controls Lab

Total Contact Hours: 480

Spring Term

- ACR 0600 - Heating Systems

- ACR 0600L - Heating Systems Lab
- ACR 0609 - Refrigeration: Trouble Analysis
- ACR 0609L - Refrigeration: Trouble Analysis Lab

Total Contact Hours: 480

#### Summer Term

- ACR 0940 - Internship in Air Conditioning, Refrigeration, and Heating

**OR**

- ACR 0949 - Co-op Work Experience in Air Conditioning +

**OR**

- ACR 0060 - Indoor Air Quality and System Design **AND**
- ACR 0060L - Indoor Air Quality and System Design Lab

Total Contact Hours: 180

#### Fall Term

- ACR 0930 - Selected Topics in Air Conditioning
- ACR 0930L - Selected Topics in Air Conditioning Lab

**OR**

- ACR 0080L - Air Conditioning, Refrigeration, and Heating Mechanics Lab I

Total Contact Hours: 210

#### Note:

- + It is recommended that you complete vocational internship and Co-op prior to earning your certificate.
- # Any course hours and internship/Co-op hours may be used interchangeably after 480 hours have been completed with the approval of the lead instructor, instructional supervisor, and division dean.

## Law Enforcement to Correctional (Crossover), C.C.

### **Program Code: 3344**

This program is designed to train you to become a corrections officer in the state of Florida, and it meets the state requirements as approved by the Criminal Justice Standards and Training Commission. If you hold a law enforcement officer training certificate and passed the state certification examination, you may "crossover" to corrections. Upon successful completion of this Career Certificate program, you will be eligible to take the state certification examination to become a certified corrections officer. You must attend all sessions of training and per Administrative Rule, score a minimum of 80% on all examinations.

## **Special Admission Requirements**

1. Must be a certified law enforcement officer or have successfully completed the Basic Law Enforcement Academy and have passed the state certification examination.
2. Obtain authorization from the director of the Criminal Justice Academy prior to registering for all or part of this program.
3. Submit to a background inquiry prior to admission (additional fingerprint fee).
4. Not have a record of conviction for any felony or misdemeanor involving moral turpitude or domestic violence.
5. Successfully pass a basic abilities test (additional fee).
6. Complete the academy application process.

**Length: 223 contact hours / 7.43 occupational credits**

#### Required Courses

- CJK 0111 - Interviewing and Report Writing in Corrections
- CJK 0301 - Introduction to Corrections
- CJK 0306 - Communications for Correctional Officers
- CJK 0321 - Intake and Release
- CJK 0324 - Supervision in a Correctional Facility
- CJK 0326 - Supervising Correctional Populations
- CJK 0327 - Shift Management and Safety
- CJK 0336 - Incidents and Emergencies in Correctional Facilities
- CJK 0355 - Legal for Correctional Officers
- CJK 0393 - Crossover Program Updates

Total Contact Hours: 223

#### Note:

Courses, hours, and requirements are subject to change as determined and required by the State of Florida Criminal Justice Standards and Training Commission.

## Medical Administrative Specialist, C.C.

### Program Code: 3360

The Medical Administrative Specialist certificate prepares you for employment as a receptionist in a medical office, hospital, clinic, or other community health agency. Course content includes basic and advanced medical office procedures, use of Electronic Health Records (EHR), medical terminology, medical billing/insurance, business communication, office skills training, keyboarding, business math, and MS Word with certification. Emphasis is placed on employability skills to include soft skills, resume writing, and interview preparation. You must pass each course with a *C* or higher. You are eligible to take the Certified Medical Administrative Assistant (CMAA) exam through the National Healthcareer Association (NHA). For more information contact the NHA by mail at 11161 Overbrook Road Leawood, Kansas 66211 or call 1-800-499-9092.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the coordinator of medical administration at 863-784-7136 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	577
Language	573
Reading	563

**Length: 1050 contact hours / 35 occupational credits**

Required Courses

Fall Term

- OTA 0101 - Occupational Introductory Keyboarding
- OTA 0402 - Occupational Office Equipment and Procedures I
- OTA 0422L - Office Practices Lab I
- SLS 0936 - Foundations for College Success

Total Contact Hours: 240

Spring Term

- MEA 0230 - Occupational Medical Terminology I
- MEA 0310 - Occupational Medical Office Procedures
- OCA 0301 - Occupational Word Processing MS Word
- OTA 0930L - Office Practices Lab II

Total Contact Hours: 240

Fall Term

- MEA 0239 - Occupational Medical Terminology II
- OCA 0604 - Occupational Desktop Publishing with PowerPoint
- OTA 0490 - Occupational Personal Business Skills
- OTA 0501 - Occupational Business Mathematics Using Spreadsheets
- OTA 0931L - Office Practices Lab III

Total Contact Hours: 288

Spring Term

- MEA 0310C - Occupational Medical Office Procedures with Simulation
- MEA 0334 - Occupational Medical Insurance and Billing
- OTA 0322 - Occupational Business Communications
- OTA 0932L - Office Practices Lab IV
- OTA 0943 - Occupational Office Internship/Externship

Total Contact Hours: 282

Note:

- \* The schedule above is for part-time students; however, you may also attend full-time. Each class time is Monday - Friday 8 a.m. to 3 p.m. with lunch from 11 a.m. to 12 noon. Contact Jennifer Groves for any questions at GrovesJ@southflorida.edu or 863-784-7325.
- \* If you enter the Medical Administrative Specialist Career Certificate program in spring or summer term, you will have limited course selection and may require more than one year to complete.
- \* The course sequence is subject to change.

## Nursing (Practical), C.C.

### Program Code: 3400

This program is designed to provide you with classroom theory and clinical experience in nursing skills. The program includes the scientific principles of nursing care common to all patients and the development of the beginning skills necessary to implement a nursing care plan. Guided learning experience in the care of selected patients is provided in community facilities. Upon completion of the program, you will be eligible to take the NCLEX-PN<sup>®</sup> exam for licensure as a Licensed Practical Nurse (LPN). The program is approved by the Florida Board of Nursing. This Board has the authority to deny a license to you, if you are found guilty of violating Section 456.0635, Florida Statutes (F.S.).

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the director of nursing education at 863-784-7428 or advising and counseling at 863-784-7131.

Basic Skills Exit Scores (TABE):

Math	596
Language	584
Reading	576

**Length: 1350 contact hours / 45 occupational credits**

**This is a limited access program. Admission to this program occurs once per year. Online applications will be accepted until the posted deadline date at 11:59 p.m. Visit [southflorida.edu/healthsciences](http://southflorida.edu/healthsciences) for important application information and deadlines.**

## Admission Requirements

1. Completed online SFSC Admissions Application.
2. Demonstrate competency in English, reading, and math. You may satisfy this requirement by completing any one of the following options prior to application to the program:
  - Earn an associate degree or higher; or
  - Entered ninth grade in Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma; or
  - Earned a State of Florida High School Equivalency Diploma (GED<sup>®</sup>) within two years of admission; or
  - Attained the following scores on approved testing (if TABE<sup>®</sup> is being used to establish competency, target scores must be achieved prior to program exit):

<u>Exam</u>	<u>Score</u>
<b>TABE® 11 &amp; 12</b> (Test for Adult Basic Education - Taken after 12/30/18):	
Math	596 or higher
Reading	584 or higher
Language	576 or higher

**PERT** (FL Education Readiness Test):

Reading	106
Writing	103
Mathematics	114

**SAT, The College Board** (Since March 1, 2016):

Reading Test	24
Writing and Language Test	25
Math Test	24

**ACT with Writing or ACT:**

Reading	19
English	17
Mathematics	19

3. Official high school transcript, GED®, or equivalent verifying proof of high school graduation.
4. Completion of ATI TEAS® entrance exam.
5. All required developmental courses must be completed prior to application to the nursing programs.

## Admission Procedures

You are responsible for the following admissions procedures and for ensuring that your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete.

- I. Submit the following to apply to the program:
  - A. Completed online SFSC Admissions Application, select Nursing (Practical) major/program
  - B. Official high school/GED® transcript
  - C. Official transcript from each postsecondary institution
  - D. Placement test scores
  - E. Take ATI TEAS® entrance exam
  - F. Submit references from the following sources may be mailed or delivered by hand if in a sealed envelope:
    - Current or most recent employer or instructor
    - Person of your choice other than a relative

## II. Once accepted into the program, you will receive instructions to complete the following:

- A. Physical health exam and a record of immunizations from a licensed physician or nurse practitioner (forms will be provided after acceptance into the program).
- B. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).
- C. CPR Certification.
- D. 10-panel drug screen.
- E. You will be required to submit program documentation through a third-party compliance company throughout the program.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

## Selection Criteria

There are specific criteria which will be used when making selections for the program. These criteria are as follows:

1. The ATI TEAS<sup>®</sup> is the entrance exam for limited access nursing programs (PN, LPN to RN, and Generic RN). The Test of Essential Academic Skills (ATI TEAS<sup>®</sup>) measures basic essential skills in the academic content area domains of reading, mathematics, science, and English and language usage.

You will have 209 minutes to complete the exam which consists of the following four subtests:

- The READING subtest covers paragraph comprehension, passage comprehension, and inferences/conclusions (53 questions).
- The MATH subtest covers whole numbers, metric conversions, fractions and decimals, algebraic equations, percentages, and ratio/proportion (36 questions).
- The SCIENCE portion of the exam covers science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles, and general science (53 questions).
- The ENGLISH and LANGUAGE usage subtest measures knowledge of punctuation, grammar, sentence structure, contextual words, and spelling (28 questions).

ATI TEAS<sup>®</sup> components target scores:

Test Content Areas	Target Score
Reading	70%
Math	65%
English	65%
Science	65%

The target scores to be considered for admission to the program are competitive. Scores in the mid-70 range and higher are predictive of program acceptance and success; however, scores in this range do not guarantee acceptance. Scores are reviewed annually and are, therefore, subject to change based on current ATI<sup>®</sup> data.

Applicants who wish to retake the exam to achieve a higher score must retake the **entire** exam. There must be a minimum of three (3) months between test dates. Each test is considered a combined complete entity. There will be NO combination of scores from separate tests. ATI TEAS<sup>®</sup> exam results are valid for five (5) years.

Test preparation materials are available in the SFSC Campus Store (Highlands Campus), SFSC Library, and online at [atitesting.com](http://atitesting.com).

2. Review of professional references.

## Selection Process

1. If you meet the minimum requirements by application deadline, you will be rank ordered, highest to lowest, based on your earned Test of Essential Academic Skills (ATI TEAS®) score.
2. In cases where all credentials are equal, the following criteria will be used in the given sequence to determine who will be admitted into the program:
  - A. Residence in service district.
  - B. Completed application date.

## General Information

1. SFSC reserves the right to deny admission to you, if you lack the necessary qualifications for PN Program. You must reapply if you wish to be considered for a subsequent class. Each class is selected from a new applicant pool.
2. Expenses (approximate) incurred upon acceptance to the program include a Level II background screening, a 10-panel drug screen, CPR certification, and online document manager.

CPR	\$65
Drug Screen/Document Tracker	\$70
FDLE Level II Background Check	\$62
Physical Examination	Variable
Required Titers and Immunizations	Variable

3. The nursing program at SFSC has a stringent attendance policy. It is imperative that you understand and agree to abide by the published attendance standards prior to entering the program. The attendance policy is published in the Nursing Student Handbook which specifies the number of allowable absences for each portion of the program. If you have life or health conditions that might hinder attendance, you may wish to consider another program or delay application until a strong commitment to attendance can be made.
4. **An official criminal history background check and a drug screen are required for entry into the Practical Nursing Program. Be aware that some providers of clinical experiences will not allow individuals with certain types of criminal history into their facilities. This may prevent entrance into the program, because such individuals would not be able to successfully complete clinical portions of the nursing program. A criminal history may also prevent you from being allowed to take the NCLEX® examination for licensure by action of the Florida Board of Nursing. For more information or questions regarding your status, contact the Board of Nursing at 850-245-4125 or access information at [doh.state.fl.us/nursing](http://doh.state.fl.us/nursing).**
5. SFSC is a drug-free campus. As a student, you may be required to submit to random drug testing at your expense.

## Academic Requirements

An overall grade of 75 or higher in each and every nursing course is required. Theory and clinical grades are computed separately. Minimal passing grade for each is 75%.

## Approximate Program Costs

Admission fee	\$ 15
Background check/drug screen/document management	132
CPR	65
Graduation fee	15
Laboratory fees which include uniforms, clinical lab skills kit, NCLEX <sup>®</sup> Review, and NCLEX <sup>®</sup> testing fees	2,136
Medical costs (varies by provider)	500
Resident tuition	3,983
Textbooks	<u>1,225</u>
<b>Approximate Total</b>	<b>\$ 8,071</b>

### Required Courses

#### Fall Term

- PRN 0098 - Practical Nursing Foundations Theory
- PRN 0098L - Practical Nursing Foundations Clinical

Total Contact Hours: 525

#### Spring Term

- PRN 0379 - Medical-Surgical Nursing Theory
- PRN 0379L - Medical-Surgical Nursing Clinical I

Total Contact Hours: 525

#### Summer Term

- PRN 0384L - Medical-Surgical Nursing Clinical II
- PRN 0690 - Comprehensive Nursing and Transitional Skills Theory
- PRN 0690L - Comprehensive Nursing and Transitional Skills Clinical

Total Contact Hours: 300

## Phlebotomy, C.C.

### Program Code: 3550

This is a short certificate program designed to prepare you for employment as a phlebotomist. You will acquire skills in the areas of communication, leadership, human relations, and employment; collect blood specimens by capillary or venipuncture on adults, children, and infants; consider comfort and well-being of

the patient while performing blood collecting duties; and observe safety policies and procedures both in the classroom and clinical settings.

**This is a limited access program. Visit [southflorida.edu/healthsciences](http://southflorida.edu/healthsciences) for important application information and deadlines.**

**Length: 165 contact hours / 5.5 occupational credits**

## **Application Requirements**

1. Must be at least 18 years of age.
2. Complete online SFSC applications.

## **Admission Procedures**

You are responsible for the following admissions procedures and for ensuring that your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete.

- I. Submit the following to apply to the program:
  - A. Completed online SFSC Admissions Application, select Phlebotomy major/program.
  - B. Official high school/GED<sup>®</sup> transcript.
- II. **Once accepted into the program, you will receive instructions to complete the following:**
  - A. Physical health exam and a record of immunizations from a licensed physician or nurse practitioner (forms will be provided after acceptance into the program).
  - B. Florida Department of Law Enforcement fingerprinting (will be scheduled prior to enrollment).
  - C. CPR Certification.
  - D. 10-panel drug screen.
  - E. You will be required to submit program documentation through a third-party compliance company throughout the program.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

### Required Courses

- HCP 0940 - Phlebotomy Practicum
- HSC 0405C - CPR for Healthcare Providers
- MLT 0043C - Basic Concepts of Phlebotomy

Total Contact Hours: 165

### **Note:**

- \* Must have been completed within the past 2 years.
- \* Check [southflorida.edu/current-students/degrees-programs/phlebotomy](http://southflorida.edu/current-students/degrees-programs/phlebotomy) for dates of application acceptance.

## Approximate Program Costs

Admission fee	\$ 15
Background check/drug screen/document manager	132
Graduation fee	15
Lab fees	228
Medical costs (varies by provider)	500
Textbooks	89
Tuition	<u>487</u>
<b>Approximate Total</b>	<b>\$ 1,466</b>

## Professional Culinary Arts and Hospitality, C.C.

### Program Code: 3330

This certificate prepares you for employment as a kitchen manager and operations cook. The program also provides supplemental training for persons previously or currently employed in this occupation. Course content includes kitchen organization, sanitation, and planning for production; quantity food preparation with emphasis on timing, quality, efficiency, and cost controls; detailed studies in raw materials, recipes, menu planning, and the use of institutional equipment; and banquet presentation, catering, and other specialty preparations. Lab experience is an integral portion of this program. This program includes instruction in the use of utensils, equipment, food, and procedures required to prepare meals.

**Exit Requirement:** You must meet the basic skills exit requirement (TABE) or be test exempt. For more information contact the chair of business technologies at 863-784-7115 or advising and counseling at 863-784-7131.

### Basic Skills Exit Scores (TABE):

Math	557
Language	560
Reading	550

### Length: 1200 contact hours / 40 occupational credits

### Required Courses

#### Fall Term

- FSS 0228 - Food Preparation I
- FSS 0228L - Food Preparation I Lab
- FSS 0236 - Quantity Food Preparation I
- FSS 0236L - Quantity Food Preparation I Lab

Total Contact Hours: 506

## Spring Term

- FSS 0229 - Food Preparation II
- FSS 0229L - Food Preparation II Lab
- FSS 0237 - Quantity Food Preparation II
- FSS 0237L - Quantity Food Preparation II Lab

Total Contact Hours: 506

## Summer Term

- FSS 0940L - Food Production and Management Lab
- FSS 0949 - Applied Techniques in Food Service

Total Contact Hours: 188

## Public Safety Telecommunication, C.C.

### **Program Code: 3352**

The certificate in Public Safety Telecommunication (PST) is designed to prepare you as a dispatcher in public safety situations. You will learn the role as a dispatcher for police, fire, and ambulance emergency dispatch processes. In this program, you will be trained to operate telephones, radios, and computer terminals responding to emergency and non-emergency requests for assistance. As a dispatcher, you will obtain vital information regarding the nature and location of requests to dispatch assistance as appropriate.

The 232-hour content includes, but is not limited to, ethics and the role of the telecommunicator; standard telecommunication operating procedures; relationship to field personnel; understanding of command levels; typical layouts of message centers; use of performance aids; overview of emergency agencies; functions and terminology; use of correct words and grammar; communications equipment, functions and terminology; types of telecommunications equipment; malfunctions and maintenance agreements; proper and correct telephone and dispatching procedures and techniques; cooperation and reciprocal agreements with other agencies; federal, state, and local communication rules; emergency situations and operating procedures; emergency medical dispatch procedures; employability skills; leadership; human relations skills; and health.

This program is taught by certified PSTs and meets the educational requirements for Florida Department of Health 911 Emergency Dispatcher Certification.

**Length: 232 contact hours / 7.73 occupational credits**

## **Admission Requirements**

### **You must:**

- have a high school diploma or equivalent;
- be at least 18 years of age by the end of the program;
- be a U.S. citizen of the United States of America;
- possess a valid driver's license or valid photo ID;
- submit to a valid background fingerprint check through the SFSC Criminal Justice Academy;
- not have a conviction of any felony offenses;

- not have a record of conviction for any misdemeanor offenses involving perjury, false statement, or domestic violence;
- be of good moral character;
- not have a record of a dishonorable discharge from U.S. Armed Forces;
- be proficient in using the keyboard and typing (prospective employers will set their agency standards);
- pass criminal history and background checks;
- complete a Public Safety Telecommunication Application (application can be found online at the SFSC Criminal Justice Academy website); and
- complete the SFSC Application for Admission at the Admissions, Registration, and Records Office.

## Approximate Program Costs

<b>Resident PSAV Tuition</b>	\$ 698
Application for admission to SFSC	15
Books	50
Fingerprinting	45
Graduation Fee	<u>15</u>
<b>Total</b>	<b>\$ 823</b>
<b>Nonresident PSAV Tuition</b>	<b>\$ 2,792</b>
Application, fees, books	<u>125</u>
<b>Total</b>	<b>\$ 2,917</b>

### Required Courses

- EMS 0002 - Dispatcher: Police, Fire, and Ambulance

## Apprenticeship

### Advanced Patient Care Technician, APP

#### Program Code: 3906

This program will allow you to earn while you learn with a rich on-the-job training (OJT) experience at AdventHealth Sebring. As an apprentice, you will receive instruction in basic health care, including nursing assistant, phlebotomy, EKG technician, and career and employment skills. The program is a collaborative partnership with AdventHealth. AdventHealth is the sponsor of the U.S. Department of Labor Registered Apprenticeship.

The apprentice must be hired by AdventHealth into the Advanced Patient Care Technician program. Once hired, the apprentice will be directed to apply to the College via a streamlined process to allow the apprentices to engage in Related Technical Instruction (RTI).

# Admission Requirements

In addition to the admission requirements of the College, the following are requirements for admission to the APCT program.

## You must:

1. be 17 years of age or older,
2. be able to physically perform the essential functions of the occupation,
3. have a high school diploma, General Educational Development (GED<sup>®</sup>) equivalency or other high school equivalency credential, and
4. be able to read, write, and speak the English language to comprehend instruction on the job and in related training classes, and to ensure personal and co-worker safety on the job.

**Length: 300 classroom contact hours, 3,000 hours of on-the-job training / 110 occupational credits**

## Required Courses

- HCP 0009 - Career Transition APCT
- HCP 0009L - Career Transition APCT Lab
- HCP 0621 - Nursing Assistant APCT
- HCP 0621L - Nursing Assistant APCT Lab
- HSC 0003 - Basic Healthcare APCT
- MEA 0524 - Phlebotomy Skills APCT
- MEA 0524L - Phlebotomy Skills APCT Lab
- MEA 0544 - EKG Technician APCT
- MEA 0544L - EKG Technician APCT Lab

## Note:

The apprentice may articulate eight (8) college credits in NUR 1020C - Foundations of Nursing Practice or its equivalent, if enrolled in an associate degree nursing program within two years of completing the APCT apprenticeship.

## Commercial Air Conditioning, APP

### Program Code: 3901

The Commercial Air Conditioning Apprenticeship Program is sponsored by the Heartland Air Conditioning Apprenticeship Committee. Program completion requires that you perform 640 hours of related class training and 8,000 hours of on-the-job training (OJT). Related class training hours may count towards completion, but OJT hours are not recorded until you are indentured to a participating employer. The Commercial Air Conditioning Apprenticeship program is a selective admission program restricted to individuals who are employed in the air conditioning industry and are working for a participating employer. Prospective students who are currently working for a participating employer in this area are encouraged to apply for selection to the Apprenticeship Committee before August of each year. For more information, call 863-784-7278. This program is registered with the Florida Department of Education and is recognized by the United States Department of Labor, Bureau of Apprenticeship Training.

**Length: 640 classroom contact hrs. and 8,000 hrs. on-the-job training / 288 occupational credits**

Required Courses

Fall Term

- ACR 0941 - Air Conditioning I
- ACR 0960 - Air Conditioning Internship I

Total Contact Hours: 780

Spring Term

- ACR 0942 - Air Conditioning II
- ACR 0961 - Air Conditioning Internship II

Total Contact Hours: 780

Summer Term

- ACR 0962 - Air Conditioning Internship III

Total Contact Hours: 600

Fall Term

- ACR 0943 - Air Conditioning III
- ACR 0963 - Air Conditioning Internship IV

Total Contact Hours: 780

Spring Term

- ACR 0944 - Air Conditioning IV
- ACR 0964 - Air Conditioning Internship V

Total Contact Hours: 780

Summer Term

- ACR 0965 - Air Conditioning Internship VI

Total Contact Hours: 600

Fall Term

- ACR 0945 - Air Conditioning V
- ACR 0966 - Air Conditioning Internship VII

Total Contact Hours: 780

## Spring Term

- ACR 0946 - Air Conditioning VI
- ACR 0967 - Air Conditioning Internship VIII

Total Contact Hours: 780

## Summer Term

- ACR 0968 - Air Conditioning Internship IX

Total Contact Hours: 600

## Fall Term

- ACR 0947 - Air Conditioning VII
- ACR 0969 - Air Conditioning Internship X

Total Contact Hours: 780

## Spring Term

- ACR 0948 - Air Conditioning VIII
- ACR 0970 - Air Conditioning Internship XI

Total Contact Hours: 780

## Summer Term

- ACR 0971 - Air Conditioning Internship XII

Total Contact Hours: 600

## Note:

Apprentices must also document 8,000 hours of appropriate on-the-job training and pass the Journeyman Air Conditioning Mechanic Exam.

## Electrical, APP

### **Program Code: 3902**

The Heartland Electrical Apprenticeship Committee sponsors the Electrical Apprenticeship program. Program completion requires that you perform 640 hours of related class training and 8,000 hours of on-the-job training (OJT). Related class training hours may count towards completion, but OJT hours are not recorded until you are indentured to a participating employer. The Electrical Apprenticeship program is a selective admission program restricted to individuals who are employed in the electrical industry and are working for a participating employer. Prospective students who are currently working for a participating employer in this area are encouraged to apply for selection to the Apprenticeship Committee before August of each year. For more information, call 863-784-7278. This program is registered with the Florida Department of Education and is recognized by the United States Department of Labor, Bureau of Apprenticeship Training.

This is a limited access program.

**Length: 640 classroom contact hours and 8,000 hours on-the-job training / 288 occupational credits**

#### Required Courses

##### Fall Term

- BCA 0350 - Electrical Wiring I
- BCA 0358 - Electrical Internship I

Total Contact Hours: 780

##### Spring Term

- BCA 0351 - Electrical Wiring II
- BCA 0359 - Electrical Internship II

Total Contact Hours: 780

##### Summer Term

- BCA 0361 - Electrical Internship III

Total Contact Hours: 600

##### Fall Term

- BCA 0352 - Electrical Wiring III
- BCA 0362 - Electrical Internship IV

Total Contact Hours: 780

##### Spring Term

- BCA 0353 - Electrical Wiring IV
- BCA 0364 - Electrical Internship V

Total Contact Hours: 780

##### Summer Term

- BCA 0365 - Electrical Internship VI

Total Contact Hours: 600

##### Fall Term

- BCA 0354 - Electrical Wiring V
- BCA 0367 - Electrical Internship VII

Total Contact Hours: 780

#### Spring Term

- BCA 0355 - Electrical Wiring VI
- BCA 0368 - Electrical Internship VIII

Total Contact Hours: 780

#### Summer Term

- BCA 0392 - Electrical Internship IX

Total Contact Hours: 600

#### Fall Term

- BCA 0356 - Electrical Wiring VII
- BCA 0393 - Electrical Internship X

Total Contact Hours: 780

#### Spring Term

- BCA 0357 - Electrical Wiring VIII
- BCA 0394 - Electrical Internship XI

Total Contact Hours: 780

#### Summer Term

- BCA 0395 - Electrical Internship XII

Total Contact Hours: 600

Note:

Apprentices must document 8,000 hours of appropriate on-the-job training.

## Bachelor of Science

### Elementary Teacher Education, B.S.

**Program Code: 7710**

The Bachelor of Science in Elementary Teacher Education prepares you to become a highly qualified teacher in diverse educational settings in grades kindergarten through 6. Graduates of this program earn Florida certification in Elementary K-6 with ESOL and Reading Endorsements.

**You may apply for the program at any time throughout the year. The BSETE program begins every fall term. You must attend full time. This is a limited access program.**

**Length: 120 credit hours**

## **Admission Requirements**

- You must complete an Application for Admission indicating interest in entering the Bachelor of Science in Elementary Teacher Education (BSETE) program. Applications are available online at southflorida.edu.
- You must have successfully completed an Associate in Arts degree from a regionally accredited college or university. Associate degrees in unrelated fields will be reviewed on a case-by-case basis.
- You must have passed at least two subtests of the General Knowledge portion of the Florida Teacher Certification Exam and miss less than ten points on the failed subtests.
- You must complete the Education Common Program Prerequisite course, EDF 1005, with a minimum letter grade of *C* or higher.
- You must provide official transcripts from all previous educational institutions attended.
- If you are an international student, you must have your transcripts evaluated by a recognized international transcript evaluation service.
- You must have a minimum GPA of 2.5 on a 4.0 scale.
- You must successfully complete the school board's volunteer or employment application, background check, and fingerprinting process for interning in the schools.
- You must demonstrate proficiency in foreign language through either completion of two years of high school instruction in the same foreign language, or completion of two sequential college terms in a foreign language, per Section 1007.262, Florida Statutes (F.S.).

## **Selection Process**

- If you meet the minimum requirements by the application deadline, you will be rank ordered by GPA, highest to lowest.
- In cases where all credentials are equal, the prerequisite course GPA will be used to determine who will be admitted into the program (GPA from EDF 1005).

### **Required Courses**

#### **Fall Term**

- EDG 3620 - Curriculum and Instruction
- EEX 3070 - Teaching Exceptional Students
- LAE 3414 - Literature for Children
- RED 3012 - Basic Foundations of Reading
- TSL 3243 - Foundations of ESOL - Second Language Acquisition, Communication, and Culture

**Total Credit Hours: 15**

#### **Spring Term**

- EDF 3467 - Learning Theory and Assessment
- LAE 3314 - Language Arts in the Elementary School

- RED 3519 - Diagnostic and Corrective Reading Strategies
- SCE 3310 - Teaching Science in the Elementary School
- TSL 4347 - Methods of Teaching and Assessing ESOL Students

Total Credit Hours: 15

#### Summer Term

- EDF 4603 - Analysis and Application of Ethical, Legal, and Safety Issues in Schools
- SSE 3312 - Teaching Social Science in the Elementary School

Total Credit Hours: 6

#### Fall Term

- EDE 4942 - Elementary Education Internship II
- EDG 3442 - Teaching Strategies and Classroom Management
- MAE 4314 - How Children Learn Mathematics
- RED 4942 - Practicum for Assessment and Instruction of Reading

Total Credit Hours: 12

#### Spring Term

- EDE 4943 - Elementary Education Internship III

Total Credit Hours: 12

#### Note:

- \* Subject Area Exam and Professional Educator Exam must be passed prior to graduation. Students cannot graduate if these state exams are not passed. Students must also complete all requirements for the ESOL and Reading endorsements to apply for those endorsements when applying for state certification.
- \* Any student who has not met the civic literacy requirement previously must earn a passing grade in either AMH 1010, AMH 1020, **or** POS 1041 **AND** successfully pass the Florida Civic Literacy Examination (FCLE) prior to being awarded the baccalaureate degree.

## Nursing, B.S.

### Program Code: 7610

The Registered Nurse (RN) to Bachelor of Science (BSN) completion nursing program is designed for the Associate Degree in Nursing (ADN) program graduate. A RN license in the state of Florida or multi-state license under the enhanced Nurse Licensure Compact (NLC) is required for admission. The program builds a connection between prior education competencies and baccalaureate essentials for contemporary practice. The program's theoretical framework is grounded in Nursing as Caring with a holistic approach to practice. The Quality Caring Model<sup>®</sup> guides the student learning outcomes. The topics presented in RN to BSN coursework include, but are not limited to the following concepts: professionalism, scope of practice, legal and ethical considerations, inquiry, evidence-based research, gerontology, healthcare policy, interdisciplinary collaboration, community health, informatics, cultural implications, infection control, advanced clinical care,

nurse as teacher, health promotion, prevention, quality, service, leadership, and relationship-centered caring. Upon enrollment, you will select a specialty focus in leadership and management or critical care.

**Licensed RNs may apply and enroll in this *fully online program* year-round. It is NOT limited access.**

**Length: 120 credit hours**

## Admission Requirements

1. You must have earned an ADN from an accredited institution;
2. You must be a licensed RN with a current unencumbered Florida license;
3. You must present evidence of current certification in Basic Life Support (BLS) for the Healthcare Provider (American Heart Association) or higher; and
4. You must provide official transcripts from all colleges currently attending or previously attended (international students must have their transcripts evaluated by a recognized international transcript evaluation service).

## Admission Procedures

You are responsible for the following admissions procedures and for ensuring that your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete.

- I. Submit the following to apply to the program:
  - A. Completed online SFSC Admissions Application, select Nursing (Bachelor of Science) RN to BSN major/program.
  - B. Official high school/GED<sup>®</sup> transcript.
  - C. Official transcript from each postsecondary institution attended.
  - D. RN license (Florida or multi-state).
  - E. If you are a graduating SFSC nursing student and have met all ADN program completion standards, you may apply and start the RN-BSN program without an active RN license. You must obtain an RN license within 16 weeks of starting the program to continue enrollment. It is your responsibility to report licensure status to the Health Sciences Academic Advisor or the RN-BSN Program Coordinator by providing proof of RN licensure.

**NOTE:** Failure to complete these requirements will result in loss of enrollment into the program.

## Exit Requirements

1. Demonstrate proficiency in a foreign language through either completion of two years of high school instruction in the same foreign language, or completion of two sequential college terms in a foreign language, per Section 1007.262, Florida Statutes (F.S.).
2. Minimum grade of **B** in all BSN upper division courses.

Required Courses

Fall Term

- CHM 1020 - Introducing General Chemistry + (*No Lab Required*)
- NUR 3065C - Health Assessment, Wellness, and Prevention
- NUR 3080 - Dimensions of Baccalaureate Nursing Practice
- NUR 3169 - Inquiry and Evidence in Nursing Practice

Total Credit Hours: 12

#### Spring Term

- NUR 3125 - Pathophysiology for Nursing Practice
- NUR 3289 - Foundations of Gerontology
- NUR 4178 - Complementary and Alternative Therapies in Healthcare
- STA 2023 - Elementary Statistics ^

Total Credit Hours: 12

#### Fall Term

- ENC 1102 - Freshman English II
- NUR 3145 - Pharmacology for Nursing Practice
- NUR 4636C - Community Health Nursing
- NUR 4827 - Foundations of Nursing Healthcare Leadership and Management

Total Credit Hours: 12

#### Spring Term

- NUR 4945C - Nursing Capstone
- SPC 2608 - Fundamentals of Speech Communication
- Humanities Elective 3 cr. hrs. \*
- Nursing Elective 3 cr. hrs. \*

Total Credit Hours: 12

#### Nursing Electives:

- NUR 4115 - Caring Science in Nursing Practice
- NUR 4257 - Advanced Nursing Care Concepts

#### Note:

\* It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.

+ Per Florida Common Prerequisite Manual (2013), any CHM course can be substituted for this 3-credit course.

^ You must also complete MAC 1105 - College Algebra or higher mathematics core course if not included in A.S. degree coursework.

- # Any student who has not met the civic literacy requirement previously must earn a passing grade in either AMH 1010, AMH 1020, or POS 1041 **AND** successfully pass the Florida Civic Literacy Examination (FCLE) prior to being awarded the baccalaureate degree.
- # NUR 3080 - Dimensions of Baccalaureate Nursing Practice and NUR 3169 - Inquiry and Evidence in Nursing Practice must be completed as the first courses and taken concurrently in the RN-BSN Program. These courses serve as prerequisites for all subsequent RN-BSN nursing courses, and will be offered every Fall, Spring, and Summer.
- # All 3000-level RN-BSN courses must be successfully completed before enrolling in NUR 4945 - Nursing Capstone. The Capstone course must be taken in the final term of the RN-BSN program. You may concurrently enroll in remaining 4000-level coursework while completing Capstone, if necessary.

## Bachelor of Applied Science

### Supervision and Management (Criminal Justice Specialization), B.A.S.

**Program Code: 7520**

The Bachelor of Applied Science in Supervision and Management - Criminal Justice Specialization will prepare you for supervisory and management roles and positions in criminal justice in a variety of industries. The online upper-level coursework will include applied management practices, leadership development, accounting, and basic human resource management practices and will equip you with the knowledge and skill set to excel within the criminal justice field.

**Length: 120 credit hours**

## Admission Requirements

The Supervision and Management - Criminal Justice Specialization degree is an open access program available to you when you have successfully completed an associate degree or 60 college credit hours for transfer applicants.

Additional requirements include:

1. Provide official transcripts from all previous educational institutions attended.
2. Demonstrate proficiency in foreign language through either the completion of two years of high school instruction of the same foreign language, or completion of two sequential college terms in a foreign language.

Required Courses

Fall Term

- CCJ 4450 - Criminal Justice Administration
- GEB 3213 - Advanced Business Communication
- MAN 3240 - Organizational Behavior
  
- General Education Course/Technical Elective 3 cr. hrs. \*
  
- General Education Course/Technical Elective 3 cr. hrs. \*

Total Credit Hours: 15

### Spring Term

- ACG 3024 - Accounting for Managers and Investors (Non-Majors) +
- BUL 4310 - Legal and Ethical Environment
- CJC 3010 - American Corrections
  
- General Education Course/Technical Elective 3 cr. hrs. \*
  
- General Education Course/Technical Elective 3 cr. hrs. \*

Total Credit Hours: 15

### Fall Term

- CJE 4175 - Comparative Criminal Justice Systems
- DSC 4012 - Global Terrorism
- MAN 3301 - Human Resource Management
  
- General Education Course/Technical Elective 3 cr. hrs. \*
  
- General Education Course/Technical Elective 3 cr. hrs. \*

Total Credit Hours: 15

### Spring Term

- CCJ 4910 - Capstone Experience in Criminal Justice
- CJL 3510 - Courts and the Criminal Justice System
- GEB 4891 - Strategic Planning
- ISM 4011 - Introduction to Management Information Systems
- MAN 3504 - Operations Management

Total Credit Hours: 15

Note:

- \* It is your responsibility to meet with a counselor to select the proper course to fulfill this requirement.
- + If ACG 2021 or ACG 2071 has been completed, you should take a supervision and management elective.
- # Any student who has not met the civic literacy requirement previously must earn a passing grade in either AMH 1010, AMH 1020, or POS 1041 **AND** successfully pass the Florida Civic Literacy Examination (FCLE) prior to being awarded the baccalaureate degree.

## Supervision and Management, B.A.S.

**Program Code: 7510**

The Bachelor of Applied Science in Supervision and Management (BAS-SM) is an open-access program available to you when you have successfully completed an associate degree. The BAS-SM program will

prepare you for supervisory and management roles and positions in a variety of industries. The upper-level coursework will include applied management practices, leadership development, finance, and human resource management that will prepare you for supervisory and management opportunities within your technical field. The BAS-SM program is offered online and designed to provide you with the opportunity to honor employment obligations. You will be able to enter the program at the beginning and middle of each term, provided you meet admission requirements.

**Length: 120 credit hours**

## **Admission Requirements**

1. You must complete an Application for Admission and identify that you are seeking entry into the bachelor's degree program.
2. You must have earned an Associate in Science or Associate in Arts degree from a regionally accredited institution. Associate degrees in unrelated fields will be reviewed on a case-by-case basis.
3. You must provide official transcripts from all previous educational institutions attended. If you are an international student, you must have your transcript evaluated by a recognized international transcript evaluation service.
4. If you are a college or university transfer applicant, you must have at least 60 college-credit hours, with a minimum cumulative GPA of 2.0 on a 4.0 scale in relevant transfer courses that apply toward the BAS-SM degree.
5. You must demonstrate proficiency in foreign language through either completion of two years of high school instruction in the same foreign language, or completion of two sequential college terms in a foreign language, per Section 1007.262, Florida Statutes (F.S.).

## **Academic Requirements**

The BAS-SM is a 120-credit hour program consisting of 36 credit hours of general education courses, 42 credit hours of lower-level specialized courses, and 42 credit hours of upper-level courses in supervision and management.

If you already have an Associate in Arts degree, you may articulate into the BAS-SM program. You will be able to transfer 60 credit hours that include 36 credit hours of general education courses. You must complete an additional 18 credit hours of lower-level specialization courses (such as business, finance, management, computer, health care, and public service) and 42 credit hours of upper-level courses.

If you already have an Associate in Science or equivalent degree in a business-related, health-related, or public service-related program, you will be able to articulate into the BAS-SM program. You will be able to transfer 60 credit hours that include 18 credit hours of general education courses and 42 credit hours of lower-level specialized courses. You must complete an additional 18 credit hours of general education courses and 42 credit hours of upper-level courses.

If you have not completed an associate degree in business administration or management, the following courses are suggested. Several of these courses are prerequisites for specific BAS-SM upper-level courses.

### **Required Courses**

#### **Fall Term**

- GEB 3213 - Advanced Business Communication

- MAN 3240 - Organizational Behavior
- MAN 3303 - Leadership and Management Practices
- General Education Course/Technical Elective 3 cr. hrs. \*
- General Education Course/Technical Elective 3 cr. hrs. \*

Total Credit Hours: 15

#### Spring Term

- BUL 4310 - Legal and Ethical Environment
- MAN 3301 - Human Resource Management
- ACG 3024 - Accounting for Managers and Investors (Non-Majors) **OR** Accounting Equivalent 3 cr. hrs. +
- General Education Course/Technical Elective 3 cr. hrs. \*
- General Education Course/Technical Elective 3 cr. hrs. \*

Total Credit Hours: 15

#### Fall Term

- FIN 4403 - Business Finance
- GEB 4891 - Strategic Planning
- MAN 3504 - Operations Management
- General Education Course/Technical Elective 3 cr. hrs. \*
- General Education Course/Technical Elective/Supervision and Management Elective 3 cr. hrs. \*

Total Credit Hours: 15

#### Spring Term

- ISM 4011 - Introduction to Management Information Systems
- MAN 4342 - Supervisory Skills
- MAN 4900 - Capstone: Supervision and Management
- Supervision and Management Elective 3 cr. hrs. \*
- Supervision and Management Elective 3 cr. hrs. \*

Total Credit Hours: 15

#### Supervision and Management Electives:

- GEB 4356 - International Business
- MAN 4045 - Effective Team Management
- MAN 4120 - Interpersonal Dynamics

- MAN 4583 - Project Management and Planning
- MAR 4802 - Marketing for Managers

Note:

- \* It is your responsibility to meet with a counselor to select the proper course to fulfill this requirement.
- + If ACG 2021 or ACG 2071 has been completed, you should take a supervision and management elective.
- # Any student who has not met the civic literacy requirement previously must earn a passing grade in either AMH 1010, AMH 1020, or POS 1041 **AND** successfully pass the Florida Civic Literacy Examination (FCLE) prior to being awarded the baccalaureate degree.

## Course Information

### Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at [flscns.fldoe.org](http://flscns.fldoe.org).

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

#### Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

#### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses ENC\_101 to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, ENC means "English Composition," the century digit 1 represents "Freshman Composition," the decade digit 0 represents "Freshman Composition Skills," and the unit digit 1 represents "Freshman Composition Skills I."

In the sciences and certain other areas, a C or L after the course number is known as a lab indicator. The C represents a combined lecture and laboratory course that meets in the same place at the same time. The L represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a state college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfer as 2.67 semester hours.

## **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

## **Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes (F.S.) states: Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the SCNS shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded, if the courses are judged by the appropriate SCNS faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the SCNS. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

## **Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

## **Courses at Non-Regionally Accredited Institutions**

The SCNS makes available on its homepage ([flscns.fldoe.org](http://flscns.fldoe.org)) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Curriculum Support Coordinator in Building Y210 at 863-784-7488 or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at 850-245-0427 or at [flscns.fldoe.org](http://flscns.fldoe.org).

## **SFSC Course Descriptions and Cross-References**

All courses offered by SFSC are listed in alphabetical order according to their statewide three-letter prefix (e.g., ACC, AER, ETC, MAT). If you know the prefix, then go directly to the alpha listing in the Course Descriptions section. Remember that several courses may have the same prefix, and you will need to look for the course number and title.

If you are unsure of the prefix or have only the title of the course, you will want to use the course filter under Course Descriptions.

Remember that not all courses are offered in all terms or at all locations. For current offerings, consult the "Schedule of Classes" on our website [southflorida.edu](http://southflorida.edu) posted each term prior to the registration period.

## **Description of Course Codes**

Each course description listed in this College Catalog is followed by one or more abbreviations below and they designate as follows:

**(CLR)** Civic Literacy Requirement

**(CORE)** General Education Core courses from the areas of communications, mathematics, social sciences, humanities, and natural sciences

**(DV)** Course Satisfies SUS International and Diversity Requirements

**(GE)** General Education course

**(OA)** Occupational Applied course (PSV)

**(CH)** Contact Hour (PSAV)

**(PR)** Preparatory (Developmental) - Non-Credit

**(TR)** Transfer - AA/AS/BAC (A&P)

The course hour and credit abbreviations in the Course Descriptions section are designated as follows:

**(coll. prep. cr.)** College Preparatory Credit

**(con. hr.)** Contact Hour (Clock Hour)

**(cr. hr.)** Credit Hour

**(occ. cr.)** Occupational Credit

## Lab Fees

Courses which require a lab fee as part of their cost include the words "Lab Fee." To determine the actual lab fee for each course, review the latest "Schedule of Classes" at [southflorida.edu/current-students/class-schedules](http://southflorida.edu/current-students/class-schedules).

## Terms Offered

Courses listed in this College Catalog are offered on a planned basis. Many courses are offered during morning, afternoon, and/ or evening hours as well as online. Throughout the following pages, you will find statements as to which terms courses may be offered. The purpose of these statements is to help in your schedule planning. However, it should be noted that various situations may impact whether or not a course will be held during a specific term, day, or time. To ensure that a specific course is offered during a specific term, day, or time, check the Schedule of Classes at our website [southflorida.edu](http://southflorida.edu).

## Courses Descriptions

ACG 1949 - Co-op Education Training Assignment in Accounting

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

**Prerequisite(s):** ACG 2011 or ACG 2021.

ACG 2001 - Financial Accounting I

3 cr. hrs.

Credit Hours: 3

This course is an introduction to accounting principles and procedures that covers financial statements, components of the accounting cycle, and generally accepted accounting principles as defined by the Financial Accounting Standards Board.

Course Designations: (TR)

ACG 2011 - Financial Accounting II

3 cr. hrs.

Credit Hours: 3

This course is a continuation of Financial Accounting I and covers FASB concepts and pronouncements as they pertain to business entities, security transactions, and The Statement of Cash Flows. The preparation, interpretation, and analysis of financial statements for corporations is emphasized.

Course Designations: (TR)

**Prerequisite(s):** ACG 2001 with a grade of *C* or higher.

ACG 2021 - Financial Accounting

3 cr. hrs.

Credit Hours: 3

The course is an accelerated alternative of ACG 2001 and ACG 2011 and an introduction to financial accounting principles and procedures. The preparation, analysis, and interpretation of financial statements are emphasized.

Course Designations: (TR)

ACG 2071 - Managerial Accounting

3 cr. hrs.

Credit Hours: 3

This course studies managerial accounting concepts and principles, job order cost systems, process cost systems, cost behavior and cost-volume-profit analysis, budgeting, variance analysis, differential analysis, and capital investment analysis.

Course Designations: (TR)

**Prerequisite(s):** ACG 2001 or ACG 2021 with a grade of *C* or higher.

ACG 2100 - Intermediate Accounting I

3 cr. hrs.

Credit Hours: 3

This course is a review of accounting principles including advanced work in the study of financial statements and reporting. Accounting procedures and the financial statement presentation of cash, temporary investments, receivables, plant assets, and investments in stocks and bonds will also be included.

Course Designations: (TR)

**Prerequisite(s):** ACG 2011 or ACG 2021 with a grade of *C* or higher.

ACG 2450C - Accounting for the Microcomputer

3 cr. hrs.

Credit Hours: 3

This course offers an overview of accounting software applications in business organizations. You will progressively work through accounting cycles for service and merchandising businesses using the popular accounting software QuickBooks. Transactional and reporting areas will include banking, customers, sales, vendors, purchases, inventory, employees, payroll, and tax reports. Specific applications will include design and setup of an accounting system for a new business. You will record transactions, create various reports, and financial statements. Further managerial application includes financial statement analysis, budgeting, and estimates.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** ACG 2001 or ACG 2021.

ACG 2930 - Selected Topics in Accounting

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in accounting. Topics may vary from term to term.

Course Designations: (TR)

ACG 2949 - Co-op Education Training Assignment in Accounting

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

**Prerequisite(s):** ACG 2011 or ACG 2021.

ACG 3024 - Accounting for Managers and Investors (Non-Majors)

3 cr. hrs.

Credit Hours: 3

This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control, and managerial decision-making.

Course Designations: (TR)

**Prerequisite(s):** Higher level math with a grade of *C* or higher.

ACR 0000 - Fundamentals of Refrigeration

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course is an introduction to the fundamentals of refrigeration, refrigerants, and the component parts used in most common equipment.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ACR 0000L.

ACR 0000L - Fundamentals of Refrigeration Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab provides you with the opportunity to apply the concepts in introduction to the fundamentals of refrigeration, refrigerants, and the component parts used in most common equipment.

Course Designations: (CH)

**Corequisite(s):** ACR 0000.

ACR 0060 - Indoor Air Quality and System Design

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course is an introduction to psychometrics, load calculations and duct design, the operation, installation, trouble analysis, and repair of home and commercial refrigeration.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ACR 0060L.

ACR 0060L - Indoor Air Quality and System Design Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab provides you with the opportunity to apply the concepts in psychometrics, load calculations and duct

design, and the operation, installation, trouble analysis, and repair of home and commercial refrigeration.

Course Designations: (CH)

**Prerequisite(s):** ACR 0000L.

**Corequisite(s):** ACR 0060.

ACR 0080L - Air Conditioning, Refrigeration, and Heating Mechanics Lab I

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab provides you the opportunity to apply theories and skills learned to both simulated problem-solving situations and actual jobs representative of the trade. Through these experiences you will develop competence and expertise in the skills of the trade.

Course Designations: (CH)

ACR 0102 - Basic Electricity Systems and Controls

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course covers the basic controls, electrical and power systems applicable to air conditioning and refrigeration. You will also learn the theory of operation of these systems.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ACR 0102L.

ACR 0102L - Basic Electricity Systems and Controls Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab provides you with the opportunity to apply the skills in basic controls electrical and power systems applicable to air conditioning and refrigeration.

Course Designations: (CH)

**Corequisite(s):** ACR 0102.

ACR 0600 - Heating Systems

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course introduces you to a variety of heating systems including gas, electric, and oil systems. You will learn to diagnose and repair malfunctions in these typical heating systems.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ACR 0600L.

ACR 0600L - Heating Systems Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab provides you with hands-on experience in diagnosis and repair of malfunctions in typical heating systems.

Course Designations: (CH)

**Prerequisite(s):** ACR 0000L.

**Corequisite(s):** ACR 0600.

ACR 0609 - Refrigeration: Trouble Analysis

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course studies the operation, installation, trouble analysis, and repair of home and commercial air conditioning, heat pumps, and heating systems.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ACR 0609L.

ACR 0609L - Refrigeration: Trouble Analysis Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab covers operation, installation, trouble analysis, and repair of home and commercial air conditioning, heat pumps, and heating systems.

Course Designations: (CH)

**Prerequisite(s):** ACR 0000L.

**Corequisite(s):** ACR 0609.

ACR 0930 - Selected Topics in Air Conditioning

30-120 con. hrs.  
Contact Hours: 30-120  
Occupational Credits: 1- 4

This course is centered on current or special interests in air conditioning. Topics may vary from term to term.

Lab Fee: Yes  
Course Designations: (CH)

#### ACR 0930L - Selected Topics in Air Conditioning Lab

30-120 con. hrs.  
Contact Hours: 30-120  
Occupational Credits: 1- 4

This lab is centered on current or special interests in air conditioning. Topics may vary from term to term.

Course Designations: (CH)

#### ACR 0940 - Internship in Air Conditioning, Refrigeration, and Heating

60- 420 con. hrs.  
Contact Hours: 60- 420  
Occupational Credits: 2-14

This course provides you with the opportunity to acquire practical experience while working under the supervision of an air conditioning mechanic.

Lab Fee: Yes  
Course Designations: (CH)

**Prerequisite(s):** ACR 0102.

#### ACR 0941 - Air Conditioning I

80-160 con. hrs.  
Contact Hours: 80-160  
Occupational Credits: 2.7-5.3

This course is available on a limited basis to you if you are not participating in an indentured apprenticeship. Major areas of study include identifying tools and equipment used in industry, safety procedures, and soldering practices.

Course Designations: (CH)

**Corequisite(s):** ACR 0960.

#### ACR 0942 - Air Conditioning II

80-160 con. hrs.  
Contact Hours: 80-160  
Occupational Credits: 2.7-5.3

This course is available on a limited basis to you if you are not participating in an indentured apprenticeship. Major areas of study include knowledge of refrigeration safety, basic refrigeration system, and troubleshooting techniques.

Course Designations: (CH)

**Prerequisite(s):** ACR 0941 or Instructor's Approval.

**Corequisite(s):** ACR 0961.

ACR 0943 - Air Conditioning III

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis to you if you are not participating in an indentured apprenticeship. Major areas of study include identifying temperature, safety procedures, tubing, and refrigerants.

Course Designations: (CH)

**Prerequisite(s):** ACR 0942 or Instructor's Approval.

**Corequisite(s):** ACR 0963.

ACR 0944 - Air Conditioning IV

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis to you if you are not participating in an indentured apprenticeship. Major areas of study include knowledge of refrigerant, condensers, and functions of the compressor.

Course Designations: (CH)

**Prerequisite(s):** ACR 0943 or Instructor's Approval.

**Corequisite(s):** ACR 0964.

ACR 0945 - Air Conditioning V

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis to you if you are not participating in an indentured apprenticeship. Major areas of study include electrical circuits, basic analog and digital meters, electrical loads, relays and contractors, and basic electricity in air conditioning.

Course Designations: (CH)

**Prerequisite(s):** ACR 0944 or Instructor's Approval.

**Corequisite(s):** ACR 0966.

## ACR 0946 - Air Conditioning VI

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis to you if you are not participating in an indentured apprenticeship. Major areas of study include electrical circuits, basic analog and digital meters, electrical loads, relays and contractors, and basic electricity in air conditioning.

Course Designations: (CH)

**Prerequisite(s):** ACR 0945 or Instructor's Approval.

**Corequisite(s):** ACR 0967.

## ACR 0947 - Air Conditioning VII

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis to you if you are not participating in an indentured apprenticeship. Major areas of study include installation and troubleshooting of the electrical components plus temperature procedures and basic air measurements.

Course Designations: (CH)

**Prerequisite(s):** ACR 0946 or Instructor's Approval.

**Corequisite(s):** ACR 0969.

## ACR 0948 - Air Conditioning VIII

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis to you if you are not participating in an indentured apprenticeship. Major areas of study include describing refrigeration cycle for various systems including preventative and electrical maintenance performed annually on chiller systems.

Course Designations: (CH)

**Prerequisite(s):** ACR 0947 or Instructor's Approval.

**Corequisite(s):** ACR 0970.

## ACR 0949 - Co-op Work Experience in Air Conditioning

30-480 con. hrs.

Contact Hours: 30-480

Occupational Credits: 1-16

This course provides you with the opportunity to acquire practical experience while working under the

supervision of an air conditioning mechanic.

Course Designations: (CH)

**Prerequisite(s):** ACR 0102.

ACR 0960 - Air Conditioning Internship I

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Corequisite(s):** ACR 0941.

ACR 0961 - Air Conditioning Internship II

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0960.

**Corequisite(s):** ACR 0942.

ACR 0962 - Air Conditioning Internship III

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0961.

ACR 0963 - Air Conditioning Internship IV

30-700 con. hrs.  
Contact Hours: 30-700  
Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0962.  
**Corequisite(s):** ACR 0943.

ACR 0964 - Air Conditioning Internship V

30-700 con. hrs.  
Contact Hours: 30-700  
Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0963.  
**Corequisite(s):** ACR 0944.

ACR 0965 - Air Conditioning Internship VI

30-700 con. hrs.  
Contact Hours: 30-700  
Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0964.

ACR 0966 - Air Conditioning Internship VII

30-700 con. hrs.  
Contact Hours: 30-700  
Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0965.

**Corequisite(s):** ACR 0945.

ACR 0967 - Air Conditioning Internship VIII

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0966.

**Corequisite(s):** ACR 0946.

ACR 0968 - Air Conditioning Internship IX

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0967.

ACR 0969 - Air Conditioning Internship X

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0968.

**Corequisite(s):** ACR 0947.

ACR 0970 - Air Conditioning Internship XI

30-700 con. hrs.  
Contact Hours: 30-700  
Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0969.  
**Corequisite(s):** ACR 0948.

ACR 0971 - Air Conditioning Internship XII

30-700 con. hrs.  
Contact Hours: 30-700  
Occupational Credits: 1-23.33

This internship provides you with the opportunity to acquire practical experience while working under the supervision of a journeyman air conditioning mechanic. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** ACR 0970.

AER 0190 - Engine Repair

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course equips you with the knowledge and hands-on skills to diagnose and service modern internal combustion engines. Emphasis is placed on evaluating engine performance to determine repair or replacement needs, reflecting industry trends toward remanufactured units. Topics include lubrication and cooling systems, cylinder head and block assembly, and modern engine technologies like variable valve timing (VVT). Safety and precision are emphasized to prepare you for a professional repair environment.

Lab Fee: Yes  
Course Designations: (CH)

**Corequisite(s):** AER 0190L.

AER 0190L - Engine Repair Lab

30-480 con. hrs.  
Contact Hours: 30-480  
Occupational Credits: 1-16

In this lab, you will apply theoretical knowledge by performing engine diagnostics, component inspections, and service procedures. Using industry-standard tools and equipment, you will disassemble and reassemble

engines to reinforce learning. Safety protocols are a primary focus, ensuring that you will practice in a controlled, professional environment while developing career-ready skills.

Course Designations: (CH)

**Prerequisite(s):** AER 0560L.

**Corequisite(s):** AER 0190.

AER 0320 - Manual and Automatic Transmissions

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course introduces you to the principles and operation of manual and automatic transmission systems, with an emphasis on current technologies such as continuously variable transmissions (CVT). You will learn diagnostic techniques and service procedures for clutches, transaxles, torque converters, and driveline components. The course highlights the industry's shift toward replacement of units and integration with advanced vehicle systems.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** AER 0560.

**Corequisite(s):** AER 0320L.

AER 0320L - Manual and Automatic Transmissions Lab

30-480 con. hrs.

Contact Hours: 30-480

Occupational Credits: 1-16

This lab provides you with hands-on experience diagnosing and servicing manual and automatic transmissions, including disassembly and inspection of components. Real-world scenarios and adherence to strict safety standards will prepare you for success in a professional shop environment.

Course Designations: (CH)

**Prerequisite(s):** AER 0560L.

**Corequisite(s):** AER 0320.

AER 0401 - Steering and Suspension

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course explores modern steering and suspension systems, including electronically controlled components and advanced driver-assistance systems (ADAS) alignment. You will learn to diagnose and repair steering gears, linkages, and suspension components, ensuring vehicles meet safety and performance standards.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** AER 0401L.

AER 0401L - Steering and Suspension Lab

30-480 con. hrs.

Contact Hours: 30-480

Occupational Credits: 1-16

In this lab, you will perform wheel alignments, suspension inspections, and system diagnostics using industry-standard tools. The lab emphasizes hands-on learning and the application of safety practices to simulate professional shop conditions.

Course Designations: (CH)

**Prerequisite(s):** AER 0560L.

**Corequisite(s):** AER 0401.

AER 0560 - Introduction to Automotive Technology and Braking Systems

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This foundational course introduces you to basic automotive systems, including tire service, lubrication, and safety inspections, while focusing on braking systems. You will develop a strong foundation in tool identification, shop safety, and essential automotive concepts, bridging the gap between entry-level skills and advanced diagnostics.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** AER 0560L.

AER 0560L - Introduction to Automotive Technology and Braking Systems Lab

30-480 con. hrs.

Contact Hours: 30-480

Occupational Credits: 1-16

You will gain hands-on experience performing vehicle inspections and servicing braking systems, including ABS components. Lab activities prioritize safety, attention to detail, and professional shop practices, laying the groundwork for advanced coursework.

Course Designations: (CH)

**Corequisite(s):** AER 0560.

AER 0691 - Electrical/Electronic Systems

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course provides an in-depth understanding of modern automotive electrical systems, including battery, starter, and lighting circuits. Emphasis is placed on diagnosing complex systems such as CAN bus networks and high-voltage circuits in hybrid vehicles. You will learn to interpret wiring diagrams and perform system repairs using advanced diagnostic tools.

Lab Fee: Yes  
Course Designations: (CH)

**Corequisite(s):** AER 0691L.

AER 0691L - Electrical/Electronic Systems Lab

30-480 con. hrs.  
Contact Hours: 30-480  
Occupational Credits: 1-16

You will apply your knowledge by diagnosing and repairing electrical systems in a hands-on lab setting. Safety procedures, such as proper handling of high-voltage components, are strictly followed to ensure a secure learning environment.

Course Designations: (CH)

**Prerequisite(s):** AER 0560L.  
**Corequisite(s):** AER 0691.

AER 0697 - Engine Performance

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course emphasizes diagnostic techniques for engine performance issues, including ignition, fuel injection, and exhaust systems. You will learn to analyze emissions, optimize fuel economy, and interpret diagnostic trouble codes (DTCs) to meet modern efficiency standards.

Lab Fee: Yes  
Course Designations: (CH)

**Corequisite(s):** AER 0697L.

AER 0697L - Engine Performance Lab

30-480 con. hrs.  
Contact Hours: 30-480  
Occupational Credits: 1-16

In this lab, you will use advanced diagnostic tools, such as oscilloscopes and scan tools, to troubleshoot engine performance issues. Lab activities are conducted under strict safety guidelines, ensuring that you will

develop the confidence and precision required for professional work.

Course Designations: (CH)

**Corequisite(s):** AER 0697.

AER 0797 - Automotive Heating and Air Conditioning

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course focuses on the diagnosis and repair of modern climate control systems, including environmentally friendly refrigerants like R-1234yf and electric vehicle HVAC systems. You will learn about system controls, troubleshooting techniques, and compliance with environmental regulations.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** AER 0797L.

AER 0797L - Automotive Heating and Air Conditioning Lab

30-480 con. hrs.

Contact Hours: 30-480

Occupational Credits: 1-16

You will perform system diagnostics, refrigerant recovery, and repairs in a hands-on lab environment. Safety protocols, including the proper handling of refrigerants and high-voltage components, are emphasized to protect you and ensure compliance with industry standards.

Course Designations: (CH)

**Prerequisite(s):** AER 0560L.

**Corequisite(s):** AER 0797.

AER 0940 - Vocational Internship in Automotive

60-420 con. hrs.

Contact Hours: 60-420

Occupational Credits: 2-14

This internship provides you with supervised real-world experience in a professional automotive setting. You will apply your skills in diagnostics, repairs, and customer service while gaining valuable insights into workplace expectations and safety practices.

Lab Fee: Yes

Course Designations: (CH)

AER 0949 - Co-op Work Experience in Automotive Services

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This course allows you to gain hands-on experience (paid or non-paid) in an automotive service environment, blending technical skill development with professional growth. You will enhance your ability to work in team settings, communicate effectively, and maintain high safety standards while meeting industry demands.

Course Designations: (CH)

AMH 1010 - Introductory Survey to 1877

3 cr. hrs.  
Credit Hours: 3

In this course, you will examine United States history from before European contact to 1877. Topics will include but are not limited to Indigenous peoples, the European background, the colonial period, the American Revolution, the Articles of Confederation, the Constitution, issues within the new republic, sectionalism, manifest destiny, slavery, the American Civil War, and Reconstruction.

Course Designations: (CORE) (CLR) (GE) (TR)

AMH 1020 - Introductory Survey Since 1877

3 cr. hrs.  
Credit Hours: 3

In this course, you will trace the history of the United States from the end of Reconstruction to the contemporary era. Topics will include but are not limited to the rise of industrialization, the United States' emergence as an actor on the world stage, constitutional amendments and their impact, the Progressive Era, World War I, the Great Depression and the New Deal, World War II, issues of civil and minority rights, the Cold War, and the United States since 1989.

Course Designations: (CORE) (CLR) (GE) (TR)

AMH 2070 - History of Florida

3 cr. hrs.  
Credit Hours: 3

This course chronologically outlines the economic, social, geographic, and political background of Florida from the time of discovery through settlement, colonization, and statehood. It focuses on current issues including the impact of urbanization, tourism, and industrialization. Topics in this course include but are not limited to historical explorations, political developments, population growth, and economic and environmental problems in the state of Florida.

Course Designations: (TR)

AML 2010 - American Literature I (1620 to 1865)

3 cr. hrs.  
Credit Hours: 3

This course surveys American literature produced before 1865 with a focus on the Western Canon. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher; ENC 1102 recommended.

AML 2020 - American Literature II (1865 to Present)

3 cr. hrs.

Credit Hours: 3

This course is a survey of American writers and their works since 1865 with a focus on the Western Canon. Emphasis is on major trends in Realism, Naturalism, and Modernism in the 19th and 20th centuries as they apply to the changing ideas in American culture. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Spring term.

Course Designations: (GE) (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

APA 2136 - Bookkeeping Certification Preparation

3 cr. hrs.

Credit Hours: 3

This course provides you with the theoretical accounting knowledge and practical skills, practices, and procedures necessary to pass the Certified Bookkeeper Exam and reinforce key issues needed in the financial and accounting professions. The major areas of emphasis are adjustments and error corrections, payroll, depreciation, inventory, and internal controls and fraud prevention.

Course Designations: (OA)

**Prerequisite(s):** ACG 2011 or ACG 2021 or Instructor's Approval.

APA 2930 - Selected Topics in Applied Accounting

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in applied accounting. Topics may vary from term to term.

Course Designations: (OA)

APA 2949 - Co-op Education Training Assignment in Accounting

1-4 cr. hrs.

Credit Hours: 1-4

This course is a cooperative assignment in education training directly related to your academic major/career objective.

Course Designations: (OA)

ARH 2000 - Art Appreciation

3 cr. hrs.

Credit Hours: 3

In this course, you will develop an appreciation of and the ability to think critically about culture and be provided with the tools to understand, analyze, and discuss works of visual art and material culture. You must earn a grade of *C* or higher in this course.

Lab Fee: Yes

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** ENC 1101 with a grade of *C* or higher.

ARH 2050 - Art History I

3 cr. hrs.

Credit Hours: 3

This course covers painting, sculpture, and architecture from the prehistoric era to the beginning of the Renaissance including relations of styles to cultural context and critical thinking of artistic movements with a focus on the Western Canon. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Fall term.

Course Designations: (GE) (TR)

**Prerequisite(s):** ENC 1101 with a grade of *C* or higher.

ARH 2051 - Art History II

3 cr. hrs.

Credit Hours: 3

This course covers painting, sculpture, and architecture from the Renaissance to the present including relations of styles to cultural context and critical thinking of artistic movements with a focus on the Western Canon. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Spring term.

Course Designations: (GE) (TR)

**Prerequisite(s):** ENC 1101 with a grade of *C* or higher.

ARR 0001 - Fundamentals of Auto Body Repair

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course covers the basic history of automobile construction including an overview of general shop procedures, introduction to industry standards, and employment qualifications and outlook.

Lab Fee: Yes  
Course Designations: (CH)

**Corequisite(s):** ARR 0001L.

ARR 0001L - Fundamentals of Auto Body Repair Lab

30-480 con. hrs.  
Contact Hours: 30-480  
Occupational Credits: 1-16

This lab provides you with the basic instruction of industry standards, shop operation procedures, and employment qualifications.

Course Designations: (CH)

**Corequisite(s):** ARR 0001.

ARR 0100 - Painting Techniques

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This is a course in the basic use and care of the spray gun including the types of spray guns, various applications of spray gun techniques, spray gun adjustments, spray gun maintenance, and mixing and application procedures.

Lab Fee: Yes  
Course Designations: (CH)

**Corequisite(s):** ARR 0100L.

ARR 0100L - Painting Techniques Lab

30-480 con. hrs.  
Contact Hours: 30-480  
Occupational Credits: 1-16

This lab provides you with hands-on experience of the use and care of the spray gun, various applications of spray gun techniques, spray gun adjustments, spray gun maintenance, and mixing and application procedures.

Course Designations: (CH)

**Prerequisite(s):** ARR 0001L.

**Corequisite(s):** ARR 0100.

ARR 0110 - Basic Sheet Metal Repairs

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This is a course covering basic hand tools, oxyacetylene welding, electric and plastic welding, and basic sheet metal repairs.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ARR 0110L.

ARR 0110L - Basic Sheet Metal Repairs Lab

30-480 con. hrs.

Contact Hours: 30-480

Occupational Credits: 1-16

This lab provides you with hands-on experience in hand tools, oxyacetylene welding, electric and plastic welding, and basic sheet metal repairs.

Course Designations: (CH)

**Corequisite(s):** ARR 0110.

ARR 0120 - Advanced Painting Techniques

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course deals with more advanced painting techniques, such as color match, factory defects, spot, and panel painting, custom painting, and paint-related problems. It also includes plastic repairs and paint techniques specific to plastics, and techniques on interior and exterior cleaning.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ARR 0120L.

ARR 0120L - Advanced Painting Techniques Lab

30-480 con. hrs.

Contact Hours: 30-480

Occupational Credits: 1-16

This lab provides you with the opportunity to apply advanced painting techniques, such as color match,

factory defects, spot, panel painting, custom painting, and paint-related problems. It includes plastic repairs and paint techniques specific to plastics, and techniques on interior and exterior cleaning.

Course Designations: (CH)

**Prerequisite(s):** ARR 0001L.

**Corequisite(s):** ARR 0120.

ARR 0292 - Applied Techniques in Auto Body Repair

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course studies panel-forming techniques, frame-straightening techniques, measuring, suspension, and steering principles, job estimating, and customer relations.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ARR 0292L.

ARR 0292L - Applied Techniques in Auto Body Repair Lab

30-480 con. hrs.

Contact Hours: 30-480

Occupational Credits: 1-16

This lab provides you with hands-on experience of the use and care of the spray gun, various applications of spray gun techniques, spray gun adjustments, spray gun maintenance, and mixing and application procedures.

Course Designations: (CH)

**Prerequisite(s):** ARR 0001L.

**Corequisite(s):** ARR 0292.

ARR 0310 - Panel Repair and Replacement

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This is a course in sheet metal expansion, contraction and heat distortion, body fitting methods, plastic fillers, refinishing materials, surface preparations, and spray gun techniques.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ARR 0310L.

ARR 0310L - Panel Repair and Replacement Lab

30-480 con. hrs.  
Contact Hours: 30-480  
Occupational Credits: 1-16

This lab provides you with the opportunity to apply the concepts learned in sheet metal expansion, contraction and heat distortion, body fitting methods, plastic fillers, refinishing materials, surface preparations, and spray gun techniques.

Course Designations: (CH)

**Prerequisite(s):** ARR 0001L.  
**Corequisite(s):** ARR 0310.

ARR 0330 - Science of Unibody Repair

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course deals entirely with unibody automobiles built since 1980 and includes the history of automobiles, damage repair, new science of unibody repair, suspension designs, damage diagnosis, parts replacement, and structural repair completion.

Lab Fee: Yes  
Course Designations: (CH)

**Corequisite(s):** ARR 0330L.

ARR 0330L - Science of Unibody Repair Lab

30-480 con. hrs.  
Contact Hours: 30-480  
Occupational Credits: 1-16

This lab provides you with the opportunity to apply the concepts learned concerning unibody automobiles built since 1980 including damage repair, new science of unibody repair, suspension designs, damage diagnosis, parts replacement, and structural repair completion.

Course Designations: (CH)

**Prerequisite(s):** ARR 0001L.  
**Corequisite(s):** ARR 0330.

ARR 0949 - Co-op Work Experience in Auto Collision

30-270 con. hrs.  
Contact Hours: 30-270  
Occupational Credits: 1-9

This course is a cooperative in education training directly related to your academic major/career objective.

Course Designations: (CH)

## ART 1201C - 2D Design

3 cr. hrs.

Credit Hours: 3

This course is a study of the fundamental design of the elements and principles of art, emphasizing the use of multiple subject matter, mixed media, and technical skills in handling art tools for two-dimensional visual expression.

Lab Fee: Yes

Terms Offered: Fall term.

Course Designations: (TR)

## ART 1202C - 3D Design

3 cr. hrs.

Credit Hours: 3

This course studies three-dimensional design through primarily understanding form and space, along with exploring personal creative processes. A variety of materials will be used including clay, wire, paper, and found objects. Visual and structural relationships will be taught through additive and subtractive exercises and explored through art making, art events, critiques, and artist statements.

Lab Fee: Yes

Course Designations: (TR)

## ART 1300C - Drawing I

3 cr. hrs.

Credit Hours: 3

This course is an introduction to the basic discipline of drawing. You will practice the use of various drawing media and techniques, such as mark-making, contour, gesture, and perspective sighting through the observational study of still life, landscape, and the figure. You will explore the concepts of drawing through art making, art events, critiques, and artist statements.

Lab Fee: Yes

Terms Offered: Fall term.

Course Designations: (TR)

## ART 1301C - Drawing II

3 cr. hrs.

Credit Hours: 3

This course will review basic drawing principles and techniques and execute an individual plan for the creation of advanced artwork within a series. You will continue to explore the concepts of drawing through art making, art events, critiques, and artist statements.

Lab Fee: Yes

Terms Offered: Spring term.

Course Designations: (TR)

**Prerequisite(s):** ART 1300C.

### ART 1500C - Painting I

3 cr. hrs.

Credit Hours: 3

This course is an introduction to acrylic painting on canvas through various subject matter, both representational and abstract. Emphasis is on the fundamentals of color mixing, adding mediums to paint, and choosing subject matter and compositions for paintings. You will explore the concepts of painting through art making, art events, critiques, and artist statements.

Lab Fee: Yes

Terms Offered: Spring term.

Course Designations: (TR)

### ART 1949 - Co-op Education Training Assignment in Art

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

### ART 2330C - Figure Drawing

3 cr. hrs.

Credit Hours: 3

This course studies the structure, movement, and rhythm of the human figure. It may be repeated three times up to a maximum of 16 hours.

Lab Fee: Yes

Course Designations: (TR)

### ART 2501C - Painting II

3 cr. hrs.

Credit Hours: 3

This course will review basic painting principles and techniques of acrylic painting and execute an individual plan for the creation of advanced artwork within a series. You will continue to explore the concepts of painting through art making, art events, critiques, and artist statements.

Lab Fee: Yes

Terms Offered: Spring term.

Course Designations: (TR)

**Prerequisite(s):** ART 1500C.

## ART 2750C - Pottery I

3 cr. hrs.

Credit Hours: 3

This course emphasizes the design of functional and non-functional clay forms through hand building, wheel turning, application of glazes, and firing. You will explore the concepts of pottery through art making, art events, critiques, and artist statements.

Lab Fee: Yes

Course Designations: (TR)

## ART 2751C - Pottery II

3 cr. hrs.

Credit Hours: 3

This course allows you to create and execute an individual plan for the creation of advanced artwork within a series focusing on a single hand-building technique. You will explore the concepts of pottery through art making, art events, critiques, and artist statements.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** ART 2750C.

## ART 2930 - Selected Topics in Art

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in art. Topics may vary from term to term.

Course Designations: (TR)

## ART 2932 - Special Topics in Drawing for Humanities

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in drawing for humanities. Topics may vary from term to term.

Course Designations: (TR)

## ART 2939 - Honors Special Topics in Art

1-4 cr. hrs.

Credit Hours: 1-4

This course is designed for undergraduate research in studio art, art history, museum studies, or art education. Topics are student-driven and may consist of an in-depth exploration in studio art, modifying papers for

publication, curating museum exhibitions, or designing art lessons. Instructor approval required.

Course Designations: (TR)

ART 2949 - Co-op Education Training Assignment in Art

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

ASL 2130 - American Sign Language III

3 cr. hrs.

Credit Hours: 3

This course is an intermediate course designed for you if you have previous coursework from ASL I and II with labs. It continues development of conversational skills in ASL with strong emphasis on narratives. The development of nonwritten narratives will increase both comprehension and expressive skills specific to the deaf culture. This course will present you with the structure, conversational vocabulary and grammatical principles, and regional and idiomatic usages of American Sign Language while also focusing on the historical, cultural, and social aspects of deafness.

Course Designations: (TR)

**Prerequisite(s):** ASL 2140C, ASL 2150C, and labs.

ASL 2140C - American Sign Language I

4 cr. hrs.

Credit Hours: 4

This course is a general discussion of ASL structure and introduction to various manual communication systems and philosophies. There is an emphasis on building a basic sign vocabulary.

Course Designations: (TR)

ASL 2150C - American Sign Language II

4 cr. hrs.

Credit Hours: 4

This course is the continuation of the basic course which expands your signing skills and introduces ASL idioms. It provides a greater opportunity for skill development in ASL structure and idiomatic usage.

Course Designations: (TR)

**Prerequisite(s):** ASL 2140C.

## AST 1002 - Descriptive Astronomy

3 cr. hrs.

Credit Hours: 3

This course provides a comprehensive look at modern astronomy emphasizing the use of the scientific method and the application of physical laws to understand the Universe including Earth and its environment. Throughout this course, you will develop the ability to discern scientific knowledge from non-scientific claims by using critical thinking.

Course Designations: (CORE) (GE) (TR)

## AST 1002L - Descriptive Astronomy Lab

1 cr. hr.

Credit Hours: 1

This lab is optional for AST 1002 - Descriptive Astronomy and provides an opportunity to perform indoor and outdoor experiments, exercises, measurements, and observations of topics related to the AST 1002 curriculum.

Course Designations: (GE) (TR)

**Prerequisite(s):** AST 1002 and MAC 1105 with a grade of *C* or higher.

**Corequisite(s):** AST 1002

## BCA 0350 - Electrical Wiring I

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include safety, DC current, mathematics for electricians, construction safety, and residential wiring.

Course Designations: (CH)

**Corequisite(s):** BCA 0358.

## BCA 0351 - Electrical Wiring II

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include knowledge of circuits and installation of outlets and switch boxes, and the identification of tools and materials needed for a job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0350.

**Corequisite(s):** BCA 0359.

### BCA 0352 - Electrical Wiring III

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include construction of circuits, measuring voltage and interpreting symbols. You will be working on installing switches, receptacles, and dimmers and learn the proper use of power tools.

Course Designations: (CH)

**Prerequisite(s):** BCA 0351 or Instructor's Approval.

**Corequisite(s):** BCA 0362.

### BCA 0353 - Electrical Wiring IV

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include motor theory and operation. You will work on installing and troubleshooting circuits and transformers and identifying tools and materials required on a job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0352 or Instructor's Approval.

**Corequisite(s):** BCA 0364.

### BCA 0354 - Electrical Wiring V

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include identifying wiring requirements and installing circuits, light fixtures, and receptacles.

Course Designations: (CH)

**Prerequisite(s):** BCA 0353 or Instructor's Approval.

**Corequisite(s):** BCA 0367.

### BCA 0355 - Electrical Wiring VI

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include complying with codes and calculation of installing costs. You will be installing main panels, service entrance meter base, and various electrical systems.

Course Designations: (CH)

**Prerequisite(s):** BCA 0354 or Instructor's Approval.

**Corequisite(s):** BCA 0368.

BCA 0356 - Electrical Wiring VII

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include interpreting and identifying commercial wiring plans and their requirements and regulations.

Course Designations: (CH)

**Prerequisite(s):** BCA 0355 or Instructor's Approval.

**Corequisite(s):** BCA 0393.

BCA 0357 - Electrical Wiring VIII

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

This course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include emergency lighting systems, commercial service entrances, mobile home park service, and circuits and currents.

Course Designations: (CH)

**Prerequisite(s):** BCA 0356 or Instructor's Approval.

**Corequisite(s):** BCA 0394.

BCA 0358 - Electrical Internship I

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Corequisite(s):** BCA 0350.

BCA 0359 - Electrical Internship II

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0358.

**Corequisite(s):** BCA 0351.

BCA 0361 - Electrical Internship III

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0359.

BCA 0362 - Electrical Internship IV

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0361.

**Corequisite(s):** BCA 0352.

BCA 0364 - Electrical Internship V

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0362.

**Corequisite(s):** BCA 0353.

BCA 0365 - Electrical Internship VI

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0364.

BCA 0367 - Electrical Internship VII

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0365.

**Corequisite(s):** BCA 0354.

BCA 0368 - Electrical Internship VIII

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0367.

**Corequisite(s):** BCA 0355.

#### BCA 0392 - Electrical Internship IX

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0368.

#### BCA 0393 - Electrical Internship X

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0392.

**Corequisite(s):** BCA 0356.

#### BCA 0394 - Electrical Internship XI

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0393.

**Corequisite(s):** BCA 0357.

#### BCA 0395 - Electrical Internship XII

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the electrician apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman electrician. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0394.

BCA 0401 - Plumbing Internship I

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Corequisite(s):** BCA 0450.

BCA 0402 - Plumbing Internship II

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0401.

**Corequisite(s):** BCA 0451.

BCA 0403 - Plumbing Internship III

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0402.

## BCA 0404 - Plumbing Internship IV

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0403.

**Corequisite(s):** BCA 0452.

## BCA 0405 - Plumbing Internship V

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0404.

**Corequisite(s):** BCA 0453.

## BCA 0406 - Plumbing Internship VI

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0405.

## BCA 0407 - Plumbing Internship VII

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the

apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0406.

**Corequisite(s):** BCA 0454.

BCA 0408 - Plumbing Internship VIII

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0407.

**Corequisite(s):** BCA 0455.

BCA 0409 - Plumbing Internship IX

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0408.

BCA 0426 - Plumbing Internship X

30-700 con. hrs.

Contact Hours: 30-700

Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0409.

**Corequisite(s):** BCA 0456.

BCA 0427 - Plumbing Internship XI

30-700 con. hrs.  
Contact Hours: 30-700  
Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0426.  
**Corequisite(s):** BCA 0457.

BCA 0428 - Plumbing Internship XII

30-700 con. hrs.  
Contact Hours: 30-700  
Occupational Credits: 1-23.3

This internship provides the plumbing apprentice the opportunity to acquire practical experience while working under the supervision of a journeyman plumber. Job skills, as defined by the work processes of the apprenticeship agreement, are taught on the job.

Course Designations: (CH)

**Prerequisite(s):** BCA 0427.

BCA 0450 - Plumbing I

80-160 con. hrs.  
Contact Hours: 80-160  
Occupational Credits: 2.7-5.3

The course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include basic plumbing tools and practices, plumbing mathematics, related sciences, installation practices, first aid, occupational safety and health, and blueprint reading.

Course Designations: (CH)

**Corequisite(s):** BCA 0401.

BCA 0451 - Plumbing II

80-160 con. hrs.  
Contact Hours: 80-160  
Occupational Credits: 2.7-5.3

The course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include installation practices, plumbing mathematics, blueprint reading, welding, related sciences, rigging, and hoisting.

Course Designations: (CH)

**Prerequisite(s):** BCA 0450 or Instructor's Approval.

**Corequisite(s):** BCA 0402.

### BCA 0452 - Plumbing III

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

The course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include installation practices, blueprint reading, heating systems, and plumbing code.

Course Designations: (CH)

**Prerequisite(s):** BCA 0451 or Instructor's Approval.

**Corequisite(s):** BCA 0404.

### BCA 0453 - Plumbing IV

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

The course is available on a limited basis if you are who are not participating in an indentured apprenticeship. Major areas of study include installation practices, plumbing mathematics, gas code, related sciences, and blueprint reading with emphasis given to layout and design of plumbing systems.

Course Designations: (CH)

**Prerequisite(s):** BCA 0452 or Instructor's Approval.

**Corequisite(s):** BCA 0405.

### BCA 0454 - Plumbing V

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

The course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include basic plumbing tools and practices, plumbing mathematics, related sciences, installation practices, first aid, occupational safety and health, and blueprint reading.

Course Designations: (CH)

**Prerequisite(s):** BCA 0453 or Instructor's Approval.

**Corequisite(s):** BCA 0407.

### BCA 0455 - Plumbing VI

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

The course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include basic plumbing tools and practices, plumbing mathematics, related sciences, installation practices, first aid, occupational safety and health, and blueprint reading.

Course Designations: (CH)

**Prerequisite(s):** BCA 0454 or Instructor's Approval.

**Corequisite(s):** BCA 0408.

BCA 0456 - Plumbing VII

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

The course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include basic plumbing tools and practices, plumbing mathematics, related sciences, installation practices, first aid, occupational safety and health, and blueprint reading.

Course Designations: (CH)

**Prerequisite(s):** BCA 0455 or Instructor's Approval.

**Corequisite(s):** BCA 0426.

BCA 0457 - Plumbing VIII

80-160 con. hrs.

Contact Hours: 80-160

Occupational Credits: 2.7-5.3

The course is available on a limited basis if you are not participating in an indentured apprenticeship. Major areas of study include basic plumbing tools and practices, plumbing mathematics, related sciences, installation practices, first aid, occupational safety and health, and blueprint reading.

Course Designations: (CH)

**Prerequisite(s):** BCA 0456 or Instructor's Approval.

**Corequisite(s):** BCA 0427.

BOT 1010C - Botany

4 cr. hrs.

Credit Hours: 4

This course is an introduction to the field of general botany with an emphasis on the study of protoplasm, the cell, the root, stem, leaf, and flower in their structural and functional relations and plant classifications.

Course Designations: (GE) (TR)

**Corequisite(s):** BOT 1010L.

## BSC 1005 - Introducing Biology

3 cr. hrs.

Credit Hours: 3

This course applies the scientific method to critically examine and explain the natural world including but not limited to cells, organisms, genetics, evolution, ecology, and behavior.

Course Designations: (CORE) (GE) (TR)

## BSC 1009C - Introduction to Biology

4 cr. hrs.

Credit Hours: 4

This course covers principle concepts in modern biology including cellular biology, plant biology, human body systems, reproduction and genetics, evolution, behavior, and ecology for non-science majors.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Corequisite(s):** BSC 1009L.

## BSC 1010C - General Biology I

4 cr. hrs.

Credit Hours: 4

In this course, you will apply the scientific method to critically examine and explain the natural world. This course will cover molecular biology, cellular biology, genetics, metabolism, and replication.

Lab Fee: Yes

Course Designations: (CORE) (GE) (TR)

**Corequisite(s):** BSC 1010L.

## BSC 1011C - General Biology II

4 cr. hrs.

Credit Hours: 4

This course provides an overview of the diversity of organisms, including nonvascular plants, vascular plants, invertebrates, and vertebrates. Major aspects of evolution, taxonomy, animal behavior, and ecology will also be discussed.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite(s):** BSC 1010C or Instructor's Approval.

**Corequisite(s):** BSC 1011L.

## BSC 1080 - Overview of Anatomy and Physiology

3 cr. hrs.

Credit Hours: 3

This course presents a one-term, introductory overview of human anatomy and physiology. The organization of the body is studied, starting with cells, tissues, and organs and continuing to cover the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, digestive, respiratory, urinary, and reproductive systems. Homeostasis and structure-function relationships are explored.

Course Designations: (GE) (TR)

BSC 1085C - Human Anatomy and Physiology I

4 cr. hrs.

Credit Hours: 4

This course is the first part of a two-term sequence in which you will examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary skeletal, muscular, and nervous systems.

Lab Fee: Yes

Course Designations: (CORE) (GE) (TR)

**Corequisite(s):** BSC 1085L.

BSC 1086C - Human Anatomy and Physiology II

4 cr. hrs.

Credit Hours: 4

This course studies the structure and function of the human body that includes the sensory organs, endocrine system, circulatory system, immune system, respiratory system, digestive system, urinary system, and reproductive system.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite(s):** BSC 1085C with a grade of *C* or higher or Instructor's Approval.

**Corequisite(s):** BSC 1086L.

BSC 1420C - Introduction to Biotechnology

4 cr. hrs.

Credit Hours: 4

This course includes skills-based basic concepts and techniques necessary to work effectively in a biotechnology laboratory. Basic skills include following procedures and keeping records, lab safety procedures, lab mathematics and measuring, preparing solutions, and basic techniques used for the separation of biomolecules. Emphasis will be on DNA manipulation techniques and protein analysis. You will develop confidence in your ability to work safely with proficiency in the use of basic biotech lab instruments.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite(s):** BSC 1009C, BSC 1010C, or BSC 1085C.

**Corequisite(s):** BSC 1420L.

BSC 1949 - Co-op Education Training Assignment in Biological Sciences

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

BSC 2932 - Selected Topics in Biology

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in biology and is a directed study under the supervision of a faculty member.

Course Designations: (TR)

**Prerequisite(s):** BSC 1010C, BSC 1011C, or Instructor's Approval.

BSC 2949 - Co-op Education Training Assignment in Biological Sciences

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

BUL 2241 - Business Law I

3 cr. hrs.

Credit Hours: 3

This course studies the working principles which govern the legal and social environment of business, crimes, torts, contracts, and sales.

Course Designations: (TR)

BUL 4310 - Legal and Ethical Environment

3 cr. hrs.

Credit Hours: 3

This course covers the working principles which govern the legal and social environment of business, crimes, torts, contracts, and sales.

Course Designations: (TR)

CCJ 1010 - Introduction to Criminal Justice

3 cr. hrs.

Credit Hours: 3

This course offers vivid cases and current events to demonstrate the core principles of the American justice system at work. It reflects the latest trends, practices, and developments in the field. Integrated learning objectives guide your study efforts, self-assessment tools allow you to check your understanding, and practical coverage of careers illustrates the many opportunities available to you in today's criminal justice workplace environment.

Course Designations: (OA)

CCJ 1194 - Interpersonal Communications

3 cr. hrs.

Credit Hours: 3

This course provides you with a comprehensive easy-to-follow, six-step model designed specifically to improve communications with victims, witnesses, subjects, and other members of the public.

Course Designations: (OA)

CCJ 1948 - Co-op Education Training Assignment in Criminal Justice

1-4 cr. hrs.

Credit Hours: 1-4

This course is the first hands-on learning activity in a job related to the your academic major/career objective. The final grade is determined by the co-op director.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

CCJ 2949 - Co-op Education Training Assignment in Criminal Justice

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

## CCJ 4450 - Criminal Justice Administration

3 cr. hrs.

Credit Hours: 3

This course describes the three main concepts about criminal justice organizations. It first discusses the structure of the organization and the various elements associated with management, leadership and organizational structures in general and then in regards to the criminal justice system. Next, it discusses the individual components involved with the different types of organizational systems within the criminal justice organization. Finally, it discusses human behavior and organizational behavior and how it relates to both the structure and the various components of the criminal justice systems and the administration of those systems.

Course Designations: (TR)

## CCJ 4910 - Capstone Experience in Criminal Justice

3 cr. hrs.

Credit Hours: 3

This capstone course assesses the skills and information gained in other courses in the Criminal Justice curriculum through a research project in which you will evaluate the criminal justice policymaking from the initial crime through the criminal trial procedure, corrections, and rehabilitation of the individual. This course is taken in the last term before graduation.

Course Designations: (TR)

**Prerequisite(s):** Instructor's Approval.

## CET 1178C - PC Support A+ Core Hardware

3-4 cr. hrs.

Credit Hours: 3-4

This course will provide a hands-on opportunity for you to obtain the knowledge and skills necessary to service, repair, and upgrade computers and peripherals in preparation for the CompTIA A Core Hardware exam. Topics include safety practices, a detailed look at hardware components, power supplies, CMOS, CPUs, motherboards, bus architectures, disk subsystems, hardware installation and configuration, resolving resource conflicts, data recovery, networking, system maintenance and troubleshooting, and other related topics. Upon completion, you should be able to safely repair and/ or upgrade computer systems, identify and resolve system conflicts, and optimize system performance.

Lab Fee: Yes

Course Designations: (OA)

## CET 1179C - PC Support - A+ OS Technologies

3 cr. hrs.

Credit Hours: 3

This course provides a thorough, step-by-step process for learning the fundamentals of supporting and troubleshooting computer operating systems, thereby, better preparing you to pass the CompTIA A Operating System Technologies exam. Topics include how the boot process works, software and hardware interactions,

operating system and software support and troubleshooting, supporting and troubleshooting operating systems and software on a network, peripheral installations, device conflict resolution, and how to configure printers, modems, networking components, and multimedia devices. In a hands-on learning environment, you will learn installation procedures for various operating systems, use FDISK, format, deport and various other utilities, create and use emergency boot diskettes, install and uninstall devices, perform backups, manage system files, troubleshoot operating system errors, configure networks, configure internet access, and manage printers and other peripherals.

Lab Fee: Yes

Course Designations: (OA)

### CET 1600C - Networking Fundamentals

3 cr. hrs.

Credit Hours: 3

This course introduces the architecture, structure, functions, components, and models of the internet and other computer networks. The principles and structure of IP addresses and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, you will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. We will utilize virtualization to perform many of these tasks hands-on. This is the first of a four-part series to prepare you for the Cisco Certified Networking Associate examination. Internet access from home (or other major availability) will be necessary for this course.

Lab Fee: Yes

Course Designations: (OA)

### CET 1660C - Computer Network Security

3 cr. hrs.

Credit Hours: 3

This course is designed to prepare you to apply and understand the basics of computer network security. The course covers aspects of computer crime, cyber-crime culture, basic networking topics, disaster planning, viruses, and denial of service attacks, firewalls, network address translation fundamentals, intrusion detection fundamentals, remote access, and windows security. You will examine modern-day attacks against networks and endpoints and what is needed to defend against these attacks. You will utilize virtualization to perform many of these tasks hands-on.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** CGS 1061C, CET 1600C, or Instructor's Approval.

### CET 2114C - Digital Electronics I

4 cr. hrs.

Credit Hours: 4

This course introduces topics needed to become proficient in digital electronics. Topics covered are number systems, computer arithmetic, Boolean algebra, logic functions, gates, flip flops, registers, counters, encoders, decoders, arithmetic circuits, shift counters, and memories. Lab experiments are used to verify the concepts

studied.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EET 1141C or Instructor's Approval.

CET 2123C - Introduction to Microprocessors

3 cr. hrs.

Credit Hours: 3

This course uses the concepts learned in Digital Electronics I to develop a systems concept using digital circuits. Emphasis is placed on the minicomputer system. Topics covered include programming, CPU structure, internal timing, Buss structures, and interrupts. Hands-on experience with minicomputer systems is included.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** CET 2114C.

CET 2662C - Security Testing and Auditing

3 cr. hrs.

Credit Hours: 3

This course focuses on establishing and using test and audit policies to minimize vulnerability to intrusion and maximize intrusion detection. It covers the basics of testing a network security environment, including installation, configuration, and utilization of software tools for testing and auditing. Internal and external security auditing is also discussed.

Course Designations: (OA)

**Prerequisite(s):** CGS 1061C, CET 1600C, or Instructor's Approval.

CET 2691 - Laws and Legal Aspects of IT Security

2 cr. hrs.

Credit Hours: 2

This course will provide you with an overview of legal issues common to computer and security, and interweaves business reading paradigms which offer a macro-context against such issues. These issues typically fall within the parameters of privacy, intellectual property, computer crime investigation for network breaches, civil liability, and ethics of the information technology (IT) professional focused on network security. The course will seek to expand on all matters of law that may be included on any network security certification exam, but also covers broadly the economic impact that security breaches have on industry sectors and business responses. Coursework will include reviewing fact patterns applied to legal and ethical authorities.

Course Designations: (OA)

## CET 2792 - Microsoft Windows Server

3 cr. hrs.

Credit Hours: 3

This course provides the core knowledge needed for supporting the Microsoft Windows Server Operating System. It is designed to train you and support professionals in all the skills needed to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Servers in a variety of environments. Completion of this course will prepare you to take the Microsoft Server Certification Exam which includes installing, configuring, and administering Microsoft Windows Server products.

Lab Fee: Yes

Course Designations: (OA)

## CET 2794 - Microsoft Directory Services

3 cr. hrs.

Credit Hours: 3

This course provides you with the core knowledge needed for supporting the Microsoft Windows Operating Systems. It is designed to train you and support professionals in all the skills needed to design, implement, and support a Windows Server object-oriented directories including server analysis and optimization, network analysis and optimization, and troubleshooting in the enterprise environment. Completion of this course will prepare you to take Microsoft's Certification Exam which includes implementing and administering Microsoft Windows Directory Services Infrastructure.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** CET 2792.

## CET 2880C - Data Forensics I

3 cr. hrs.

Credit Hours: 3

This course provides information on identifying inappropriate uses of corporate IT, gathering electronic evidence of wrongdoing, securing corporate systems from further misuse, and protecting electronic evidence from intentional or accidental modification. Hands-on exercises are an integral part of the course.

Course Designations: (OA)

**Prerequisite(s):** CET 1660C, CGS 1135C, or Instructor's Approval.

## CET 2881C - Data Forensics II

3 cr. hrs.

Credit Hours: 3

This course provides information on advanced computer forensics where you will learn how to prepare for and conduct a computer investigation, use computer forensics software including access data forensic tool kit FTK and guidance software encase, work with computer forensics acquisition hardware including forensic

recovery evidence device (FRED), use ultimate tool kit write blocker suite and Voom Hardcopy II, apply advanced techniques in windows registry analysis utilizing FTKS registry analyzer, recover forensic DATA from handheld devices such as PDAS, pagers, and cellphones using parabens cell and PDA seizure, use password recovery tools including access data PRTK, conduct analysis of windows operating system, and run forensic analysis of Microsoft's newest operating system. Hands-on exercises are in integral part of the course.

Course Designations: (OA)

**Prerequisite/Corequisite(s):** CET 2880C or Instructor's Approval.

CET 2930C - Selected Topics in Computer Networking

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in computer networking. Topics may vary from term to term.

Lab Fee: Yes

Course Designations: (OA)

CET 2950 - Virtualization Capstone

3 cr. hrs.

Credit Hours: 3

This is the capstone course for the Network Systems Technology AS program. You will be given real-world problems and work, both individually and as a team, to provide solutions. As part of this process, you will demonstrate your ability to apply topics learned in your previous courses.

Course Designations: (OA)

CGS 1061C - Fundamentals of Computers

3 cr. hrs.

Credit Hours: 3

This course introduces you to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. Topics include Linux, and client-side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. You will utilize virtualization to perform many of these tasks hands-on.

Lab Fee: Yes

Course Designations: (OA)

CGS 1100C - Introduction to Microcomputers Using Windows

3 cr. hrs.

Credit Hours: 3

This course is an introduction to basic microcomputing concepts including business software applications and ethical and responsible computer use. You will gain hands-on experience in word processing, spreadsheet,

database, and presentation software using Microsoft Office applications and online graphics applications.

Lab Fee: Yes

Course Designations: (TR)

### CGS 1135C - Introduction to Computer Forensics

3 cr. hrs.

Credit Hours: 3

This course will introduce you to the principles and practices required to obtain and preserve evidence in a computer forensics investigation. The topics covered in this course include a survey of current computer forensics tools, incident/crime scene processing, digital evidence control, and reporting.

Course Designations: (OA)

**Prerequisite(s):** CGS 1061C, CET 1600C, or Instructor's Approval.

### CGS 2510C - Spreadsheet Applications

3 cr. hrs.

Credit Hours: 3

This course is a study of electronic spreadsheet construction techniques. Topics to be discussed include spreadsheet design; using the command structure; making, copying, and moving cell entries; arithmetic operations and formulas; formatting cells; using built-in functions; using lookup tables; linking spreadsheets; creating graphs; printing output; and designing and implementing macros.

Lab Fee: Yes

Terms Offered: Highlands Campus during spring and summer terms.

Course Designations: (OA)

### CGS 2540C - Introduction to Database Management

3 cr. hrs.

Credit Hours: 3

This course is a study of microcomputer database management systems and their applications in a business environment. Topics to be discussed include fundamental concepts of database design; creating, editing, and modifying database files; and sorting, indexing, querying, and creating forms and reports with hands-on experience using appropriate database software.

Lab Fee: Yes

Terms Offered: Spring term.

Course Designations: (OA)

**Prerequisite(s):** CGS 1100C or Instructor's Approval.

### CGS 2565C - Principles of Computer Information Systems

3 cr. hrs.

Credit Hours: 3

This course is designed to give you a foundation in computer information fundamentals. Computer terminology, basic system architecture, processing and storage concepts, data communications, and advanced applications will be covered. In addition, you will acquire skills in operating systems, number systems (including binary, hexadecimal, octal, and decimal), algorithm development, and computer programming.

Lab Fee: Yes

Terms Offered: This course is offered online in the spring term.

Course Designations: (OA)

**Prerequisite/Corequisite(s):** CGS 1100C or Instructor's Approval.

CGS 2820 - Introduction to Web Design

3 cr. hrs.

Credit Hours: 3

This course is designed to teach you the skills needed to design, create, modify, and publish websites on the internet. You will gain knowledge of the principles of effective website design, learn introductory web graphics techniques, gain extensive HTML (Hypertext Markup Language) and CSS (Cascading Style Sheet) programming skills, and learn the principles of website construction and maintenance. The course also includes information on graphics and web scripting for website support.

Lab Fee: Yes

Course Designations: (OA)

CGS 2930 - Selected Topics in Computers General Studies

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in computer general studies. Topics may vary from term to term.

Course Designations: (OA)

CHM 1020 - Introducing General Chemistry

3 cr. hrs.

Credit Hours: 3

This course provides you with an introduction to chemical principles and applications for the non-science major. Students will engage in problem solving and critical thinking while applying chemical concepts. Topics will include the scientific method of problem solving, classification of matter, atomic theory, the periodic table, gases, chemical reactions, energy, and chemical bonds.

Course Designations: (CORE) (GE) (TR)

CHM 1020L - Introducing General Chemistry Lab

1 cr. hr.

Credit Hours: 1

This is an introductory chemistry lab designed to complement CHM 1020. This lab is for liberal studies and non-science majors. It is also suitable for you if you have not taken high school chemistry and plan to take CHM 2045.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite/Corequisite(s):** CHM 1020

CHM 1949 - Co-op Education Training Assignment in Chemistry

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

CHM 2045 - General Chemistry I

3 cr. hrs.

Credit Hours: 3

This course is designed for you if you are pursuing careers in the sciences or need a more rigorous presentation of chemical concepts than is offered in an introductory course. You will engage in problem solving and critical thinking while applying chemical concepts. Topics will include the principles of chemistry including atomic theory, electronic and molecular structure, measurement, stoichiometry bonding, periodicity, thermochemistry, nomenclature, solutions, and the properties of gases.

Course Designations: (CORE) (GE) (TR)

**Prerequisite/Corequisite(s):** MAC 1105 with a grade of *C* or higher, high school chemistry, or CHM 1020 with a grade of *C* or higher.

CHM 2045L - General Chemistry I Lab

1 cr. hr.

Credit Hours: 1

This lab applies the principles of chemistry, atomic and molecular structure, the periodic system, stoichiometry, thermochemistry, gas laws, solutions, formulas, and equations.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite/Corequisite(s):** CHM 2045

CHM 2046 - General Chemistry II

3 cr. hrs.

Credit Hours: 3

This course studies real gases, chemical thermodynamics, colligative properties, kinetics, equilibrium, acid-base theory, electrochemistry, and an introduction to organic compounds.

Course Designations: (GE) (TR)

**Prerequisite(s):** CHM 2045 with a grade of *C* or higher.

CHM 2046L - General Chemistry II Lab

1 cr. hr.

Credit Hours: 1

This lab is an experimental exploration of real gases, chemical thermodynamics, colligative properties, kinetics, equilibrium, acid-base theory, buffers, electrochemistry and an introduction to organic compounds.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite(s):** CHM 2045 with a grade of *C* or higher.

CHM 2210 - Organic Chemistry I

3 cr. hrs.

Credit Hours: 3

This course is an introduction to the organic compounds of the alkane, alkene, alkyne, alcohol, ether, thiol, sulfide, and halide groups. Emphasis is on nomenclature, structural representation, stereochemistry, physical properties, and common reactions. It provides an understanding of modern instrumentation as applied to organic chemistry.

Course Designations: (GE) (TR)

**Prerequisite(s):** CHM 2045 with a grade of *C* or higher.

CHM 2210L - Organic Chemistry I Lab

2 cr. hrs.

Credit Hours: 2

This lab allows you to learn how to apply common lab techniques to determine the structure and the chemical properties of alkanes, alkenes, alcohols, alkyl halides, acids, and esters. The experiments will be done on a small-scale approach or microscale.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite/Corequisite(s):** CHM 2210 or Instructor's Approval.

CHM 2211 - Organic Chemistry II

3 cr. hrs.

Credit Hours: 3

This course is a study reaction mechanisms, synthesis, functionality, spectroscopy, and chromatography.

Course Designations: (GE) (TR)

**Prerequisite(s):** CHM 2210.

CHM 2211L - Organic Chemistry II Lab

2 cr. hrs.

Credit Hours: 2

This lab allows you to apply laboratory techniques learned in CHM 2210L to synthesize, purify, and identify organic compounds including alcohols, aldehydes, aromatics, ketones, ethers, esters, amides, and amines. The experiments will be done on a small-scale approach or microscale.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite(s):** CHM 2210L, CHM 2211, or Instructor's Approval.

**Corequisite(s):** CHM 2211 or Instructor's Approval.

CHM 2932 - Honors Special Topics in Chemistry

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in chemistry and is a directed study under the supervision of a faculty member. This course may be repeated and offered as an honors course.

Course Designations: (TR)

CHM 2936 - Selected Topics in Chemistry

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in chemistry and is a directed study under the supervision of a faculty member. This course may be repeated.

Course Designations: (TR)

CHM 2949 - Co-op Education Training Assignment in Chemistry

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

CIS 1949 - Co-op Education Training Assignment in Computer Information Systems

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

CIS 2352C - Ethical Hacking I

3 cr. hrs.

Credit Hours: 3

This course teaches you how to hack into information systems using ethical standards with a hands-on approach. You will learn system and network penetration testing; the tools and techniques used to exploit vulnerabilities such as social engineering, buffer overflows, etc.; and how to defend against attacks.

Course Designations: (OA)

**Prerequisite(s):** CET 1660C, CGS 1135C, or Instructor's Approval.

CIS 2358C - Operating System Security

3 cr. hrs.

Credit Hours: 3

This course will focus on Windows, Linux, and OSX operating systems security. You will acquire knowledge and skills needed to perform audit assessments and implement an operating system security.

Course Designations: (OA)

**Prerequisite(s):** CGS 1061C or Instructor's Approval.

CIS 2359C - Ethical Hacking II

3 cr. hrs.

Credit Hours: 3

This course is a continuation of Ethical Hacking I with emphasis on advanced techniques. You will learn system and network penetration testing, tools, and techniques used to exploit vulnerabilities such as social engineering, buffer overflows, and how to defend against attacks.

Course Designations: (OA)

**Prerequisite(s):** CIS 2352C or Instructor's Approval.

CIS 2930 - Selected Topics in Computer Science

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in computer science and is a directed study under the supervision of a faculty member.

Course Designations: (OA)

CIS 2949 - Co-op Education Training Assignment in Computer Information Systems

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

CJC 1000 - Introduction to Corrections

3 cr. hrs.

Credit Hours: 3

This course will provide an in-depth look at the past, present, and future of corrections and will highlight the subcomponents and processes of modern-day corrections as well as new and developing corrections technologies.

Course Designations: (OA)

CJC 2002 - Criminal Behavior

3 cr. hrs.

Credit Hours: 3

This course offers you a clear, contemporary, and comprehensive introduction to criminology that encourages critical thinking about the causes of crime and crime-prevention strategies. The thematic approach of social problems versus social responsibility prompts you to think critically about the causes of crime and see the link between crime theories and crime policies.

Course Designations: (OA)

CJC 2162 - Probation, Pardon, and Parole

3 cr. hrs.

Credit Hours: 3

This course provides a comprehensive and practical guide to evidence-based practices and academic research on probation, release from prison, and other community-based alternatives. You will investigate techniques in community corrections supervision and correctional programs that are most effective in reducing recidivism.

Course Designations: (OA)

## CJC 2300 - Administration of Correctional Institutions

3 cr. hrs.

Credit Hours: 3

This course studies the principles of administration in the correctional setting including corrections history, the legacy of punishment, institution security and classification, support operations, fiscal responsibility, development of staff, inmate management, administrative decision-making, and other correctional administrative functions.

Course Designations: (OA)

## CJC 3010 - American Corrections

3 cr. hrs.

Credit Hours: 3

This course will provide an overview of the American Correctional System including historical development, present status, and suggested reforms. Discussions will include detailed descriptions of early history of correctional thought and practice, the punishment of offenders and probation and the prison experience. The course will conclude with an in-depth view of the future of American Corrections.

Course Designations: (TR)

## CJE 1000 - Introduction to Law Enforcement

3 cr. hrs.

Credit Hours: 3

This course provides a comprehensive overview of research and practice, and links theories through the use of various problem-solving applications. A central theme is the linkage across law enforcement jurisdictions and the struggle to develop a coordinated approach to information sharing and strategy development in the face of any crime.

Course Designations: (OA)

## CJE 2300 - Police Administration and Organization

3 cr. hrs.

Credit Hours: 3

This course focuses on law enforcement managers and supervisors, their jobs, and the complicated interrelationships between members of the law enforcement team and the communities they serve. It begins with a general overview of the policing profession to provide context for later discussions of the role of managers within the field. You will learn about post-911 policing, research on the effects of 911, and the latest on data-driven policing, intelligence lead policing, evidence-based policing, and predictive policing. An ethical dilemma feature challenges you to think critically about moral issues faced by supervisors every day. This comprehensive overview of the responsibilities of law enforcement leaders, covers relevant topics ranging from the newest principles in policing to the exciting technological aids changing the face of law enforcement today.

Course Designations: (OA)

## CJE 2452 - Criminal Justice and Community Relations

3 cr. hrs.

Credit Hours: 3

This course examines proactive community-oriented policing and problem solving in the context of changes in police departments and communities. You will be provided with the knowledge needed to understand the community policing philosophy and its applications for police and society. You will examine the evolution of community policing, the relationship of the police and the community in the community policing philosophy, and the implementation and methods of evaluating community-oriented and problem-solving initiatives.

Course Designations: (OA)

## CJE 2600 - Criminal Investigations

3 cr. hrs.

Credit Hours: 3

This course is a study of the fundamentals, principles, concepts, theory, and history of investigations. It covers methods of investigation, case preparation, problems in criminal investigation, and investigative techniques of specific crimes. Further information is presented regarding the trial process and the investigator as a witness.

Course Designations: (OA)

## CJE 2640 - Modern Crime Scene Investigation

3 cr. hrs.

Credit Hours: 3

This course provides you with the techniques and procedures involved in Criminalistics to include how to investigate a crime scene, processing physical evidence, collecting and analyzing trace evidence, collecting and analyzing pattern evidence, collecting and analyzing chemical and biological evidence, and evidence collection and analysis.

Course Designations: (OA)

## CJE 4175 - Comparative Criminal Justice Systems

3 cr. hrs.

Credit Hours: 3

The class will examine issues related to crime throughout the world. You will identify, analyze, and compare the criminal justice systems in the U.S. with those of other countries. The course will explain the basic worldwide philosophies of law and justice, the arrangements for crime prevention and law enforcement, and the methods of dealing with convicted offenders throughout the world. This is a global learning course that counts towards your global learning graduation requirement.

Course Designations: (TR)

## CJJ 1001 - Juvenile Justice

3 cr. hrs.

Credit Hours: 3

This course provides an in-depth analysis of the theories of delinquency, environmental issues, juvenile justice issues, and the juvenile justice system. The course presents extensive research, as well as, up to the minute policy and newsworthy examples. Juvenile delinquency theory and juvenile justice policy issues are presented by examining opposing sides of controversial aspects of delinquency and delinquency programs in a fair and unbiased way.

Course Designations: (OA)

CJK 0002 - Introduction to Law Enforcement

12 con. hrs.

Contact Hours: 12

Occupational Credits: 0.4

This course provides an overview of the Law Enforcement Basic Recruit Training Program and the requirements to become a sworn officer. You will learn about basic criminal justice ethics, ways to avoid compromising interactions, and command structure. You will also receive a basic introduction to the criminal justice system.

Lab Fee: Yes

Course Designations: (CH)

CJK 0016 - LE Communications

24 con. hrs.

Contact Hours: 24

Occupational Credits: 0.8

This course provides several communication skills that will make you safer and more effective in your work as a law enforcement officer. Officers who possess strong interpersonal skills can respond appropriately and potentially avoid triggering or escalating a crisis situation.

Course Designations: (CH)

CJK 0018 - Legal

64 con. hrs.

Contact Hours: 64

Occupational Credits: 2.1

This course helps you to understand laws, policies, and procedures when enforcing the law. You will understand the role of specific amendments of the U.S. Constitution and different classes of offenses and their penalties before making a lawful arrest. You will learn the Florida Statutes when documenting a lawful arrest and identifying parties to a crime, significance of intent, and negligence when determining whether an act is criminal.

Course Designations: (CH)

CJK 0019 - Interviewing and Report Writing

56 con. hrs.  
Contact Hours: 56  
Occupational Credits: 1.9

This course introduces you to the importance of taking good notes, what to include in your notes, and strategies for taking notes. You will know how to thoroughly prepare for an interview, including the order of interviews and interviewee considerations. You will know how to properly conduct an interview, document information from the interview, and obtain sworn statements. You will understand the importance of a well-written report, the potential uses and audience of a report, and what type of incidents require a report.

Course Designations: (CH)

#### CJK 0020 - LE Vehicle Operations

48 con. hrs.  
Contact Hours: 48  
Occupational Credits: 1.6

This course includes the components of the police driving under normal and emergency conditions during daylight and night conditions. It involves both lecture and practical exercises and testing on the driving range.

Course Designations: (CH)

#### CJK 0021 - Serving Your Community

34 con. hrs.  
Contact Hours: 34  
Occupational Credits: 1.1

This course presents the procedures involved in responding to calls for service and actions the officer takes upon arrival at a call. These calls may involve people with unique challenges, people in crisis, and high-risk groups. This course will also provide an overview of how to respond safely to the diverse populations you will encounter and how to maintain professionalism and situational awareness at all times when you respond to any scene.

Course Designations: (CH)

#### CJK 0023 - Introduction to Law Enforcement (Auxiliary)

4 con. hrs.  
Contact Hours: 4  
Occupational Credits: 0.13

This course will allow you to learn the importance of the Criminal Justice Standards and Training Commission and the requirements for certification as an auxiliary law enforcement officer in the state of Florida.

Lab Fee: Yes  
Course Designations: (CH)

#### CJK 0024 - Legal Concepts

20 con. hrs.  
Contact Hours: 20  
Occupational Credits: 0.7

This course presents a foundational understanding of the United States legal system and the various sources of laws.

Course Designations: (CH)

#### CJK 0025 - Patrol and Professional Communication

12 con. hrs.  
Contact Hours: 12  
Occupational Credits: 0.4

This course will allow you to understand professional expectations, electronic communications, interview skills, and writing skills.

Course Designations: (CH)

#### CJK 0026 - Interactions in a Diverse Community (Auxiliary)

12 con. hrs.  
Contact Hours: 12  
Occupational Credits: 0.4

This course will teach you to deal with a variety of issues when interacting with the public. One of the most challenging issues is dealing with individuals who suffer from one or more of a variety of disabilities. As an officer, you must protect the rights of people with disabilities while at the same time protecting the public whether the disability is mental, physical, or age related. Further, you must identify cases of abuse, negligence, or exploitation by caregivers or others who may victimize people with disabilities.

Course Designations: (CH)

#### CJK 0027 - Calls for Service and Arrest Procedures

24 con. hrs.  
Contact Hours: 24  
Occupational Credits: 0.8

This course presents the procedures involved in responding to calls for service and actions the officer takes upon arrival at a call. It also addresses types of community service calls as well as disturbance and court order scenarios. The course includes units that discuss arrest procedures and an introduction to the Incident Command System.

Course Designations: (CH)

#### CJK 0028 - Traffic Stops and Crash Investigations

28 con. hrs.  
Contact Hours: 28  
Occupational Credits: 0.9

This course covers traffic stops and crash investigations which require you, as an officer, to use proper procedures to ensure both your own and the public's safety. These two tasks are tested on the State Officer's Certification Exam. The course will provide you with the basic knowledge needed for the state exam as well as a basic knowledge level when you enter the field.

Course Designations: (CH)

CJK 0029 - Crime Scene and Courtroom Procedures

8 con. hrs.

Contact Hours: 8

Occupational Credits: 0.3

This course presents the actions to be taken while investigating a crime scene through the presentation of courtroom testimony that supports the evidence discovered during an investigation. The course stresses protecting and identifying the types of evidence that may be found at a crime scene and the legal responses to criminal charges during courtroom proceedings.

Course Designations: (CH)

CJK 0031 - First Aid for Criminal Justice Officers

40 con. hrs.

Contact Hours: 40

Occupational Credits: 1.3

This course presents the techniques needed in emergency medical situations and provides an orientation to the major types of communicable diseases, signs and symptoms, and transmission methods. Also, the symptoms of food-borne illnesses and general guidelines for health observations are included.

Course Designations: (CH)

CJK 0040 - Criminal Justice Firearms

80 con. hrs.

Contact Hours: 80

Occupational Credits: 2.7

This course includes instruction in the use of officer firearms including handguns, rifles, and shotguns. Safety procedures, weapon nomenclature, and ammunition are covered in lecture. Practical exercises and proficiency testing are included.

Course Designations: (CH)

CJK 0051 - Criminal Justice Defensive Tactics

80 con. hrs.

Contact Hours: 80

Occupational Credits: 2.7

This course includes the techniques used for an officer's personal safety and those necessary to subdue,

search, and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. Instruction includes the use of chemical agents with practical exercises.

Course Designations: (CH)

CJK 0063 - Fundamentals of Patrol

40 con. hrs.

Contact Hours: 40

Occupational Credits: 1.3

This course provides an overview of the law enforcement techniques and tactics that officers use while on patrol. It includes the use of communications equipment, community-oriented policing, and officer safety and survival skills. It also explains how to respond to non-criminal calls and conduct structure and area searches, and provides resources that officers use while on patrol.

Course Designations: (CH)

CJK 0072 - Crimes Against Persons

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course teaches you how to respond to any incident that has the potential for an arrest by following a basic investigative sequence that focuses on fairness in the process and the outcome.

Course Designations: (CH)

CJK 0073 - Crimes Involving Property and Society

12 con. hrs.

Contact Hours: 12

Occupational Credits: 0.4

This course will introduce you to the basic investigative techniques involving various offenses and victims. People who commit these types of crimes interfere with or obtain money, property, or some other benefit from the victim.

Course Designations: (CH)

CJK 0079 - Crimes Scene Follow-up Investigations

34 con. hrs.

Contact Hours: 34

Occupational Credits: 1.1

This course allows you to learn that the purpose of an investigation is to determine what happened during an incident, identify and locate the suspect, and develop enough evidence to establish probable cause to make an arrest. You will learn how to secure, protect, and preserve a crime scene to avoid contaminating any evidence. You will also learn how to search for, identify, document, collect, and maintain the physical evidence, which will aid the prosecution of the suspect.

Course Designations: (CH)

### CJK 0093 - Critical Incidents

44 con. hrs.

Contact Hours: 44

Occupational Credits: 1.5

This course provides an overview of law enforcement techniques and tactics used when confronting large-scale or critical incidents. These may include natural disasters, active shooters, exposure to hazardous materials, and explosive devices.

Course Designations: (CH)

### CJK 0096 - Criminal Justice Officer Physical Fitness Training/Law Enforcement

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2.0

This course will introduce you to the basic concepts of wellness and exercise with a goal of improving overall health and fitness. You will be tested in five specific areas of 1.5- mile run, 300-meter burst of energy, sit-ups, push-ups, and vertical jump.

Course Designations: (CH)

### CJK 0111 - Interviewing and Report Writing in Corrections

16 con. hrs.

Contact Hours: 16

Occupational Credits: 0.5

This course provides you with practical communication skills when interviewing individuals and recording the information using proper grammar. It reviews necessary skills to write, edit, and proofread reports and reporting procedures.

Course Designations: CH

### CJK 0301 - Introduction to Corrections

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.1

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

Lab Fee: Yes

Course Designations: CH

## CJK 0306 - Communications for Correctional Officers

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.1

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

Course Designations: CH

## CJK 0321 - Intake and Release

16 con. hrs.

Contact Hours: 16

Occupational Credits: 0.5

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

Course Designations: CH

## CJK 0324 - Supervision in a Correctional Facility

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.1

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

Course Designations: CH

## CJK 0326 - Supervising Correctional Populations

25 con. hrs.

Contact Hours: 25

Occupational Credits: 0.8

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

Course Designations: CH

## CJK 0327 - Shift Management and Safety

20 con. hrs.

Contact Hours: 20

Occupational Credits: 0.7

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

Course Designations: CH

CJK 0336 - Incidents and Emergencies in Correctional Facilities

20 con. hrs.

Contact Hours: 20

Occupational Credits: 0.7

This course provides you, as an officer, the awareness and ability to apply knowledge, training, and reasonable judgment to ensure the safety and security of all persons at the facility during an emergency.

Course Designations: CH

CJK 0340 - Officer Wellness and Physical Abilities

30 con. hrs.

Contact Hours: 30

Occupational Credits: 1

This course is designed to prepare you physically to perform the physical duties as a correctional officer through the implementation of a physical fitness training plan and a nutritional component.

Course Designations: (CH)

CJK 0355 - Legal for Correctional Officers

22 con. hrs.

Contact Hours: 22

Occupational Credits: 0.7

This course provides you with foundational information related to case law and various agency policies and procedures that impact the corrections profession.

Course Designations: CH

CJK 0393 - Crossover Program Updates

8 con. hrs.

Contact Hours: 8

Occupational Credits: 0.3

This course prepares you to understand updated content from the applicable basic recruit training program. The course content and hours may be distributed as needed throughout the program to integrate updated techniques or instruction from the updated course material as it becomes available.

Lab Fee: Yes

Course Designations: (CH)

## CJK 0400 - Traffic Incidents

12 con. hrs.

Contact Hours: 12

Occupational Credits: 0.4

This course will provide you with the necessary information about traffic statutes and procedures and will lay the foundation for you to practice excellent traffic enforcement. The primary goal of traffic enforcement is to encourage drivers to comply with all traffic laws and to drive safely. Traffic enforcement includes all aspects of law enforcement related to vehicles, roadways, and pedestrians. This includes directing traffic, issuing citations, and handling unattended, abandoned, or disabled vehicles.

Course Designations: (CH)

## CJK 0401 - Traffic Stops

24 con. hrs.

Contact Hours: 24

Occupational Credits: 0.8

This course addresses the skills and techniques used when making an unknown traffic stop, performing search and inventory of a vehicle, and performing high-risk traffic stops.

Course Designations: (CH)

## CJK 0402 - Traffic Crash Investigations

30 con. hrs.

Contact Hours: 30

Occupational Credits: 1

This course addresses the skills and techniques law enforcement officers use when conducting traffic crash investigations using a systematic approach, similar to the approach they use when responding to a robbery, battery, or homicide. This approach includes responding to assessing and protecting the scene; gathering and evaluating information and evidence; returning the scene to the normal condition; taking appropriate enforcement action; and documenting the crash.

Course Designations: (CH)

## CJK 0403 - DUI Traffic Stops

24 con. hrs.

Contact Hours: 24

Occupational Credits: 0.8

This course teaches that drivers that are under the influence of drugs or alcohol pose a hazard to themselves and others. It provides information on how a law enforcement officer detects impaired driving, administers field sobriety tests, makes arrests when appropriate, and records the evidence of a DUI (driving under the influence) offense.

Course Designations: (CH)

## CJK 0421 - Conducted Electrical Weapon/Dart-Firing Stun Gun

4 con. hrs.

Contact Hours: 4

Occupational Credits: 0.1

This course will introduce you to the basics of both the stun gun and the dart-firing stun gun to give you fundamental knowledge on these emerging tools of criminal justice officers.

Course Designations: (CH)

## CJL 1101 - Constitutional Law

3 cr. hrs.

Credit Hours: 3

This course is a detailed study of the U.S. Constitution and case law as it applies to the criminal justice system with emphasis on the Bill of Rights, the Supreme Court, and legal research.

Course Designations: (OA)

## CJL 2100 - Criminal Law

3 cr. hrs.

Credit Hours: 3

This course provides a basic introduction of rules and laws that comprise the fabric of the criminal justice system in the United States. The course describes the structure of the system, the theories underlying criminal responsibility, and the elements of specific crimes. The instruction considers the shifts in emphasis of the law makers and courts in the development of American criminal law in the global political, economic, and social climate of the 21st century.

Course Designations: (OA)

## CJL 2130 - Criminal Evidence and Procedure

3 cr. hrs.

Credit Hours: 3

This course presents the work of the modern law enforcement officer as it relates to the gathering of evidence that is admissible in court. Collection and presentation of legal evidence is the foundation of justice and the manner in which this occurs may seriously affect the life, liberty, and property of others, as well as the reputation of the officers and the agencies they represent.

Course Designations: (OA)

## CJL 3510 - Courts and the Criminal Justice System

3 cr. hrs.

Credit Hours: 3

This course provides an advanced study and critical examination of the American court system, focusing on

understanding judicial and prosecutorial discretion in the context of the legal, organizational, and practical processes of decision-making. It also analyzes the role of appellate courts in the criminal justice process, the rules of evidence, and socio-political influences on the judicial process.

Course Designations: (TR)

CLP 2140 - Abnormal Psychology

3 cr. hrs.

Credit Hours: 3

This course is an advanced scientific study of human behavior. Emphasis is on the process of critical thinking regarding abnormal behavior and thought in individual adjustment to the physical and social environment.

Course Designations: (TR)

**Prerequisite(s):** PSY 2012.

COE 1949 - Co-op Work Experience I

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity directly related to your academic major and career objective for work experience (paid or non-paid) in the Cooperative Education Program. Grade is determined by the Co-op Office/faculty advisor. Available in most disciplines.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of 12 credit hours of coursework, a minimum GPA of 2.0, satisfaction of employer work requirements, and approval by the Co-op director/faculty advisor.

COE 2949 - Co-op Work Experience II

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity related to your academic major and career objective for work experience (paid or non-paid) as a continuation COE 1949 - Co-op Work Experience I, or a change in learning assignment with approval by the Co-op Office. Available in most disciplines.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of COE 1949 - Co-op Work Experience I, a minimum GPA of 2.0, satisfaction of employer work requirements, and approval by the Co-op director/faculty advisor.

COP 1949 - Co-op Education Training Assignment in Computer Programming

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic

major/career objective.

Course Designations: (OA)

### COP 2170C - Principles of Computer Programming

3 cr. hrs.

Credit Hours: 3

The course stresses proper programming methodology, problem solving, structured programming techniques, code implementation, debugging, and testing. Essential aspects of programming are covered, including the construction and manipulation of applications, controls, forms, code (including decisions, looping, and file access), and formatting. Basic internet programming techniques will also be covered. You will gain extensive hands-on programming experience using appropriate computer language.

Lab Fee: Yes

Terms Offered: Fall term.

Course Designations: (OA)

**Prerequisite/Corequisite(s):** CGS 1100C or Instructor's Approval.

### COP 2171C - Advanced Programming Techniques

3 cr. hrs.

Credit Hours: 3

This course covers the implementation of advanced programming techniques with an emphasis on the integration of programming with existing computing applications. Writing programs to customize and integrate word processing, spreadsheet, and database applications will be stressed, as well as using programming techniques for object linking and embedding, and macro development. Previous experience with full-featured, Windows-based word processing, database, or spreadsheet is recommended. You will have the opportunity to design, create, and maintain several advanced programming projects using an appropriate computer programming language.

Lab Fee: Yes

Terms Offered: Offered on the Highlands Campus during spring term.

Course Designations: (OA)

**Prerequisite(s):** COP 2170C or Instructor's Approval.

### COP 2224 - Introduction to C++ Programming

3 cr. hrs.

Credit Hours: 3

This course is an introduction to programming using the C++ programming language. You will design, code, input, run, and debug basic programs in the C++ programming language. Variables, data types, arithmetic operations, conditional operations, basic input/output, functions, looping, and file access will be covered. In addition, you will gain an overview of the history of computing, basic computer organization, numbering systems, and the program development cycle.

Lab Fee: Yes

Terms Offered: Fall term.  
Course Designations: (OA)

**Prerequisite(s):** CGS 1100C.

COP 2228 - Advanced C++ Programming

3 cr. hrs.  
Credit Hours: 3

This course is a continuation of Introduction to C++ Programming. Object-Oriented Programming (OOP) concepts will be emphasized, specifically the use of classes and objects. Declaration and implementation of classes, constructors, destructors, data objects, and methods will be discussed. Abstraction, inheritance, and dynamic binding concepts will be presented. Database management through the use of advanced data structures including arrays, pointers, linked lists, stacks, queues, and trees will be covered. Sorting, searching, and recursion mechanisms will also be analyzed.

Lab Fee: Yes  
Terms Offered: Spring term.  
Course Designations: (OA)

**Prerequisite(s):** COP 2224 or Instructor's Approval.

COP 2250 - Java Programming

3 cr. hrs.  
Credit Hours: 3

This course will cover the principles of programming using the Java programming language. Java data types, input/output, control structures, methods, and objects will be addressed. You will also learn basic file access principles. Since the course will be available online, you should have extensive online skills, as well as the ability to work well independently.

Lab Fee: Yes  
Terms Offered: Spring term only.  
Course Designations: (OA)

**Prerequisite(s):** CGS 1100C.

COP 2360 - C# Programming

3 cr. hrs.  
Credit Hours: 3

This course is a study of the C# (C Sharp) programming language within the .NET framework. Emphasis is placed upon the position of .NET in software development and creation of .NET applications by applying built-in .NET libraries and classes and developing and applying user-defined classes in applications using C#.

Course Designations: (OA)

COP 2810 - Programming for the Internet

3 cr. hrs.

Credit Hours: 3

This course covers webpage internet programming including extensive HTML coding for webpage creation, CSS for text and image design, introduction to JavaScript, and website creation tools. Concepts such as effective page layout, navigation, image manipulation, online form creation and manipulation, accessibility, and coding standards will also be addressed.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** CGS 1100C or Instructor's Approval.

COP 2930 - Selected Topics in Computer Programming

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in computer programming and is a directed study under the supervision of a faculty member. Topics may vary from term to term.

Course Designations: (OA)

COP 2949 - Co-op Education Training Assignment in Computer Programming

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

COS 0080 - Cosmetology Concepts I

120 con. hrs.

Contact Hours: 120

Occupational Credits: 4

This course introduces basic cosmetology concepts which include first aid and safety, bacteriology, trichology, diseases and disorders, hygiene, product knowledge, chemistry, ethics, client consultation, haircutting, hairstyling, and other related topics. Upon completion, you should be able to safely and competently apply cosmetology concepts in the salon setting.

Course Designations: (CH)

**Corequisite(s):** COS 0080L with a grade of *C* or higher.

COS 0080L - Salon I

360 con. hrs.

Contact Hours: 360

Occupational Credits: 12

This course introduces basic salon services which include scalp treatments, shampooing and rinsing, hair color, hair design, haircutting, permanent waving, chemical relaxing, pressing, manicuring, facials, makeup, and other related topics. Upon completion of this course, you should be able to safely and competently demonstrate these salon services.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** COS 0080 with a grade of *C* or higher.

COS 0081 - Cosmetology Concepts II

120 con. hrs.

Contact Hours: 120

Occupational Credits: 4

This course covers comprehensive concepts which include safety, product knowledge, chemistry, manicuring, facials, chemical texturizing, hair coloring, anatomy and physiology, Florida cosmetology law, and other related topics. Upon completion, you should be able to safely and competently apply these concepts in the salon setting.

Course Designations: (CH)

**Prerequisite(s):** COS 0080 with a grade of *C* or higher.

**Corequisite(s):** COS 0081L with a grade of *C* or higher.

COS 0081L - Salon II

360 con. hrs.

Contact Hours: 360

Occupational Credits: 12

This course provides experience in a simulated salon setting where an emphasis is placed on an intermediate level of skincare, manicuring, artificial nail applications, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical texturizing, and other related topics. Upon successful completion, you should be able to safely and competently demonstrate these salon services.

Course Designations: (CH)

**Prerequisite(s):** COS 0080L with a grade of *C* or higher.

**Corequisite(s):** COS 0081 with a grade of *C* or higher.

COS 0082 - Cosmetology Concepts III

90 con. hrs.

Contact Hours: 90

Occupational Credits: 3

This course covers more comprehensive cosmetology concepts which include safety, product knowledge, salon management and salesmanship, skincare, electricity and light therapy, wigs and hair additions, lash and

brow tinting, superfluous hair removal, and other related topics. Upon completion, you should be able to safely and competently apply these concepts in the salon setting.

Course Designations: (CH)

**Prerequisite(s):** COS 0081 with a grade of *C* or higher.

**Corequisite(s):** COS 0082L with a grade of *C* or higher.

COS 0082L - Salon III

150 con. hrs.

Contact Hours: 150

Occupational Credits: 5

This course provides advanced experience in a simulated salon setting where an emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, you should be able to demonstrate competence in program requirements and the areas covered on the state board licensing examination and meet entry-level employment requirements.

Course Designations: (CH)

**Prerequisite(s):** COS 0081L with a grade of *C* or higher.

**Corequisite(s):** COS 0082 with a grade of *C* or higher.

COS 0930 - Special Topics in Cosmetology

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This course is centered on current or special interests in cosmetology. Topics may vary from term to term.

Course Designations: (CH)

CRW 2001 - Creative Writing

3 cr. hrs.

Credit Hours: 3

This course offers a hands-on exploration of creative writing techniques. You will experiment with genres of fiction, poetry, and creative nonfiction while also challenging the boundaries of genre. You will analyze stylistic choices of a diverse range of writers to discover models for your own writing.

Terms Offered: Usually fall term.

Course Designations: (TR)

**Prerequisite(s):** ENC 1101 with a grade of *C* or higher.

CTS 1940 - Network Security Internship

1-4 cr. hrs.

Credit Hours: 1-4

This course is an internship training directly related to your academic major/career objectives.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

CTS 2142 - IT Project Management

2-4 cr. hrs.

Credit Hours: 2-4

This course is an introduction to the techniques, skills, and tools required to ensure the success of information technology projects. It will prepare you for the CompTIA Project industry certification and may be a requirement for successful completion.

Lab Fee: Yes

Course Designations: (OA)

CTS 2210 - Introduction to Digital Graphics

3 cr. hrs.

Credit Hours: 3

This course provides you with the technical skills required to create effective digital documents and elements which incorporate graphics, layouts, photographs, and illustrations in the business and organizational environment. You will become proficient in the use of industry-standard digital design software with a focus on raster graphics applications. You will also be introduced to fundamental principles of color management, layout, photographic correction and enhancement, typography, and text/graphic integration.

Lab Fee: Yes

Terms Offered: Highlands Campus.

Course Designations: (OA)

**Prerequisite(s):** CGS 1100C or Instructor's Approval.

DEA 0025 - Preclinical Orientation I

40 con. hrs.

Contact Hours: 40

Occupational Credits: 1.3

This course introduces you to the practice of dental assisting. Topics covered in detail are the history of dental assisting, professional dental assistant, and the role of the dental healthcare team. Communicating in the dental office, establishing patient rapport, and working with different patient groups will also be covered. Content on fixed and removable appliances, implants, oral rehabilitation, and oral piercings will be covered.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DEA 0025L.

## DEA 0025L - Preclinical Orientation I Lab

30 con. hrs.

Contact Hours: 30

Occupational Credits: 1

This lab provides you with the principles and application of dental assistant procedures. The lab topics will acquaint you with the scope of the dental assistant profession and provide you with a perspective role on being an integral part of the dental team. All topics discussed in the companion didactic course will be demonstrated and practiced. Topics included are disease transmission and infection control, principles and techniques of instrument processing and sterilization, occupational health and safety, and chemical and waste management.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DEA 0025.

## DEA 0026 - Preclinical Orientation II

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.1

This course is a continuation of Preclinical Orientation I where discussion will be in the dental specialty practice and content for endodontic, oral, and maxillofacial surgery; dental implants; prosthodontics; periodontics; and pediatric dentistry.

Course Designations: (CH)

**Prerequisite(s):** DEA 0025.

**Corequisite(s):** DEA 0026L.

## DEA 0026L - Preclinical Orientation II Lab

30 con. hrs.

Contact Hours: 30

Occupational Credits: 1

This lab allows you to actively participate in scheduled dental procedures in the dental lab and clinic. You will partner up to give Oral Hygiene Instructions (OHI) and post-op instructions, use the VELscope for oral examination of tissues, use coronal polish and fluoride, and take clinical photographs for a photography portfolio. Additional time will be spent perfecting preparation for and dismissing patients.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** DEA 0025L.

**Corequisite(s):** DEA 0026.

## DEA 0130 - Allied Dental Theory

48 con. hrs.  
Contact Hours: 48  
Occupational Credits: 1.6

This course is the study of those scientific areas related to the field of dentistry and will be explored in detail: nutrition, pharmacology, microbiology, oral pathology, human anatomy, and physiology.

Course Designations: (CH)

**Prerequisite(s):** DES 0844.  
**Corequisite(s):** DEA 0800.

DEA 0800 - Clinical Practice I

40 con. hrs.  
Contact Hours: 40  
Occupational Credits: 1.3

This course includes discussions about the dental assistant's role and responsibility in the community as an oral healthcare professional. Other topics included are the tobacco cessation, HIV/AIDs, and treating physically/mentally challenged and homebound patients. The use of clinical photography, dental pulp tester, and DIAGNOdent and VELscope in dental treatments will be explored and there will be discussion of topics related to rotation.

Course Designations: (CH)

**Prerequisite(s):** DEA 0025.  
**Corequisite(s):** DEA 0800L.

DEA 0800L - Clinical Practice I Lab

216 con. hrs.  
Contact Hours: 216  
Occupational Credits: 7.2

This lab is a continuation of Preclinical Orientation I Lab and is designed to comprehensively prepare competent individuals as a dental assistant through an internship program in a private dental practice and college dental facility. You will have additional responsibilities in the area of restorative and cosmetic dentistry, fixed and removable prosthodontics, radiography requirements, infection control, team leadership, receptionist responsibilities, patient management, and expanded functions.

Lab Fee: Yes  
Course Designations: (CH)

**Prerequisite(s):** DEA 0025L.  
**Corequisite(s):** DEA 0800.

DEA 0801 - Clinical Practice II

24 con. hrs.  
Contact Hours: 24  
Occupational Credits: 0.8

This course is a continuation of Clinical Practice I and is designed to provide you with an opportunity to discuss clinical procedures. Experiences received in the clinical assignments comprehensively prepare you as a dental assistant.

Course Designations: (CH)

**Prerequisite(s):** DEA 0800.

**Corequisite(s):** DEA 0801L.

DEA 0801L - Clinical Practice II Lab

246 con. hrs.

Contact Hours: 246

Occupational Credits: 8.2

This lab is a continuation of Clinical Practice I Lab and is designed to continue to comprehensively prepare you as a dental assistant through an internship program in a private dental practice.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** DEA 0800L.

**Corequisite(s):** DEA 0801.

DEA 0931 - Orthodontics for Dental Auxiliary

16 con. hrs.

Contact Hours: 16

Occupational Credits: 0.53

This course includes instruction on the history of orthodontics, malocclusion, orthodontic vocabulary, photographs, bracket slot, wires, tooth movement, and all phases of bonding wires, headgear, and retainer finishing. This course includes taking the State Expanded Functions Orthodontics Examination. This course is required for completion of the Dental Assistant Program.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** DES 0830.

**Corequisite(s):** DES 0501.

DEH 1002 - Introduction to Dental Hygiene

2 cr. hrs.

Credit Hours: 2

This course introduces you to the theory and practical skills necessary for basic instrumentation. The course includes extensive infection control instruction, hazardous waste management, instrument sterilization methods, ergonomics, ethics, introduction to HIPAA regulations, communication skills, patient assessment, and dental charting.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DEH 1002L.

DEH 1002L - Dental Hygiene Pre-Clinic

2 cr. hrs.

Credit Hours: 2

This course introduces you to the theory and practical lab skills necessary for basic instrumentation. Pre-clinical sessions include instruction in utilizing dental hygiene instruments and demonstrations in entry-level proficiency. You will be instructed in and be required to demonstrate proper ergonomic positioning, aseptic techniques, cleaning and disinfection procedures, and maintenance and care of equipment and instruments. Other topics include proper technique in obtaining and recording vital signs and dental charting documentation.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DEH 1002.

DEH 1130 - Oral Embryology and Histology

2 cr. hrs.

Credit Hours: 2

This course is a comprehensive study of the embryonic, fetal, and postnatal development, and microanatomy of the cells and tissues that comprise the head, neck, and oral cavity. Lecture topics include development and histology of the structures of the head, neck, and oral cavity; development and histology of teeth; development and histology of the tooth supporting structures; and development and histology of orofacial structures. Lab experience will focus on examination and identification of microscopic tissue samples.

Course Designations: (OA)

**Prerequisite(s):** DES 1200.

**Corequisite(s):** DES 1100.

DEH 1600 - Medical Emergencies

2 cr. hrs.

Credit Hours: 2

This course deals with the need to recognize the total health status of the dental patient, as well as the desirability of anticipating and preventing the development of emergency situations in the dental office. Once an emergency occurs, the dental auxiliary must be able to recognize and assist with the management of such emergencies. The relationship of health and medical histories will be emphasized in the context of preventing emergencies from occurring.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 1002.

DEH 1800 - Dental Hygiene Theory I

2 cr. hrs.

Credit Hours: 2

This course is a continuation of the theory and practical skills necessary for patient treatment. Topics include data collection and documentation, effective patient communication skills, principles for the prevention of oral disease, theory for scaling and coronal polishing, application of preventative agents, and oral home care instructions.

Course Designations: (OA)

**Prerequisite(s):** DEH 1002.

**Corequisite(s):** DEH 1800L.

DEH 1800L - Dental Hygiene Clinic I

3 cr. hrs.

Credit Hours: 3

This course is the first term for direct patient care where you will apply practical skills in a clinical setting including the prevention of oral disease, data collection, prophylaxis, application of preventative agents, and oral home care instructions. You will be required to successfully complete clinical processes pertaining to clinical procedures as well as a mandatory number of patients according to degree of difficulty.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 1002L.

**Corequisite(s):** DEH 1800.

DEH 1802 - Dental Hygiene Theory II

2 cr. hrs.

Credit Hours: 2

Dental Hygiene Theory II is a continuation of the development, theory, and practice of patient care. You will also be introduced to air-polishing, periodontal instrumentation, ultrasonic instrumentation and local anesthesia for the dental hygienist. Other topics may be presented and /or studied online.

Course Designations: (OA)

**Prerequisite(s):** DEH 1800.

**Corequisite(s):** DEH 1802L.

DEH 1802L - Dental Hygiene Clinic II

3 cr. hrs.

Credit Hours: 3

This course is a continuation of DEH 1800L. You will apply the clinical activities for the prevention of oral disease, including patient assessment, taking radiographs, treatment planning, scaling and debridement of soft and hard deposits, coronal polishing, application of preventive agents, and provide oral home care instructions. Emphasis will be placed on treating special needs patient groups and maintaining patient records using DENTRIX dental software. You will be required to successfully complete a number of procedures.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 1800L.

**Corequisite(s):** DEH 1802.

DEH 2300 - Pharmacology and Pain Control

3 cr. hrs.

Credit Hours: 3

This course introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. It emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include terminology, pharmaceutical references, prescriptions and abbreviations, pharmacokinetics, drugs used in dentistry and their pharmacokinetics, drugs that may alter dental treatment and their pharmacokinetics, drugs used in dental emergencies, drug abuse, and nitrous oxide monitoring, and local anesthetics used by dental hygienists.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 1802.

**Corequisite(s):** DEH 2804.

DEH 2400 - General and Oral Pathology

3 cr. hrs.

Credit Hours: 3

This course presents the principles of general pathology in relation to diseases of the teeth, soft tissue, and supporting structures of the oral cavity, as well as general pathologic conditions affecting the head and neck. Topics include terminology and diagnostic procedures, variants of normal conditions, benign conditions, inflammation and repair, caries and pulpal pathology, immune response, oral diseases with immunological pathogenesis, autoimmune diseases, infectious diseases, developmental disorders of the soft tissues and teeth, developmental cysts, neoplasia, odontogenic tumors, other tumors of oral structures, genetic syndromes, and TMJ disorders.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 1800.

**Corequisite(s):** DEH 1802.

## DEH 2602 - Periodontology I

1 cr. hr.

Credit Hours: 1

This course provides information on the principles of periodontology pertinent to dental hygiene practice. Topics include tissues of the periodontium, local and systemic factors associated with periodontal disease, classification of periodontal diseases, clinical features of the gingiva in health and disease, periodontal assessment components, and motivational interviewing.

Course Designations: (OA)

**Prerequisite(s):** DEH 1800

**Corequisite(s):** DEH 1802

## DEH 2604 - Periodontology II

2 cr. hrs.

Credit Hours: 2

This course is a continuation of Periodontology I and provides information on the principles of periodontology pertinent to dental hygiene practice. Topics include epidemiology of periodontal disease, disease treatment and management, drug therapy, immunology and host defense mechanisms, surgical and nonsurgical treatment, implantology and maintenance, and periodontal/endodontic emergencies.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 2602.

**Corequisite(s):** DEH 2804.

## DEH 2702 - Community Dental Health

2 cr. hrs.

Credit Hours: 2

This course provides you with a broad understanding of the healthcare system, an objective view of the significant social, political, psychological, and economic forces directing the system, and prepares you to promote oral health and prevent oral disease in a community by meeting the specific dental health needs of community groups. Topics include epidemiology, community dental care assessment, community dental care provision, preventative counseling for groups, group oral health education, sociological concepts related to dentistry, biostatistics, terminology, dental care systems, and concepts of dental research.

Course Designations: (OA)

**Prerequisite(s):** DEH 2602.

## DEH 2702L - Community Dental Health Lab

1 cr. hr.

Credit Hours: 1

This lab provides you with a broad understanding of the healthcare system, an objective view of the significant social, political, psychological, and economic forces directing the system, and prepares you to promote oral health and prevent oral disease in a community by meeting the specific dental health needs of community groups. Topics learned in lecture (e.g., epidemiology, community dental care assessment, community dental care provision, preventative counseling for groups, group oral health education, sociological concepts related to dentistry, biostatistics, terminology, dental care systems, and concepts of dental research) are all put to practical use to culminate into a major community project. You will pick a population to assess, design an oral health program, deliver instructions, and then assess effectiveness.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 2602 and DEH 2702

DEH 2710 - Nutritional and Dental Health

2 cr. hrs.

Credit Hours: 2

This course presents an overview of the organic and biochemical aspects of the six major nutrients in our diets: carbohydrates, proteins, lipids, water, vitamins, and minerals and their digestion, absorption, and metabolism. You will also learn how nutrients function to keep a body well, and how the lack of or excess of certain nutrients can cause disease. The role of nutrition in development and maintenance throughout the lifecycle will be presented, as well as the role of nutrition and its relationship to health and disease in the oral cavity. This basic nutritional knowledge will then be incorporated into learning the skill of dietary assessment, counseling, and intervention in the clinical setting.

Course Designations: (OA)

**Prerequisite(s):** DEH 1802 and DEH 2300.

DEH 2804 - Dental Hygiene Theory III

2 cr. hrs.

Credit Hours: 2

This course is a continuation of DEH 1802 where you will apply the principles and demonstrate improved patient care skills for the prevention of oral disease which includes patient assessment, treatment planning, periodontal debridement, ultrasonic and air polishing, oral photography, oral irrigation and antimicrobial agents, topical anesthetic, hypersensitivity and desensitization, patient education involving the internet, advanced instrumentation and alternate fulcruming techniques, diagnodent, and advanced instrument sharpening procedures. This course offers didactic instruction as well as the applied techniques.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 1802.

**Corequisite(s):** DEH 2804L.

DEH 2804L - Dental Hygiene Clinic III

4 cr. hrs.

Credit Hours: 4

This course is a continuation of DEH 1802L. You will demonstrate the ability to synthesize and conceptualize all knowledge and theory skills previously learned and utilize these skills to provide direct patient services at the entry-level proficiency required of a licensed dental hygienist. Patients treated will be at a higher-level of difficulty than previous clinics. Responsibilities in expanded functions will be practiced and performed to clinical competence on patients including application of pit and fissure sealants, use of ultrasonic/sonic, air polisher, correlations of radiographs, root planning, and taking impressions for study models. Local anesthetic lab will provide you with the skills needed to effectively and safely administer local anesthetic via injection to patients who require it.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 1802L.

**Corequisite(s):** DEH 2804.

DEH 2806 - Professional Development and Ethical Principles

2 cr. hrs.

Credit Hours: 2

This course prepares you to practice the profession of dental hygiene within established ethical standards and Florida state laws. Topics include professional development, ethics and jurisprudence with application to practice management, conflict management, state laws, resumes, interviews, and legal liabilities as healthcare professionals. The course also covers the Code of Ethics of the American Dental Association and the Code of Ethics of the American Dental Hygienists' Association.

Course Designations: (OA)

**Prerequisite(s):** DEH 2804.

**Corequisite(s):** DEH 2806L.

DEH 2806L - Dental Hygiene Clinic IV

4 cr. hrs.

Credit Hours: 4

This course is a continuation of DEH 2804 and is the fourth term of direct patient care, which emphasizes quality patient care, time management, and communication skills. You will continue to perform clinical activities for the prevention of oral disease, including patient assessment, treatment planning, scaling and debriding soft and hard deposits, use of ultrasonic and air-polisher, oral irrigation with antimicrobial agents, and oral home care instructions. You are required to successfully complete a number of advanced procedures.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 2804L.

**Corequisite(s):** DEH 2806.

DEH 2930 - Direct Independent Study in Dental Hygiene

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in dental hygiene and is a directed study under the supervision of a faculty member. Topics may vary from term to term.

Course Designations: (OA)

DEP 1004 - Human Development

3 cr. hrs.

Credit Hours: 3

This course includes an introduction to how individuals and classes of individual organisms develop psychologically. This course deals with the characteristic behaviors found at various ages or stages of development, and with the scientifically based general principles that describe the causes of development including the interaction of developmental functions. You will study the ongoing changes which take place in human behavior in the entire life span, from conception to death.

Course Designations: (GE) (TR)

**Prerequisite(s):** PSY 2012.

DES 0021 - Orofacial and Dental Anatomy

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course is a detailed study of the gross anatomy of the head and neck and the external and internal morphology of the primary and permanent dentition. Emphasis is placed on structures directly affected by the practice of dentistry. Orofacial anatomy lecture topics include anatomic terminology, anatomic landmarks, the study of skeletal, muscular, nervous, respiratory, cardiovascular, lymphatic, endocrine, exocrine systems, facial spaces, and the spread of dental infections. Dental anatomy lecture topics include anatomy of the oral cavity, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, tooth eruption schedules, occlusion, and operative dentistry. In order to apply knowledge of head, neck, and dental anatomy to clinical dentistry, you will study anatomical models of the head, neck, oral cavity, and teeth, and extracted teeth.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0844.

DES 0053 - Nitrous Oxide Monitoring

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.1

This course introduces you to the study of the pharmacology of agents used in dentistry for local anesthesia

and pain control. Topics include the pharmacokinetics of local anesthetics, nonnarcotic analgesics, narcotic analgesics, sedative-hypnotics, nitrous oxide, and oxygen conscious sedation (as mandated in the Florida State Administrative Code Chapter 64B-14).

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** DES 0844.

**Corequisite(s):** DEA 0130.

DES 0103 - Elements of Dental Materials

30 con. hrs.

Contact Hours: 30

Occupational Credits: 1

This course covers the nomenclature, characteristics, and application of the materials used in the dental lab and clinical practice of dentistry.

Course Designations: (CH)

**Prerequisite(s):** DES 0804.

**Corequisite(s):** DES 0103L.

DES 0103L - Elements of Dental Materials Lab

30 con. hrs.

Contact Hours: 30

Occupational Credits: 1

This lab is the component of Elements of Dental Materials and covers materials used in the lab and clinical practice of dentistry.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** DES 0804L.

**Corequisite(s):** DES 0103.

DES 0205 - Dental Radiographic Techniques I

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.1

In this course, you will be acquainted with the nature, physical behavior, biological effects, and methods of control, safety precautions, and the techniques for exposing, processing, and mounting radiographs.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0205L.

## DES 0205L - Dental Radiographic Techniques I Lab

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This lab is a supplement to the dental radiography lecture, you will apply radiographic techniques to clinical practice, including periapical, bitewing, occlusal, and panoramic radiographs.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0205.

## DES 0206 - Dental Radiographic Techniques II

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.07

This course is a continuation of DES 0205 and focuses on imaging theory (including extraoral and alternative techniques) and radiographic quality assurance (producing diagnostic images). Both traditional, film-based radiology and digital radiography are included. You will learn about the science behind the impact of radiography on the environment and the legal and ethical responsibilities of the dental radiographer. Patient education about dental radiography and its usefulness in the diagnosis and treatment of oral disease as well as special techniques for children and special needs patients are covered.

Course Designations: (CH)

**Prerequisite(s):** DES 0205 and DES 0205L.

## DES 0501 - Dental Office Management

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course introduces you to HIPPA guidelines, dental software (DENTRIX), telephone software, telephone techniques, appointment control, records management, accounting and business procedures associated with the dental office, inventory and purchasing control of dental office supplies, as well as written communication skills and résumé writing.

Course Designations: (CH)

**Prerequisite(s):** DES 0103.

**Corequisite(s):** DEA 0801.

## DES 0602 - Office Emergencies

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.1

This course will present information in dealing with medical emergencies that may occur in the dental office/clinic. This is a Dental Assistant course.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0844.

DES 0804 - Intro to Clinical Procedures

32 con. hrs.

Contact Hours: 32

Occupational Credits: 1.1

This course introduces you to the practice of dentistry. It covers the topics of dental office equipment, dental instruments, hand pieces used in general and specialty practices, patient reception, positioning for delivery of care, instrument exchange, oral evacuation, patient information and assessment, vital signs, oral diagnosis, treatment planning, and coronal polishing.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0804L.

DES 0804L - Intro to Clinical Procedures Lab

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This lab introduces you to the practice of dentistry. You will actively participate in scheduled dental evaluations for the areas in professionalism, the dental office, patient reception and positioning for delivery of care, instrument exchange and oral evacuation, occupational health and safety, chemical and waste management, patient information and assessment, vital signs, oral diagnosis and treatment planning, and extrinsic stain removal. The history of dentistry and the dental health team will be included.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0804.

DES 0830 - Expanded Functions I

20 con. hrs.

Contact Hours: 20

Occupational Credits: 0.7

This course provides you with the knowledge to perform expanded functions permitted by the Florida State Board of Dentistry. The ethical and legal aspects of dentistry and theory behind applying sealants, making

impressions for study casts, placing and removing a rubber dam and matrices, applying cavity liners, varnishes and bases, and placing or removing temporary restorations will be discussed.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0830L.

DES 0830L - Expanded Functions I Lab

16 con. hrs.

Contact Hours: 16

Occupational Credits: 0.5

This lab provides you with the knowledge to perform expanded functions permitted by the Florida State Board of Dentistry. The ethical and legal aspects of dentistry, applying sealants, making impressions for study casts, placing and removing a rubber dam and matrices, applying cavity liners, varnishes and bases, and placing or removing temporary restorations will be discussed.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0830.

DES 0831L - Expanded Functions II Lab

24 con. hrs.

Contact Hours: 24

Occupational Credits: 0.8

This lab is conducted in the dental laboratory and provides you with the knowledge and skill to perform expanded functions permitted by the Florida State Board of Dentistry. You will become adept at fabricating bleaching trays, night guards, custom fluoride trays, and temporary restorations. Other activities involve placing and removing periodontal dressing, suture removal, and packing osteitis dressing.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** DES 0830L.

**Corequisite(s):** Enrolled in spring program.

DES 0844 - Preventive Dentistry

36 con. hrs.

Contact Hours: 36

Occupational Credits: 1.2

This course introduces you to the practice of preventive dentistry. The first six weeks are devoted to the theory and practice of infection control. The remaining 10 weeks cover the philosophy of preventive dentistry and methods of plaque control, tooth brushing, interproximal aids, and disclosing solutions. Other topics include care of dental appliances, patient education, tooth deposits, stains, and discolorations.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 0021.

DES 1020 - Orofacial Anatomy

2 cr. hrs.

Credit Hours: 2

This course is a detailed study of the gross anatomy of the head and neck and the external and internal morphology of the primary and permanent dentition. Emphasis is placed on structures directly affected by the practice of dentistry. Head and neck anatomy lecture topics include anatomic terminology, anatomic landmarks, study of skeletal, muscular, nervous, respiratory, cardiovascular, lymphatic, endocrine, exocrine systems, facial spaces, and the spread of dental infections. Dental anatomy lecture topics include anatomy of the oral cavity, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, tooth eruption schedules, occlusion, and operative dentistry. You will use anatomical models of the head, neck, oral cavity, teeth, and extracted teeth to apply didactic information in a lab setting and apply knowledge of head, neck, and dental anatomy to clinical dental hygiene.

Course Designations: (OA)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 1020L.

DES 1020L - Orofacial Anatomy Lab

1 cr. hr.

Credit Hours: 1

This lab is a detailed study of the gross anatomy of the head and neck and the external and internal morphology of the primary and permanent dentition. Emphasis is placed on structures directly affected by the practice of dentistry. Head and neck anatomy topics include anatomic terminology; anatomic landmarks; study of skeletal, muscular, nervous, respiratory, cardiovascular, lymphatic, endocrine, and exocrine systems; facial spaces; and the spread of dental infections. Dental anatomy topics include anatomy of the oral cavity, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, tooth eruption schedules, occlusion, and operative dentistry. You will use anatomical models of the head, neck, oral cavity, teeth, and extracted teeth to apply didactic information during lab and apply knowledge of head, neck, and dental anatomy to preclinical dental hygiene.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** Program Admission

**Corequisite(s):** DES 1020

DES 1100 - Dental Materials and Expanded Duties

2 cr. hrs.

Credit Hours: 2

This course focuses on the nature, qualities, composition, and manipulation of materials used in dentistry. The primary goal of this course is to enhance your ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Lecture topics include physical properties of dental material, general handling and safety of dental materials, properties of tooth-colored dental materials, metals used in constructing dental restorations, cementing, bonding, abrasion, finishing and polishing of dental restorations, dental materials used in prevention of dental disease, dental materials used in the replacement of missing teeth, dental materials used in constructing replications of oral tissues for use in constructing dental restorations and replacement of missing oral tissues, and provisional restorations created for temporary use in the treatment of oral disease.

Course Designations: (OA)

**Prerequisite(s):** DEH 1002.

**Corequisite(s):** DEH 1130 and DES 1100L.

DES 1100L - Dental Materials and Expanded Duties Lab

1 cr. hr.

Credit Hours: 1

This lab focuses on the nature, qualities, composition, and manipulation of materials used in dentistry. The primary goal of this lab is to enhance your ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. You will have hands-on lab experience in manipulating dental materials and some clinical experience in manipulating materials in the oral cavity. You will apply pit and fissure sealants, take alginate impressions, and pour and trim study models. Experience in DES 1100L provides the lab and clinical experience necessary for you to perform expanded functions as required by and outlined in Florida Statue Title XXXII, Chapter 466, Section 466.024, and in the Florida Administrative Code Chapter 64, Sections B5-16.001, B5-16.002, and B5-16.006 through B5-16.010.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** DEH 1002

**Corequisite(s):** DEH 1130 and DES 1100

DES 1200 - Dental Radiology

2 cr. hrs.

Credit Hours: 2

This course provides the fundamental knowledge of the nature, physical behavior, and biological effects of radiation to maximize understanding of proper methods of control and safety procedures to be in exposing, processing, mounting, and interpreting diagnostic radiographs of teeth and their surrounding structures. Lecture topics include radiation physics principles, radiation biology, radiation safety, infection control, radiographic need, radiographic quality assurance, imaging theory, radiographic interpretation, principles of digital radiography, and legal issues of dental radiography.

Course Designations: (OA)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 1200L.

## DES 1200L - Dental Radiology Lab

2 cr. hrs.

Credit Hours: 2

This lab provides the fundamental knowledge of the nature, physical behavior, and biological effects of radiation to maximize understanding of proper methods of control and safety procedures to be in exposing, processing, mounting, and interpreting diagnostic radiographs of teeth and their surrounding structures. Lab topics include radiation physics principles, radiation biology, radiation safety, infection control, radiographic need, radiographic quality assurance, imaging theory, radiographic interpretation, principles of digital radiography, and legal issues of dental radiography. Lab experience includes correct operation of X-ray units and digital sensors, exposing, processing, mounting, and interpreting diagnostically acceptable radiographs.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** DES 1200.

## DIG 2000C - Digital Media and Design

3 cr. hrs.

Credit Hours: 3

This course will provide you with advanced digital graphics skills with an emphasis on vector graphic illustration and desktop publishing applications. You will apply principles of illustration, design, layout, and typography to plan, design, and produce digital documents and elements utilized in businesses and organizations for visual communication and professional publication.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** CTS 2210 or Instructor's Approval.

## DSC 4012 - Global Terrorism

3 cr. hrs.

Credit Hours: 3

This course will examine issues of terrorism and homeland security. It will be broken into four major areas. The first portion of the course will consist of an introduction to terrorism, including how to define and conceptualize terrorism, terrorist groups and their tactics, and terrorism media coverage. The second part of the course will examine the historical development of terrorism, focusing primarily on Irish, Latin American, and Middle Eastern influences on terrorism. Third, modern terrorism and terrorist networks across the world will be examined. Finally, issues of homeland security and law enforcement responses to global terrorism will be addressed in this course. This is a global learning course that counts towards your global learning graduation requirement.

Course Designations: (TR)

## ECO 1000 - Survey of Economics

3 cr. hrs.

Credit Hours: 3

This course will introduce you to economic principles, which are then used to discuss contemporary social issues such as education, housing, crime, healthcare, Social Security, economic growth, and poverty. The last part of the course deals with issues of macroeconomics, including unemployment, inflation, government policy, and international trade.

Course Designations: (TR)

ECO 1949 - Co-op Education Training Assignment in Economics

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

ECO 2013 - Macroeconomics

3 cr. hrs.

Credit Hours: 3

In this course, you will learn the foundations of macroeconomics as the branch of economics concerned with how decision-making, in an environment of scarcity, maps onto the aggregate economy. You will examine theories and evidence related the following core set of topics: national income determination, money, monetary and fiscal policy, macroeconomic conditions, international trade and the balance of payments, and economic growth and development.

Course Designations: (CORE) (GE) (TR)

ECO 2023 - Microeconomics

3 cr. hrs.

Credit Hours: 3

This course in basic microeconomics includes principles such as elasticity, the production process, different market structures, externalities, public goods, income distribution and poverty, and public finance.

Course Designations: (GE) (TR)

ECO 2930 - Special Topics in Economics I

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in economics and is a directed study under the supervision of a faculty member. Topics may vary from term to term.

Course Designations: (TR)

**Prerequisite/Corequisite(s):** ECO 1000, ECO 2013, or ECO 2023.

ECO 2931 - Special Topics in Economics II

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in economics and is a directed study under the supervision of a faculty member. Topics may vary from term to term.

Course Designations: (TR)

**Prerequisite(s):** ECO 2930.

ECO 2949 - Co-op Education Training Assignment in Economics

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

EDE 4942 - Elementary Education Internship II

3 cr. hrs.

Credit Hours: 3

This internship allows you to utilize practical application in a clinical setting of knowledge that is acquired in the classroom. This course requires 16 service-learning hours per week.

Lab Fee: Yes

Course Designations: (TR)

**Corequisite(s):** MAE 4314 and RED 4942.

EDE 4943 - Elementary Education Internship III

12 cr. hrs.

Credit Hours: 12

This internship allows you to utilize practical application in a clinical setting of knowledge that is acquired in the classroom. This course has a culminating experience and requires 40 service-learning hours per week. You must apply and be approved for Internship II.

Course Designations: (TR)

**Prerequisite(s):** EDE 4942, EDF 4603, EDG 3442, and RED 3519.

EDF 1005 - Introduction to the Teaching Profession

3 cr. hrs.

Credit Hours: 3

This course surveys the historical, sociological, and philosophical foundations of education; governance and finance of education; educational policies; legal, moral, and ethical issues; and the professionalism of teaching. You are required to complete 15 hours of field-based experience with children and youth in schools or similar settings.

Course Designations: (TR)

EDF 2085 - Introduction to Diversity for Educators

3 cr. hrs.

Credit Hours: 3

This course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. A minimum of 15 hours of field-based experience working with diverse populations of children and youth in schools or similar settings is required.

Lab Fee: Yes

Course Designations: (TR)

EDF 2930 - Special Topics in Education Foundations

1-3 cr. hrs.

Credit Hours: 1-3

This course is centered on current or special interests in education foundations and is directed study under the supervision of a faculty member. Topics may vary from term to term.

Course Designations: (TR)

EDF 2931 - Selected Topics in Education

1-3 cr. hrs.

Credit Hours: 1-3

This course is centered on current or special interests in education. Topics may vary from term to term.

Course Designations: (TR)

EDF 3467 - Learning Theory and Assessment

3 cr. hrs.

Credit Hours: 3

This course applies theory and assessment principles to classroom teaching situations, with emphasis on behavior, cognition, motivation, and assessment. This course is designed for juniors who plan to receive credentials to become classroom teachers.

Course Designations: (TR)

## EDF 4603 - Analysis and Application of Ethical, Legal, and Safety Issues in Schools

3 cr. hrs.

Credit Hours: 3

This course will cover the critical analysis of contemporary educational issues including ethical, safety, legal, cultural, and linguistic considerations which directly impact schooling and democracy.

Course Designations: (TR)

## EDG 1949 - Co-op Education Training Assignment in Education

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

## EDG 2905 - Directed Independent Study in Education

1-3 cr. hrs.

Credit Hours: 1-3

This course is an independent study in education taught under the direction of a faculty member. Topics vary and are usually selected on an individual basis.

Course Designations: (TR)

## EDG 2949 - Co-op Education Training Assignment in Education

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

## EDG 3442 - Teaching Strategies and Classroom Management

3 cr. hrs.

Credit Hours: 3

This course will provide you with the basic skills of classroom discipline designed to equip you as a pre-service teacher with strategies for managing regular and exceptional learners, the environment, and academic tasks so you will have opportunities for psychological and cognitive growth.

Course Designations: (TR)

## EDG 3620 - Curriculum and Instruction

3 cr. hrs.

Credit Hours: 3

This course is an introduction to the field of curriculum and instruction. Teacher candidates will examine the curriculum and the role and responsibilities of teaching including the role of special teachers, problems of individual learners, and materials and strategies appropriate for the selected area of concentration. Course content includes curriculum and instructional strategies in elementary (K-6) reading, language arts, mathematics, science, and social studies. Teacher candidates will connect theory to practice through the creation, implementation, and evaluation of meaningful and authentic lessons, and experiences.

Course Designations: (TR)

**Prerequisite(s):** Program Admission.

EER 0940 - Internship in Electronic Technology

60-420 con. hrs.

Contact Hours: 60-420

Occupational Credits: 2-14

This internship includes educational training directly related to your major/career objectives.

Course Designations: (CH)

EER 2930 - Selected Topics in Electronics Engineering Technology

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in electronics engineering technology and is a directed study under the supervision of a faculty member. Topics may vary from term to term.

Course Designations: (OA)

EET 1015C - Electronics I

4 cr. hrs.

Credit Hours: 4

This course includes instruction in the basic concepts of electricity. The topics covered are charge, current flow, potential difference, resistance, Ohm's Law, series and parallel circuits, Kirchhoff's Law, Thevenin's Theorem, Norton's Theorem, the Super Position Theorem, the use of DC measuring instruments, alternating current, and the 60 HZ power line. Lab experiments are used to verify all concepts instructed.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite/Corequisite(s):** MAC 1105 or Instructor's Approval.

EET 1025C - Electronics II

4 cr. hrs.

Credit Hours: 4

This course includes instruction in alternating current concepts and circuits. Topics covered are inductance, capacitance, and their effect in AC circuits; time constants; RL, RC, and RLC circuits; complex numbers; vectors; phasors; resonance and filters studied for both sinusoidal and non-sinusoidal applications; two terminal active devices; rectifiers; and bipolar transistors. Lab experiments are used to verify all concepts studied.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EET 1015C.

**Prerequisite/Corequisite(s):** MAC 1114 or Instructor's Approval.

EET 1084C - Introduction to Electricity and Electronics

3 cr. hrs.

Credit Hours: 3

This course covers basic safety practices for electrical systems and knowledge of voltage, current and power in AC and DC circuits, circuit analysis of series and parallel loads, and basic understanding of resistors, capacitors, inductors, and transformers.

Course Designations: (OA)

EET 1141C - Introduction to Solid State Devices

4 cr. hrs.

Credit Hours: 4

This course includes instruction in semiconductor devices; properties of semiconductor material; measurement and analysis of P-N diodes characteristics; and analysis and measurement of characteristics of special diodes, including tunnel rectifier Zener, varactor, bipolar transistors, field effect transistors, thyristors, op amps, and opto-electronic devices.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EET 1025C.

EET 1142C - Electronics III

4 cr. hrs.

Credit Hours: 4

This course is a study of subsystems for linear/analog electronics. The subsystem classifications are amplifiers, signal-controlled switches, and special functions. Topics of study involve discrete and integrated circuit types, circuit examples include amplifiers, comparators, PNPN switches, oscillators, voltage regulators, signal shaping, and timing functions. Lab experimentation verifies all concepts presented.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EET 1025C and ENC 1101.

EET 1605C - Electronic Fabrication Techniques

3 cr. hrs.

Credit Hours: 3

This course is designed to develop basic skills in the drawing and use of circuit diagrams, small hand tools (power and nonpower), and special tools commonly used in the fabrication and packaging of electronic equipment.

Lab Fee: Yes

Terms Offered: Highlands Campus during summer term.

Course Designations: (OA)

EET 2325C - Electronic Communications

4 cr. hrs.

Credit Hours: 4

This course discusses the communication process as a system. The topics covered include transmitters, receivers, and mediums of transfer. Specific items include the study of AM and FM radio, microwave, and laser technology principles. Lab work involves the verification of principles using commercial hardware.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** EET 1142C.

EET 2905 - Special Topics in Electronics Engineering Technology

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in electronics engineering technology. Topics may vary from term to term.

Course Designations: (TR)

EET 2915 - Internship in Biomedical Electronics Engineering Systems

1-13 cr. hrs.

Credit Hours: 1-13

This internship includes educational training directly related to your major/career objectives.

Lab Fee: Yes

Course Designations: (OA)

EET 2949 - Co-op Education Training Assignment in Electronics Engineering

1-4 cr. hrs.

Credit Hours: 1-4

This course is a cooperative assignment in education training directly related to your academic major/career objective.

Course Designations: (TR)

EEV 0540 - Introduction to PC Software

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course provides a thorough entry-level approach to installation, configuration, and troubleshooting of computer operating systems. Emphasis is placed on hands-on techniques thereby enhancing your lab experience and learning outcomes. In addition to providing applicable skills and knowledge, the course is structured to track and provide a study aide for CompTIA's A Certification Exams. Obtaining A Certification is a positive achievement for anyone seeking a career in computer or IT-related fields. The course begins with a general overview of the boot process, investigating how software and hardware actually interface within a computer, then proceeds to installation, configuration, and troubleshooting of various Windows operating systems. Other topics include hard drive preparation prior to OS installation, multiple OS booting options, LAN and internet security, and an introduction to Linux.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** EEV 0540L.

EEV 0540L - Introduction to PC Software Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab provides you with hands-on experience in installation, configuration, and troubleshooting of computer operating systems. Emphasis is placed on hands-on techniques thereby enhancing your lab experience and learning outcomes.

Course Designations: (CH)

**Corequisite(s):** EEV 0540.

EEV 0560 - Introduction to PC Hardware

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course provides a guided opportunity for you to obtain the knowledge and skills necessary to service, repair, and upgrade computers and peripherals while emphasizing a hands-on lab experience. In addition to providing applicable skills and knowledge, this course is structured to track and provide a study aide for

CompTIA's A Certification Exams. Obtaining A Certification is a positive achievement for anyone seeking a career in computer or IT-related fields. Topics include safety practices, a detailed look at hardware components, power supplies, CMOS, CPUs, motherboards, RAM, bus architectures, hard drives, hardware installation and configuration, resolving resource conflicts, data recovery, networking, system maintenance, troubleshooting, etc. Upon completion, you will be able to safely repair and/or upgrade computer systems, identify and resolve system conflicts, and optimize system performance.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** EEV 0560L

EEV 0560L - Introduction to PC Hardware Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies the knowledge necessary to service, repair, and upgrade computers and peripherals, while emphasizing a hands-on lab experience.

Course Designations: (CH)

**Corequisite(s):** EEV 0560.

EEV 0570 - Network Support Services I

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course teaches the important fundamentals of computer networking and communications. You will study networking terminology, hardware componentry, Local and Wide Area Networking (LAN/WAN) concepts and design, IP addressing and subnet masking, cabling techniques, network topologies, and the Open Systems Interconnection (OSI) model of layered network communications.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** EEV 0570L.

EEV 0570L - Network Support Services I Lab

48-180 con. hrs.

Contact Hours: 48-180

Occupational Credits: 1.6-6

This lab will allow you to apply your knowledge of networking and communications while in the Cisco® fundamentals course. You will employ and develop skills in hardware componentry, Local Area Networking (LAN) concepts and design, IP addressing and subnet masking, cabling techniques, network topologies and the Open Systems Interconnection (OSI) model of layered network communications.

Course Designations: (CH)

**Prerequisite(s):** Instructor's Approval.

**Corequisite(s):** EEV 0570 or Instructor's Approval.

EEV 0571 - Network Support Services II

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course extends the concepts from the Network Support Services I. Study and lab work will center on networking, networking terminology and protocols, standards, LANs, WANs, OSI modeling, Ethernet and Token Ring topologies, Fiber Distributed Data Interface (FDDI), TCP/IP addressing, dynamic routing, routing, and the network administrator's role and function. Particular emphasis will be given to the use of decision-making and problem-solving techniques in applying science, mathematics, communications, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, safety, maintenance, and use of networking software, tools, and equipment, and all local, state and federal safety, building, and environment codes and regulations.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** EEV 0570.

**Corequisite(s):** EEV 0571L.

EEV 0571L - Network Support Services II Lab

48-180 con. hrs.

Contact Hours: 48-180

Occupational Credits: 1.6-6

This lab extends the application skills developed from the Network Support Services I lab. Lab work will center on network connectivity, configuration of protocols using standards for LANs, Ethernet topologies, TCP/IP addressing, dynamic routing, routing, and the network administrator's role and function. Particular emphasis will be given to the use of problem-solving techniques in applying science, mathematics, communications, and troubleshooting methods to solve networking problems. In addition, practice is provided in the proper care, safety, maintenance, and use of networking software, tools, and equipment, and all local, state and federal safety, building, and environment codes and regulations.

Course Designations: (CH)

**Prerequisite(s):** EEV 0570L.

**Corequisite(s):** EEV 0571.

EEV 0572 - Network Support Services III

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course extends the concepts from Network Support Services I and II. Study and lab work will center on

building, configuring, and troubleshooting and Ethernet TCP/IP LAN which includes hosts, hubs, routers, switches, and all necessary cabling, as well as the configuration of switches to create a Virtual LAN (VLAN), developing an IP address scheme for WANs and LANs, configuring networks to run RIP and IGRP, configuring standard and extended access lists on router interfaces, and configuring and monitoring Novell IPX routing.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** EEV 0570 and EEV 0571.

**Corequisite(s):** EEV 0572L.

EEV 0572L - Network Support Services III Lab

48-180 con. hrs.

Contact Hours: 48-180

Occupational Credits: 1.6-6

This lab extends the competencies developed in Network Support Services I and II labs. Lab work will center on building, configuring, and troubleshooting and Ethernet LANs which includes hosts, routers, switches, and all necessary cabling. Further lab work will cover configuration of switches to incorporate Virtual LANs (VLANs), Virtual Trunking (VTP), Inter-VLAN routing, plus wireless routers, hosts, access point connectivity, configuration, and troubleshooting.

Course Designations: (CH)

**Prerequisite(s):** EEV 0571L.

**Corequisite(s):** EEV 0572.

EEV 0573 - Network Support Services IV

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course extends the concepts from Network Support Services I, II and III. Study and lab work will center on the identification and use of WAN-related router commands, configuring routers to implement basic District WAN functions, configuring and verifying PPP, ISDN and Frame Relay on the routers, and complete preparations for passing the skills-based CCNA Exam.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** EEV 0570, EEV 0571, and EEV 0572.

**Corequisite(s):** EEV 0573L.

EEV 0573L - Network Support Services IV Lab

48-180 con. hrs.

Contact Hours: 48-180

Occupational Credits: 1.6-6

This lab extends the practical skills and competencies practiced in Network Support Services I, II and III labs. Lab work will center on the configuration, testing and troubleshooting of WAN-related routing protocol commands, configuring routers to implement basic District WAN functions, configuring and verifying PPP, and Frame Relay on the routers. You will practice the implementation of network security including the use of Access Control Lists (ACLs). You will learn to install, test, and troubleshoot Dynamic Host Configuration Protocol (DHCP) and Network Address Translation (NAT), and gain valuable practice in network troubleshooting through a series of challenge labs that exercise all the skills developed over the course of four terms of CCNA studies.

Course Designations: (CH)

**Prerequisite(s):** EEV 0572L.

**Corequisite(s):** EEV 0573.

EEV 0596 - Network Security Services I

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course will teach you how to design and apply security solutions to reduce the risk of revenue loss and data vulnerability. It is an introduction to network security and the overall security processes. There will be emphasis on practical security policy design and management; security technologies, products, and solutions; firewall and secure router design, installation, configuration, and maintenance; and AAA and VPN implementation using routers. This course will prepare you for the CompTIA Security exam and the Implementing Cisco IOS Network Security (IINS) certification exam (640-553). This course will help you prepare for work as a network security designer, network administrator, network installation and repair technician, or network analyst.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** EEV 0573, CCNA Certification, or Instructor's Approval.

**Corequisite(s):** EEV 0596L.

EEV 0596L - Network Security Services I Lab

48-180 con. hrs.

Contact Hours: 48-180

Occupational Credits: 1.6-6

This lab provides you with the chance to apply the security skills needed to reduce the risk of revenue loss and data vulnerability. It also provides you with sophisticated techniques to implement network security and practice working with the overall security process. There will be emphasis on demonstration of security policy design and management applications; security configuration, enabling firewall and secure router methodologies, performing the installation, configuration and maintenance to enhance security; and the techniques needed to establish effective AAA and VPN services on Cisco® routers.

Course Designations: (CH)

**Prerequisite(s):** EEV 0573L, CCNA Certification, or Instructor's Approval.

**Corequisite(s):** EEV 0596 or Instructor's Approval.

## EEV 0598 - Networking Software, Security, and Administration

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course will introduce you to the basic concepts of network software, security, and administration while emphasizing a hands-on network management lab experience. In addition to providing applicable skills and knowledge, the course is structured to track and provide a study aide for CompTIA's Network and Security exams. Obtaining various field certifications are positive achievements for anyone seeking a career in computer or IT-related fields. Topics include network topologies, physical and infrastructure security, wired and wireless security, common network protocols, network operating systems, servers and data storage, intrusion detection systems, attacks, malicious software, disaster recovery, risk and privilege management, and computer forensics.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** EEV 0598L.

## EEV 0598L - Networking Software, Security, and Administration Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of the basic concepts of network software, security, and administration while emphasizing a hands-on network management lab experience.

Course Designations: (CH)

**Corequisite(s):** EEV 0598.

## EEV 0811C - DC Circuits

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course includes the basic theory of electricity, DC circuits, electrical components, and test equipment.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** EEV 0811L.

## EEV 0811L - DC Circuits Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of basic electricity, DC circuits, electrical components, and test equipment.

Course Designations: (CH)

**Corequisite(s):** EEV 0811C.

EEV 0812C - AC Circuits

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course includes instruction on AC electronics through problem-solving, use of circuit diagrams, and schematics.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** EEV 0812L.

EEV 0812L - AC Circuits Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of AC electronics through problem-solving, use of circuit diagrams, and schematics.

Course Designations: (CH)

**Corequisite(s):** EEV 0812C.

EEV 0813C - Solid State Devices

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course includes instruction in semiconductor and circuits, properties of semiconductor material, measurement, analysis of P-N diodes characteristics, analysis, and measurement of characteristics of special diodes including tunnel rectifier Zener and varactor.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** EEV 0813L.

EEV 0813L - Solid State Devices Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of semiconductor and circuits, properties of semiconductor material, measurement, analysis of P-N diodes characteristics, analysis, and measurement of characteristics of special diodes including tunnel rectifier Zener and varactor.

Course Designations: (CH)

**Corequisite(s):** EEV 0813C.

EEV 0814C - Analog Circuits

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course includes the techniques of analyzing and troubleshooting amplifiers, power supplies, oscillators, OP amps, and filters.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** EEV 0812C or Instructor's Approval.

**Corequisite(s):** EEV 0814L.

EEV 0814L - Analog Circuits Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of analyzing and troubleshooting amplifiers, power supplies, oscillators, OP amps, and filters.

Course Designations: (CH)

**Corequisite(s):** EEV 0814C.

EEV 0815C - Digital Devices

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course is an introduction to digital electronics, logic circuits, Boolean algebra, and digital subsystems.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** EEV 0814C.

**Corequisite(s):** EEV 0815L.

## EEV 0815L - Digital Devices Lab

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This lab applies knowledge of digital electronics, logic circuits, Boolean algebra, and digital subsystems.

Course Designations: (CH)

**Corequisite(s):** EEV 0815C.

## EEV 0816C - Microprocessors

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course includes advanced digital electronics and analysis and servicing of microprocessors and minicomputers.

Lab Fee: Yes  
Course Designations: (CH)

**Prerequisite(s):** EEV 0815C or Instructor's Approval.

**Corequisite(s):** EEV 0816L.

## EEV 0816L - Microprocessors Lab

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This lab applies knowledge of advanced digital electronics, and analysis and servicing of microprocessors and minicomputers.

Course Designations: (CH)

**Corequisite(s):** EEV 0816C.

## EEX 3070 - Teaching Exceptional Students

3 cr. hrs.  
Credit Hours: 3

This course is designed to prepare future educators for teaching in inclusive classrooms. It will provide you with basic identification techniques and strategies to promote academic and social integration and interaction of "mainstreamed" exceptional students (inclusion students). You will learn about the characteristics, evaluation, and identification of students with exceptionalities. You will also examine current issues in exceptional student education, litigation, education reform, strategies, and interventions in working with students with disabilities, their families, and other professionals.

Course Designations: (TR)

EGN 2312 - Engineering Analysis - Statics

3 cr. hrs.

Credit Hours: 3

You will learn the basic principles of statics covering resultants, equilibrium, trusses, frames, friction, centroids, and moments of inertia with vector notation and calculus. The content of this course prepares you for further study in engineering dynamics.

Course Designations: (OA)

**Prerequisite(s):** MAC 2311 and PHY 2048C.

**Corequisite(s):** MAC 2312.

EGN 2322 - Engineering Analysis - Dynamics

3 cr. hrs.

Credit Hours: 3

This course provides you with the skills needed to analyze and solve problems involving bodies in motion through the application of vector mechanics and Newton's laws. You will learn kinematics, kinetics, energy of particles, rigid bodies in 2D and 3D motion, and vibrations.

Course Designations: (OA)

**Prerequisite(s):** EGN 2312.

EIN 1940 - Internship/Externship in Industrial Management

1-4 cr. hrs.

Credit Hours: 1-4

This internship/externship educational training is directly related to your major/career objectives. You will complete the required hours in the field under the guidance of an instructor and the supervision of a designated professional.

Course Designations: (OA)

EME 2040 - Introduction to Technology for Educators

3 cr. hrs.

Credit Hours: 3

This course will provide an application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. It includes hands-on experiences with educational media, emerging technologies, hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. This course will include identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies in regard to research, analysis, and demonstration of technology.

Course Designations: (TR)

**Prerequisite(s):** EDF 1005 or Instructor's Approval.

EMS 0002 - Dispatcher: Police, Fire, and Ambulance

232 con. hrs.

Contact Hours: 232

Occupational Credits: 7.7

This course will prepare you for civilian employment as a dispatcher for police, fire, and ambulance emergency dispatch processes. The fields of Criminal Justice and Emergency Services are essential occupations within every community. The Public Safety Telecommunication (PST) dispatcher plays an integral part in the delivery of these services as a first responder in public safety situations. You will operate telephones, radios, and computer terminals responding to emergency and non-emergency requests for assistance. As a dispatcher, you will obtain vital information regarding the nature and location of requests to dispatch assistance as appropriate.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission Requirements.

EMS 0115 - Emergency Medical Technician I

112 con. hrs.

Contact Hours: 112

Occupational Credits: 3.73

This course includes training in anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, childbirth and pediatric emergencies, psychological and environmental emergencies, crisis intervention, extrication and transportation, and disaster management.

Course Designations: (CH)

**Corequisite(s):** EMS 0115L and EMS 0940.

EMS 0115L - Emergency Medical Technician I Lab

120 con. hrs.

Contact Hours: 120

Occupational Credits: 4

This lab includes training in anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, environmental emergencies, childbirth and pediatric emergencies, psychological and crisis intervention, extrication and transportation, and disaster management.

Course Designations: (CH)

**Corequisite(s):** EMS 0115 and EMS 0940.

EMS 0931 - Special Topics in Public Safety

20-60 con. hrs.

Contact Hours: 20-60

Occupational Credits: 0.7- 2

This course is centered on current or special interests in public safety. Topics may vary from term to term.

Course Designations: (CH)

**Prerequisite(s):** EMS 0002.

EMS 0940 - Emergency Medical Technician Practicum

68 con. hrs.

Contact Hours: 68

Occupational Credits: 2.27

This course includes training in anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, childbirth and pediatric emergencies, psychological and environmental emergencies, crisis intervention, extrication and transportation, and disaster management.

Course Designations: (CH)

**Corequisite(s):** EMS 0115 and EMS 0115L.

EMS 1010C - Anatomy for Paramedics

3 cr. hrs.

Credit Hours: 3

This course presents basic information on structure and function of the human body. It applies principles of anatomy and physiology to show interaction of body systems as they approach homeostasis. This course meets the objectives found in the most current National Education Standards.

Course Designations: (OA)

**Prerequisite(s):** EMT Certificate.

**Corequisite(s):** EMS 1600 and EMS 1600L.

EMS 1014 - Paramedic Preparatory

2 cr. hrs.

Credit Hours: 2

This course meets the requirements of the most current National Education Standards. Course instruction includes the rules and responsibilities of a Paramedic within the EMS system, the value of personal wellness, medical, legal and ethical considerations, communications, pathophysiological principles, Life Span

Development, illness and injury, and airway management.

Course Designations: (OA)

**Prerequisite(s):** EMT Certificate.

**Corequisite(s):** EMS 1010C.

EMS 1051C - Emergency Medical Responder

1 cr. hr.

Credit Hours: 1

This course is the most basic training received for entry-level EMS personnel and firefighters. This training includes anatomy, patient handling, assessment and treatment of medical emergencies and traumatic injuries, operations, and disaster management. This course meets or exceeds the National Education Standards and is taught independent of other programs and courses.

Lab Fee: Yes

Course Designations: (OA)

EMS 1119 - Emergency Medical Technician I

7 cr. hrs.

Credit Hours: 7

This course includes training in anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, childbirth and pediatric emergencies, psychological and environmental emergencies, crisis intervention, extrication and transportation, and disaster management.

Lab Fee: Yes

Course Designations: (OA)

**Corequisite(s):** EMS 1119L and EMS 2421.

EMS 1119L - Emergency Medical Technician I Lab

4 cr. hrs.

Credit Hours: 4

This lab includes training in anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, childbirth and pediatric emergencies, psychological and environmental emergencies, crisis intervention, extrication and transportation, and disaster management.

Lab Fee: Yes

Course Designations: (OA)

**Corequisite(s):** EMS 1119 and EMS 2421.

EMS 1555 - Paramedic Trauma Management

2 cr. hrs.

Credit Hours: 2

This course is designed to provide paramedic trauma management instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Course instruction includes trauma system/mechanism of injury, hemorrhage and shock, burns, soft tissue injuries, head trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma.

Course Designations: (OA)

**Prerequisite(s):** EMT Certificate

**Corequisite(s):** EMS 1555L and EMS 1600.

EMS 1555L - Paramedic Trauma Management Lab

1 cr. hr.

Credit Hours: 1

This lab covers paramedic trauma management instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Lab instruction includes trauma system/mechanism of injury, hemorrhage and shock, burns, soft tissue injuries, head trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EMT Certificate

**Corequisite(s):** EMS 1555 and EMS 1600L.

EMS 1600 - Paramedic Fundamentals

2 cr. hrs.

Credit Hours: 2

This course meets the National Education Standards and includes venous access and medication administration, history taking, techniques of patient assessment for various medical conditions, communication, documentation, and pharmacology.

Course Designations: (OA)

**Prerequisite(s):** EMT Certificate.

**Corequisite(s):** EMS 1014.

EMS 1600L - Paramedic Fundamentals Lab

2 cr. hrs.

Credit Hours: 2

This lab covers paramedic fundamentals instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Lab instruction includes venous access and medication administration, history taking, techniques of patient assessment for various medical conditions, communication, documentation, and pharmacology.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EMT Certificate.

**Corequisite(s):** EMS 1010C and EMS 1600.

EMS 1616 - Paramedic Patients with Special Needs

2 cr. hrs.

Credit Hours: 2

This course meets the requirements of the most current National Education Standards. Course instruction includes neonates, pediatrics, geriatrics, chronic care, abuse and neglect, and assessment-based management.

Course Designations: (OA)

**Prerequisite(s):** EMS 1642.

**Corequisite(s):** EMS 1616L and EMS 1687L.

EMS 1616L - Paramedic Patients with Special Needs Lab

2 cr. hrs.

Credit Hours: 2

This lab provides paramedic rescue emergencies instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Lab instruction includes neonates, pediatrics, geriatrics, and assessment-based management.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EMS 1642.

**Corequisite(s):** EMS 1616 and EMS 1687L.

EMS 1641 - Paramedic Clinical Experience I

2 cr. hrs.

Credit Hours: 2

This course includes clinical experience that encompasses approximately 50 hours in a designated hospital during which you will be evaluated on the performance of the skills, activities, and procedures covered during the first term of the Paramedic Program. This course meets the requirements of the most current National Education Standards.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EMT Certificate

**Corequisite(s):** EMS 1010C

EMS 1642 - Paramedic Clinical Experience II

3 cr. hrs.

Credit Hours: 3

This course includes clinical experience that encompasses approximately 70 hours in a designated hospital during which you will be evaluated on the performance of the activities and procedures covered in courses within first and second terms of the Paramedic Program. This course meets the requirements of the most current National Education Standards.

Course Designations: (OA)

**Prerequisite(s):** EMS 1010C

**Corequisite(s):** EMS 1657

EMS 1657 - Paramedic Field Experience

2 cr. hrs.

Credit Hours: 2

This internship includes field experience that is a minimum of 180 hours in length during which you will be evaluated in the performance of the activities and procedures covered in courses within the term. This experience meets the requirements of the most current National Education Standards.

Course Designations: (OA)

**Prerequisite(s):** EMS 1010C

**Corequisite(s):** EMS 1642

EMS 1658 - Paramedic Field Internship

3 cr. hrs.

Credit Hours: 3

This internship includes field experience that is the capstone course within the Paramedic Program. This course is a minimum of 90 hours in length during which you will be evaluated by program-approved preceptors on your performance as a team leader on the ambulance. This internship is meant to be a cumulative learning experience, preparing you to function as a paramedic in the field. This internship meets the requirements of the most current National Education Standards.

Course Designations: (OA)

**Prerequisite(s):** EMS 1642

**Corequisite(s):** EMS 1687L

EMS 1681 - Paramedic Special Considerations

2 cr. hrs.

Credit Hours: 2

This course provides paramedic special considerations instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Course instruction includes patient assessment, communication, and documentation for various medical complaints.

Course Designations: (OA)

**Prerequisite(s):** EMS 1119

**Corequisite(s):** EMS 1010C and EMS 1681L

EMS 1681L - Paramedic Special Considerations Lab

2 cr. hrs.

Credit Hours: 2

This lab covers paramedic special considerations instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Lab instruction includes patient assessment, communication, and documentation for various medical patient complaints.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EMS 1119

**Corequisite(s):** EMS 1010C and EMS 1681

EMS 1685 - Paramedic Medical Emergencies

3 cr. hrs.

Credit Hours: 3

This course is designed to provide paramedic medical emergencies instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Course instruction includes cardiology.

Course Designations: (OA)

**Prerequisite(s):** EMS 1010C

**Corequisite(s):** EMS 1642 and EMS 1685L

EMS 1685L - Paramedic Medical Emergencies Lab

2 cr. hrs.

Credit Hours: 2

This lab covers paramedic medical emergencies instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Lab instruction includes concepts of cardiology.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EMS 1010C

**Corequisite(s):** EMS 1642 and EMS 1685

EMS 1686 - Paramedic Special Emergencies

3 cr. hrs.

Credit Hours: 3

This course provides paramedic special emergencies instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Course instruction includes neurology, endocrinology, allergies and anaphylaxis, genitourinary, toxicology, and hematological conditions.

Course Designations: (OA)

**Prerequisite(s):** EMS 1010C

**Corequisite(s):** EMS 1642 and EMS 1686L

EMS 1686L - Paramedic Special Emergencies Lab

1 cr. hr.

Credit Hours: 1

This lab covers paramedic special emergencies instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Lab instruction includes neurology, endocrinology, allergies and anaphylaxis, genitourinary, toxicology, and hematological disorders.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EMS 1010C

**Corequisite(s):** EMS 1642 and EMS 1686

EMS 1687 - Paramedic Rescue Emergencies

1 cr. hr.

Credit Hours: 1

This course provides paramedic rescue emergencies instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Course instruction includes rescue awareness and operations, ambulance operations, hazardous materials, crime scene awareness, and EMS response to terrorism.

Course Designations: (OA)

**Prerequisite(s):** EMS 1681

**Corequisite(s):** EMS 1685 and EMS 1685L

EMS 1687L - Paramedic Rescue Emergencies Lab

2 cr. hrs.

Credit Hours: 2

This lab covers paramedic rescue emergencies instruction for the Paramedic Certificate Program and meets the requirements of the most current National Education Standards. Lab instruction includes rescue awareness and operations, assessment-based management, and ambulance operations, hazardous materials, crime scene awareness, and EMS response to terrorism.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** EMS 1642

**Corequisite(s):** EMS 1616L

EMS 2421 - Emergency Medical Technician Practicum

1 cr. hr.

Credit Hours: 1

This course includes training in anatomy and patient assessment, patient handling and movement, assessment and treatment of traumatic injuries, assessment and treatment of medical emergencies, childbirth and pediatric emergencies, psychological and environmental emergencies, crisis intervention, extrication and transportation, and disaster management.

Course Designations: (OA)

**Corequisite(s):** EMS 1119 and EMS 1119L

EMS 2930 - Special Topics in Emergency Medical Technology

1 cr. hr.

Credit Hours: 1

This course is designed to transition you from the position of Emergency Medical Technology (EMS) provider into the realm of EMS management. You will be given a brief overview of the administrative roles within the EMS profession and how those concepts relate to personal enrichment and professional advancement.

Course Designations: (OA)

ENC 0016 - Compressed Developmental Writing I

3 cr. hrs.

Credit Hours: 3

This course will enable you to build writing skills and command of standard written English, including grammar, usage, and mechanics within eight weeks. This college preparatory course does not count toward the associate degrees.

Course Designations: (PR)

**Prerequisite(s):** Designated score on placement test.

ENC 0026 - Compressed Developmental Writing II

3 cr. hrs.

Credit Hours: 3

This course will enable you to build writing skills, support written arguments, and demonstrate command of standard written English. This college preparatory course does not count toward the associate degrees.

Course Designations: (PR)

**Prerequisite(s):** Designated score on placement test or successful completion of ENC 0016.

ENC 1101 - Freshman English I

3 cr. hrs.

Credit Hours: 3

This course introduces you to rhetorical concepts and audience-centered approaches to writing including composing processes, language conventions and style, and critical analysis and engagement with written texts and other forms of communication. You will be required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** Acceptable scores on placement test or exemption according to Florida State Board of Education Rule 6A-10.0315.

ENC 1101L - Freshman English I Lab

1 cr. hr.

Credit Hours: 1

This lab provides ENC 1101 students who demonstrate the need for additional support instruction with assistance in writing skills, academic research processes, and command of standard written English. Lab activities in addition to class are required.

Course Designations: (TR)

**Prerequisite(s):** Designated score on placement test.

**Corequisite(s):** ENC 1101

ENC 1102 - Freshman English II

3 cr. hrs.

Credit Hours: 3

This course is designed to develop your ability to read literature critically and to improve your ability to write effectively. Emphasis is on style; exposure to various literary genres; and planning, writing, and documenting short research papers and critical essays. Your reading will include authors of both genders and a variety of multicultural backgrounds. You will be required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

ENC 2210 - Technical Writing

3 cr. hrs.

Credit Hours: 3

This course will allow you to use your academic writing skills to perform professional communication tasks. You will practice workplace communication scenarios and complete projects including abstracts, reviews, memos, reports, articles, proposals, and oral presentations. You will have the opportunity to work in groups and manage projects to completion.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

ENL 2012 - British Literature I

3 cr. hrs.

Credit Hours: 3

This course is a survey of the development of British literature from Anglo-Saxon times through the 18th century, with attention to the historical background, the continuity of essential traditions, and the characteristic flavor of the other subsequent periods. Critical essays and oral reports are assigned. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

ENL 2022 - British Literature II

3 cr. hrs.

Credit Hours: 3

This course is a survey of the development of British literature from the 19th century to present. Emphasis is on the relevance of the following traditions: Romanticism, Victorianism, and the early 20th century as related to contemporary thought. Critical essays and reports are assigned. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

ENT 1000 - Introduction to Entrepreneurship

3 cr. hrs.

Credit Hours: 3

This course will introduce you, as a business or non-business major, to the opportunity to succeed as an entrepreneur whether or not you have any prior business or entrepreneurial experience. You will learn about the entrepreneurial mindset and the process on how to start and operate a business by identifying entrepreneurial opportunities, creating a business plan, obtaining financing, marketing a product or service, and learning to develop an effective understanding of the accounting system needed to operate a small business.

Course Designations: (TR)

### ETD 1320C - Introduction to AutoCAD

3 cr. hrs.

Credit Hours: 3

This course will use the AutoCAD software to teach how to make graphic displays, including basic geometric figures, orthographic views of three-dimensional objects, production of mechanical drawings, and pictorial drawings of various three-dimensional applications.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

### ETD 1614C - Applied Electronics Drawing

3 cr. hrs.

Credit Hours: 3

This course prepares you to create schematics for electronic devices and to design printed circuit boards using E-Z Route software.

Lab Fee: Yes

Course Designations: (OA)

### ETD 2364C - Introduction to SolidWorks

3 cr. hrs.

Credit Hours: 3

This course is an introduction to new designing techniques and capabilities of solid modeling using 3D computer-aided design software. Topics include the integration of advanced parametric solid modeling drawing tools.

Course Designations: (OA)

**Prerequisite(s):** ETD 1320C or Instructor's Approval.

### ETI 0190C - Quality and Production Planning

120 con. hrs.

Contact Hours: 120

Occupational Credits: 4

This course studies quality assurance methods, quality control concepts, modern business practices, computer-aided manufacturing, and manufacturing planning.

Course Designations: (CH)

### ETI 0708C - Industrial Safety and Applied Techniques

120 con. hrs.  
Contact Hours: 120  
Occupational Credits: 4

This course studies the understanding of modern technology; study workplace safety and workplace organization; workplace communication skills; and explore career opportunities and employability.

Course Designations: (CH)

#### ETI 1110 - Introduction to Quality Assurance

3 cr. hrs.  
Credit Hours: 3

This course is designed to present the total quality control function in industry. The latest concepts and techniques will be studied in light of modern manufacturing requirements and current technological developments.

Course Designations: (OA)

#### ETI 1420 - Manufacturing Processes and Materials

3 cr. hrs.  
Credit Hours: 3

This course is an introduction to modern manufacturing materials, processes, and systems which are the basic building blocks of manufacturing and are best taught together. You will learn to identify and distinguish appropriate materials processing selections given general performance needs and production rates. Material physical and mechanical properties are covered, along with equipment and processing methods used in manufacturing.

Course Designations: (OA)

#### ETI 1622 - Concepts of Lean and Six Sigma

3 cr. hrs.  
Credit Hours: 3

This course provides a comprehensive overview of the lean and six sigma methodologies including Define, Measure, Analyze, Improve, and Control (DMAIC) process, and improvement paradigm techniques, tools, and metrics that are critical for process improvement success.

Course Designations: (OA)

**Prerequisite(s):** ETI 1110.

#### ETI 1644 - Production and Inventory Control

3 cr. hrs.  
Credit Hours: 3

This course surveys production planning and inventory control, including the topics of scheduling, MRP, and

capacity planning.

Course Designations: (OA)

ETI 1701 - Industrial Safety (OSHA)

3 cr. hrs.

Credit Hours: 3

This course covers the skills needed to create and maintain a safe and productive work environment as defined by OSHA regulations that are applicable to industrial facilities and construction sites. Handling and disposal of hazardous materials are also emphasized.

Course Designations: (OA)

ETI 1843 - Motors and Controls

3 cr. hrs.

Credit Hours: 3

This course explores the theory and application of AC and DC motors. It covers how different types of motors operate and how electronic motor control systems are designed and can be used to improve efficiency in a wide range of applications.

Course Designations: (OA)

ETI 1931 - Special Topics in Modern Manufacturing

3 cr. hrs.

Credit Hours: 3

This course is designed to allow flexibility for presenting a variety of topics related to high performance manufacturing principles and applications.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

ETI 1949 - Co-op Education Training Assignment in Manufacturing

3 cr. hrs.

Credit Hours: 3

This course is the first hands-on learning activity (paid or non-paid) directly related to your major/career objectives.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

ETM 0030C - Electrical and Computer Applications

120 con. hrs.  
Contact Hours: 120  
Occupational Credits: 4

This course studies robotic systems used in manufacturing, AC/DC electrical controls, Programmable Logic Control, and the maintenance of technological systems.

Course Designations: (CH)

ETM 0040C - Mechanical Systems and Applications

120 con. hrs.  
Contact Hours: 120  
Occupational Credits: 4

In this course, you will learn about basic machine operation and computer-numeric-control machines; how to select production processes; and study mechanisms, hydraulic, and pneumatic systems.

Course Designations: (CH)

ETM 1010C - Mechanical Measurement and Instrumentation

3 cr. hrs.  
Credit Hours: 3

This course provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. It will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments.

Course Designations: (OA)

ETM 2314C - Hydraulics and Pneumatics with Lab

4 cr. hrs.  
Credit Hours: 4

This course treats principles of fluids and airflow, the basic components of hydraulic and pneumatic systems, and how all are combined and function in industry. It will include hands-on experience and setup of various hydraulic and pneumatic circuits and how they respond to pressure, heat, flow, and restrictions.

Course Designations: (OA)

ETM 2315 - Hydraulics and Pneumatics

3 cr. hrs.  
Credit Hours: 3

This course treats principles of a fluid and airflow, the basic components of hydraulic and pneumatics systems, and how they are combined and function in instrumentation. Experience will include demonstration and setting up various hydraulic and pneumatic circuits and how they respond to pressure, heat, flow, and restriction.

Course Designations: (OA)

### ETP 0170 - Pole Climbing, Ropes, and Rigging

45 con. hrs.

Contact Hours: 45

Occupational Credits: 1.5

This course specializes in Electrical Distribution Technology trade where you will identify and properly apply ropes, slings and rigging for lifting and rigging task for equipment lifting and hot linework applications. The course will cover care maintenance and application of rope block and tackle, and cable, chain, and strap hoist. You will demonstrate proficiencies in lifting and rigging and the application care and maintenance of lift sticks, saddles, and clamps. You will also become proficient in climbing wood poles and the care and maintenance of pole climbing equipment.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ETP 0170L.

### ETP 0170L - Pole Climbing, Ropes, and Rigging Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of the care maintenance and application of rope block and tackle, and cable, chain, and strap hoist. You will demonstrate proficiencies in lifting and rigging and the application care and maintenance of lift sticks, saddles, and clamps; and will also become proficient in climbing wood poles and the care and maintenance of pole climbing equipment.

Course Designations: (CH)

**Corequisite(s):** ETP 0170.

### ETP 0171 - Pole Line Equipment I

45 con. hrs.

Contact Hours: 45

Occupational Credits: 1.5

This course demonstrates the knowledge of blueprints for overhead line installations and the ability to identify and classify overhead line insulators, properly identify and discuss insulator and lightning arrester technologies and applications, and discuss insulator and arrester failure modes. You will demonstrate proficiencies in switch and disconnect installation, operation and maintenance; cross arm identification, application, installation and maintenance; and will demonstrate proficiencies in cross arm, insulator and arrester installation and maintenance, basic hot stick techniques and live-line wire tying and clamping techniques.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ETP 0171L.

ETP 0171L - Pole Line Equipment I Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of blueprints for overhead line installations, identifies and classifies overhead line insulators, properly identifies and discusses insulator and lightning arrester technologies and applications, and discuss insulator and arrester failure modes.

Course Designations: (CH)

**Corequisite(s):** ETP 0171.

ETP 0172 - Pole Line Equipment II

45 con. hrs.

Contact Hours: 45

Occupational Credits: 1.5

This course studies blueprints that apply to overhead line installations and be able to identify and classify oil circuit breakers, primary metering, pole-mounted three-phase reclosers, single- and three-phase transformer capacitor banks, and pole- and platform-mounted regulators. You will study and demonstrate proficiencies in installing, operating, and maintaining OCB's, primary metering installations, reclosers, transformers and transformer banks, capacitor banks, and regulators. You will study and be able to discuss the theory of operation, application and testing of regulators, and regulator by-pass switches.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ETP 0172L.

ETP 0172L - Pole Line Equipment II Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of blueprint reading to overhead line installations and identifies and classifies oil circuit breakers, primary metering, pole-mounted three-phase reclosers, single- and three-phase transformer and capacitor banks, and pole- and platform-mounted regulators.

Course Designations: (CH)

**Corequisite(s):** ETP 0172.

ETP 0173 - Trucks and Excavation Equipment

45 con. hrs.

Contact Hours: 45

Occupational Credits: 1.5

This course demonstrates proficiencies in computing, planning, and lifting loads; pole truck auger and winching operations; non-verbal hand signaling; winch cable maintenance and inspection and daily vehicle inspection of boom truck; and bucket truck, digger truck, back hoe, and trencher equipment. Also, it demonstrates boring equipment, aerial work platform operations, maintenance of gloving bucket booms, liners and dielectric testing, and equipment trailering safety.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** ETP 0179 and CDL License.

**Corequisite(s):** ETP 0173L.

ETP 0173L - Trucks and Excavation Equipment Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of the proficiencies in computing, planning, and lifting loads; pole truck auger and winching operations; nonverbal hand signaling; winch cable maintenance and inspection and daily vehicle inspection of boom truck; and bucket truck, digger truck, back hoe, and trencher equipment. You will demonstrate boring equipment and aerial work platform operations. You will also demonstrate maintenance of gloving bucket booms, liners and dielectric testing, and equipment trailering safety.

Course Designations: (CH)

**Corequisite(s):** ETP 0173.

ETP 0174 - Electrical Distribution Structures

45 con. hrs.

Contact Hours: 45

Occupational Credits: 1.5

This course applies blueprint reading and staking practices related to distribution structures and identifies the different types and applications of wood, concrete, and steel structures. You will be able to identify a pole manufacturer and rating by reading the pole brand. You will demonstrate proficiencies in pole erection and guying; pole and guy grounding, and ground testing and will demonstrate a thorough knowledge of guys and attachments. You will also be able to discuss wind loading, weight loading, and modes of pole stress; typical structure failure modes and inspection procedures; basic pole framing standards and clearances; and joint utility use considerations. You will demonstrate a basic knowledge of transmission structures, framing, and clearances.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ETP 0174L.

## ETP 0174L - Electrical Distribution Structures Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of blueprint reading and staking practices related to distribution structures and different types of wood, concrete, and steel structures. You will be able to identify a pole manufacturer and rating by reading the pole brand. You will demonstrate proficiencies in pole erection and guying, pole and guy grounding, ground testing, and will demonstrate a thorough knowledge of guys and attachments.

Course Designations: (CH)

**Corequisite(s):** ETP 0174.

## ETP 0175 - Underground Distribution

45 con. hrs.

Contact Hours: 45

Occupational Credits: 1.5

This course studies blueprints and typical layouts for URD loops and radial systems, identifies URD primary and secondary cables and their applications, studies and discusses trenching and cable installation; identifies soil/ cave-in conditions; and discusses trenching safe work practices, locating subterranean utilities, and site-built and pre-cast pad installations. You will be able to identify primary and secondary risers and pothead pole framing, and be able to install porcelain, butyl rubber, and tape-constructed primary terminators. You will also demonstrate proficiency installing and grounding of single- and three-phase pad installations; URD switch cabinet installations; secondary risers and terminations; primary and secondary cable failure modes; URD switching on live and dead front equipment; and fault finding and testing of URD cables.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ETP 0175L.

## ETP 0175L - Underground Distribution Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of blueprint reading and staking practices related to distribution structures and different types of wood, concrete, and steel structures. You will be able to identify a pole manufacturer and rating by reading the pole brand. You will demonstrate proficiencies in pole erection and guying, pole and guy grounding, ground testing, and will demonstrate a thorough knowledge of guys and attachments.

Course Designations: (CH)

**Corequisite(s):** ETP 0175.

## ETP 0177 - Installing Overhead Conductors

45 con. hrs.

Contact Hours: 45

Occupational Credits: 1.5

This course demonstrates proficiencies in setting up and operating wire tuggers, tensioners, and wire reel tenders, discusses techniques for wire pulling, safe guarding of buildings, cross streets, walkways, and the public during pulling operations; plans wire pulling; and identifies potential hazards that may be encountered during wire pulling operations. You will also be able to demonstrate proficiencies in fanning and covering of energized lines and live equipment for re-conductoring/pulling operations; rigging of rollers and wire pulling devices; serving of cables and ropes for pulling; care, use, and insulation of insulated mechanical jumpers; sagging, transfer of, tying in, and dead-ending of pulled conductors; and installing of inline and pole-mounted disconnects. You will demonstrate proficiencies in live line gloving practices.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** ETP 0177L.

ETP 0177L - Installing Overhead Conductors Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab applies knowledge of setting up and operating wire tuggers, tensioners, and wire reel tenders. You will demonstrate techniques for wire pulling; safe guarding of buildings, cross streets, walkways, and the public during pulling operations; planning wire pulling; and identifying potential hazards that may be encountered during wire pulling operations.

Course Designations: (CH)

**Corequisite(s):** ETP 0177.

ETP 0178 - Basic Electricity for Lineworkers

45 con. hrs.

Contact Hours: 45

Occupational Credits: 1.5

This course specializes in basic electricity and the fundamentals of electrical power that apply particularly to the lineworker. You will study the history of electricity; AC and DC circuits; the principles of induction, capacitance, and reactance; portable generators and basic wiring; conductors and insulator technology; and electric power. You will demonstrate proficiencies in basic electrical formulae and measuring/ metering instruments.

Course Designations: (CH)

**Corequisite(s):** ETP 0178L.

ETP 0178L - Basic Electricity for Lineworkers Lab

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This lab applies knowledge of basic electricity and the fundamentals of electrical power that apply particularly to the lineworker.

Course Designations: (CH)

**Corequisite(s):** ETP 0178.

ETP 0179 - Safe Work Practices

45 con. hrs.  
Contact Hours: 45  
Occupational Credits: 1.5

This course demonstrates the knowledge of the National Electrical Safety Code; FECA Safe Work Practices Handbook or the APPA Safe Work practices Handbook; OSHA (CFR 29) Section 1910.269 Electric Power Generation, Transmission, and Distribution; and related sections.

Lab Fee: Yes  
Course Designations: (CH)

**Corequisite(s):** ETP 0179L.

ETP 0179L - Safe Work Practices Lab

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This lab applies knowledge of the National Electrical Safety Code; FECA Safe Work Practices Handbook or the APPA Safe Work practices Handbook; OSHA (CFR29) Section 1910.269 Electric Power Generation, Transmission, and Distribution; and related sections.

Course Designations: (CH)

**Corequisite(s):** ETP 0179.

ETP 0949 - Co-op Work Experience in Electrical Distribution

30-270 con. hrs.  
Contact Hours: 30-270  
Occupational Credits: 1-9

This course will allow you to work with experienced linemen in the field and be exposed to the skills needed and work environment of the trade.

Lab Fee: Yes  
Course Designations: (CH)

## ETS 1535 - Automated Process Control

3 cr. hrs.

Credit Hours: 3

This course introduces the modern approach to control theory and the ideas of controllability, the Popular Proportional Plus, and Plus Integral Derivative (P.I.D.) control scheme.

Course Designations: (OA)

**Prerequisite(s):** ETS 1542.

## ETS 1542 - Introduction to Programmable Logic Controllers

3 cr. hrs.

Credit Hours: 3

This course introduces various programmable logic controllers (PLC) and how each interface with hydraulic, pneumatic, and electrical controls for automated applications. It includes the design and troubleshooting of ladder logic programs working with the counters, registers, decoders, digital to analog converters, analog to digital converters, and storage devices.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

## ETS 2527 - Electromechanical Components and Mechanisms

3 cr. hrs.

Credit Hours: 3

This course covers gears, gearboxes, belts, pulleys, chains, sprockets, and alignments and measures found in the industrial environment.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

## ETS 2604 - Robotics Applications

3 cr. hrs.

Credit Hours: 3

This course is designed to introduce you to the basic principles of robots, including classification, operation, maintenance, troubleshooting, and applications in the robotics industry. You will use hands-on practices to become familiar with selections of a robotic system.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

## EVR 2001 - Introduction to Environmental Science

3 cr. hrs.

Credit Hours: 3

The course is a survey of basic chemical, biological, and physical principles of environmental science and their applications to environmental issues. This course is appropriate for you in a wide range of disciplines or programs.

Course Designations: (CORE) (GE) (TR)

EVS 1949 - Co-op Education Training Assignment in Environmental and Natural Sciences

1-3 cr. hrs.

Credit Hours: 1-3

This is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

EVS 2949 - Co-op Education Training Assignment in Environmental and Natural Sciences

1-3 cr. hrs.

Credit Hours: 1-3

This is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

FFP 0030 - Firefighter I

191 con. hrs.

Contact Hours: 191

Occupational Credits: 6.4

This course will present the history of the fire service, firefighter safety and health, communications, building construction, the science of fire, PPE, fire extinguishers, ropes and knots, search and rescue, vehicle extrication and technical rescue, ladders, ventilation, water supply, hose handling, fire streams and fire control, salvage and overhaul, and fire and life safety initiatives. This course is a minimum of 191 hours of classroom and practical application. Course will meet the JPR's of NFPA 1001 Standard for Firefighter Professional Qualifications, 2019 Edition. The Hazardous Materials component of the course will meet or exceed NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications, 2017 Edition.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

FFP 0031 - Firefighter II

301 con. hrs.

Contact Hours: 301

Occupational Credits: 10

This course will present information on fire department communications, building construction hazards and structural collapse, maintenance of electric generators and lighting equipment, service testing fire hoses, firefighting foam, coordinating fireground operations, advanced origin and cause, fire protection systems, conducting private dwelling fire safety surveys, Florida Statewide Emergency Response Plan (SERP), air monitoring, new challenges for firefighters, and firefighter safety and survival. This course is a minimum of 301 hours of classroom and practical application. The course will meet the JPR's of NFPA 1001 Standard for Firefighter Professional Qualifications, 2019 Edition.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** Program Admission and FFP 0030.

FFP 1301 - Fire Hydraulics and Water Supply

3 cr. hrs.

Credit Hours: 3

This course is an overview of fire characteristics, properties of water, apparatus, and appliances with an emphasis on developing proper fire streams using hydraulic calculations (theoretical and practical). It also covers drafting of water, velocity and discharge, friction loss, engine and nozzle pressure, pressure losses, municipal water supplies, standpipes and sprinklers, flow and pump testing, and applications in fire science.

Course Designations: (OA)

**Prerequisite(s):** Certified Firefighter.

FFP 1302 - Fire Apparatus and Equipment

3 cr. hrs.

Credit Hours: 3

This course covers the laws, rules, and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fire-ground evolution and a driving course make up the practical part of the course. The evolution portion of the course includes the use of pre-connected lines, tandem pumping, drafting, relays, and master streams.

Course Designations: (OA)

**Prerequisite(s):** FFP 1301.

FFP 1505 - Fire Prevention

3 cr. hrs.

Credit Hours: 3

This course is a study of fire inspection practices, including such items as purpose, definition, liability, authority, responsibility, organizational structure, fire courses, fire behavior, flame spread, inspection

techniques, methods of conducting inspections, occupancy types, fire load, and Fire Prevention Bureau certification.

Course Designations: (OA)

FFP 1540 - Private Fire Protection I

3 cr. hrs.

Credit Hours: 3

This course is a study of private fire protection and detection systems, such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems, and devices. Each system is discussed as to its need, construction and preventive maintenance, and individual use.

Course Designations: (OA)

FFP 1824 - Basic Incident Management

1 cr. hr.

Credit Hours: 1

This course includes the principles and features of an incident command system and how it is organized; identifies incident facilities and their purposes (such as but not limited to command post, staging area, bases, camps, and heliports-helisports); and describes incident management resources such as strike teams, task forces, single resources, and common responsibilities such as communications and forms.

Course Designations: (OA)

FFP 1825 - Intermediate Incident Management

1 cr. hr.

Credit Hours: 1

This course allows you to list and describe the duties of various positions within the incident command system, construct an incident management organization for a given incident or event, including appropriate procedures for establishing command, transferring command, and terminating an incident; demonstrate knowledge of efficient incident resource management, including logistics, finance, administration, and recordkeeping; understand air operations; and demonstrate knowledge of incident planning processes.

Course Designations: (OA)

**Prerequisite(s):** FFP 1824

FFP 1832 - Emergency Response to Terrorism

1 cr. hr.

Credit Hours: 1

This course includes the USFA's NFA five-level hazardous materials training model. These levels are awareness, operations, technician, specialist, and incident command. Occasionally, the material touches on operational and managerial issues. This course will introduce first responders to the consequences of emergency response to terrorism. The response to terrorism will include, in addition to this course, basic

concepts for first responders, tactical considerations, and incident management. The USFA's response to terrorism training is consistent with the National Fire Protection Association's Professional Qualifications 471, 472, and 473.

Course Designations: (OA)

FFP 2111 - Fire Chemistry

3 cr. hrs.

Credit Hours: 3

This course is designed to address knowledge and skills pertaining to chemistry that will be useful to the hazardous materials technician. The course features forms of matter, energy, common substances, chemical formulas/structure, bonding of atoms, molecules, isotopes, chemical reactions, and physical effects of chemical exposure to victims. Particular emphasis is placed on how this knowledge can be effectively used at a hazardous materials incident.

Course Designations: (OA)

FFP 2120 - Building Construction for Fire Protection

3 cr. hrs.

Credit Hours: 3

This course addresses the fundamentals of building construction and design, fire protection features, and special considerations for fire inspection and suppression personnel.

Course Designations: (OA)

FFP 2510 - Related Fire Codes and Standards

3 cr. hrs.

Credit Hours: 3

This course will familiarize you with the Life Safety Code, its purpose, scope, and application to the basic classifications of occupancy.

Course Designations: (OA)

FFP 2521 - Blueprint Reading and Plan Examination

3 cr. hrs.

Credit Hours: 3

This course is an introduction to architectural working drawings, reading, and interpretation.

Course Designations: (OA)

FFP 2541 - Private Fire Protection Systems II

3 cr. hrs.

Credit Hours: 3

This course is a study of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.

Course Designations: (OA)

FFP 2604 - Fire Investigation and Arson Detection

3 cr. hrs.

Credit Hours: 3

This course covers latent investigation practices, including such topics as sketching fire scenes, storage of explosives, fire scene personal safety, arson for profit, profiling fire setters, and other topics for investigation.

Course Designations: (OA)

FFP 2606 - Post Blast Investigations

3 cr. hrs.

Credit Hours: 3

This course is a study of arson crime scenes that involve explosions including lab procedures, chemical and physical components of explosive materials, and legal issues relative to bombings.

Course Designations: (OA)

FFP 2610 - Fire Investigation: Origin and Cause

3 cr. hrs.

Credit Hours: 3

This course is designed to enhance the fire investigator's ability to detect and determinate the origin and cause of a fire. Specific topics include fire behavior review, investigator ethics, construction, ignition sources, reading fire patterns, and scene reconstruction. Other topics include electrical fire investigation, woodland fires, vehicle fires, mobile home fires, and RV, boat, and ship fires. Additional topics provide special emphasis on fire scene documentation and extinguishing/ alert systems.

Course Designations: (OA)

FFP 2612 - Fire Behavior and Combustion

3 cr. hrs.

Credit Hours: 3

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled.

Course Designations: (OA)

FFP 2630 - Latent Investigations

3 cr. hrs.

Credit Hours: 3

This course studies fire death and injury investigations, the chemistry of hazardous materials, sources of information, motive for arson, and various arson sets and devices.

Course Designations: (OA)

FFP 2670 - Legal Issues for Investigators

3 cr. hrs.

Credit Hours: 3

This course covers a study of the state statutes relating to arson, and search and seizure guidelines, including case studies of Supreme Court rulings, civil court rulings, preparing an investigation case for trial, and techniques for interviewing witnesses and suspects.

Course Designations: (OA)

FFP 2702 - Principles of Emergency Services

3 cr. hrs.

Credit Hours: 3

This course provides an overview of fire protection, career opportunities in fire protection and related fields, and the philosophy and history of fire.

Course Designations: (OA)

FFP 2706 - Public Information Officer

3 cr. hrs.

Credit Hours: 3

This course prepares you to serve effectively as an organizational spokesperson, according to current practices in the profession of public relations and numerous examples from the fire service. Particular emphasis will be placed on case studies in crisis communications and the Public Information Officer's role in the Incident Command System.

Course Designations: (OA)

FFP 2720 - Company Officer Leadership

3 cr. hrs.

Credit Hours: 3

This course acquaints you with the basic aspects of leadership with an emphasis on areas that deal with leadership style, communications, group dynamics, individual behavior, motivation, and the various types of management currently used in the fire service community.

Course Designations: (OA)

**Prerequisite(s):** Certified Firefighter.

### FFP 2740 - Fire Service Course Delivery

3 cr. hrs.

Credit Hours: 3

This course is designed to give you an overview of effective methods and techniques used in the teaching process and an opportunity to gain experience through various practical applications.

Course Designations: (OA)

### FFP 2741 - Fire Service Course Design

3 cr. hrs.

Credit Hours: 3

This course covers the principles of effective curriculum design and stresses the principles of adult learning and student-centered learning. It includes designing courses and units that address learning, performance, and behavioral objectives.

Course Designations: (OA)

### FFP 2770 - Ethical and Legal Issues in Firefighting

3 cr. hrs.

Credit Hours: 3

This course deals with the entire spectrum of issues facing today's fire service leaders. Topics covered include labor relations, human rights and diversity, conflicts of interest, and frameworks for ethical decisions-making.

Course Designations: (OA)

### FFP 2780 - Fire Service Administration

3 cr. hrs.

Credit Hours: 3

This course is designed to present the principles of management theory and its application in the fire services area. It is intended for you, if your area of responsibility encompasses long- and short-range planning, budgeting, and administration.

Course Designations: (OA)

**Prerequisite(s):** Certified Firefighter.

### FFP 2810 - Firefighting Tactics and Strategies I

3 cr. hrs.

Credit Hours: 3

This course covers basic factors involved in coping with fire emergency and determining the best use of available resources in protecting lives and property from fire, heat, and smoke. It emphasizes the changing nature of an emergency situation and the ways in which you can evaluate the effectiveness of your proposed

plan of action.

Course Designations: (OA)

**Prerequisite(s):** Certified Firefighter.

FFP 2811 - Firefighting Tactics and Strategies II

3 cr. hrs.

Credit Hours: 3

This course covers multiple company operations, logistics, strategy, use of mutual aid forces, and conflagration control. It is intended for you, if you may be in command of fires and other emergencies involving close coordination of large amounts of manpower and equipment. Areas of emphasis are typical tactical situations and case histories, and the development of critical thinking skills is stressed.

Course Designations: (OA)

**Prerequisite(s):** FFP 2810 and Certified Firefighter.

FIN 1100 - Personal Finance

3 cr. hrs.

Credit Hours: 3

This course is a survey of consumer buying practices including consumer credit, insurance, home ownership, personal investments and expenditures, buying guidelines, and consumer protection agencies.

Course Designations: (TR)

FIN 1949 - Co-op Education Training Assignment in Finance and Investments

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

FIN 2949 - Co-op Education Training Assignment in Finance and Investments

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

FIN 4403 - Business Finance

3 cr. hrs.

Credit Hours: 3

This course introduces financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning, time value of money with analysis and computation tools, risk and rates of return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods.

Course Designations: (TR)

**Prerequisite(s):** ACG 2071 or ACG 3024.

FRE 1120C - Elementary French I

4 cr. hrs.

Credit Hours: 4

This course is designed to help you acquire vocabulary, grammar, and cultural input necessary for meaningful and appropriate communication in the French language.

Course Designations: (TR)

FRE 1121C - Elementary French II

4 cr. hrs.

Credit Hours: 4

This course continues in the fundamentals of French grammar with the addition of reading and writing skills. You must complete both terms to receive credit toward graduation.

Course Designations: (TR)

**Prerequisite(s):** FRE 1120C or equivalent.

FRE 2949 - Co-op Education Training Assignment in French

1-4 cr. hrs.

Credit Hours: 1-4

This course is a cooperative assignment in education training directly related to your academic major/career objective.

Course Designations: (TR)

FSS 0228 - Food Preparation I

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course provides instruction in the procedures and techniques involved in food preparation with emphasis on quality and retention of nutritive values. Kitchen organization, sanitation, and planning for production are

included. Lab experience is provided in the production and service of meals including evaluation and controls.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** FSS 0228L.

FSS 0228L - Food Preparation I Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab provides application in the procedures and techniques involved in food preparation with emphasis on quality and retention of nutritive values. Kitchen organization, sanitation, and planning for production are included. The lab experience is similar to the production and service of meals in workplace situations including evaluation and controls.

Course Designations: (CH)

**Corequisite(s):** FSS 0228.

FSS 0229 - Food Preparation II

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course is an advanced study of quantity food preparation with practical experience in preparing and serving of quantity foods with emphasis on timing, quality, efficiency, and cost controls.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** FSS 0228.

**Corequisite(s):** FSS 0229L.

FSS 0229L - Food Preparation II Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab is an advanced application of food preparation with emphasis in preparing and serving of quality eye-appealing foods with additional applications on timing, quality control, and efficiency.

Course Designations: (CH)

**Prerequisite(s):** FSS 0228L.

**Corequisite(s):** FSS 0229.

FSS 0236 - Quantity Food Preparation I

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course provides instruction in the preparation of quality foods with emphasis on quantity cookery by department and station. Detailed studies in raw materials, recipes, menu planning, and the use of institutional equipment are included.

Lab Fee: Yes  
Course Designations: (CH)

**Prerequisite(s):** FSS 0228.  
**Corequisite(s):** FSS 0236L.

#### FSS 0236L - Quantity Food Preparation I Lab

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This lab provides hands-on experience in the preparation of quality foods with emphasis on quantity cookery by department and station.

Course Designations: (CH)

**Corequisite(s):** FSS 0236.

#### FSS 0237 - Quantity Food Preparation II

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course includes advanced instruction in quantity food preparation, banquet presentation, catering, and other specialty preparations.

Lab Fee: Yes  
Course Designations: (CH)

**Corequisite(s):** FSS 0237L.

#### FSS 0237L - Quantity Food Preparation II Lab

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This lab provides advanced instruction and practical application in quantity food preparation, banquet presentation, catering, and other specialty preparations.

Course Designations: (CH)

**Prerequisite(s):** FSS 0236L.

**Corequisite(s):** FSS 0237.

FSS 0940L - Food Production and Management Lab

30-180 con. hrs.

Contact Hours: 30-180

Occupational Credits: 1-6

This lab includes experiences similar to workplace situations that are related to theories presented in associated courses. You will have the opportunity to apply theory and skills to both simulated lab work as well as real-life situations related to the food production and management field.

Course Designations: (CH)

FSS 0949 - Applied Techniques in Food Service

30-280 con. hrs.

Contact Hours: 30-280

Occupational Credits: 1-9.3

This course includes advanced level opportunities for practice and application of obtained vocational competency. These may be satisfied by work experiences.

Course Designations: (CH)

GEB 1011 - Introduction to Business

3 cr. hrs.

Credit Hours: 3

This course includes general business terminology and understanding of the agencies, methods, functions, and practices of modern business.

Course Designations: (TR)

GEB 1949 - Co-op Education Training Assignment in General Business

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

**Prerequisite(s):** GEB 1011.

GEB 2430 - Business Ethics

3 cr. hrs.

Credit Hours: 3

This course introduces you to the important moral issues that arise in various business contexts; provides an understanding of the social, moral, and economic environments within which those problems occur; introduces the ethical concepts relevant for resolving moral problems; and provides you with resources for developing the necessary reasoning and analytical skills for resolving these problems. Strategies for making ethical and responsible decisions within the context of the business environment will be emphasized. You will also discuss and review case studies to practice decision-making skills and to heighten awareness of ethical principles and dilemmas.

Course Designations: (TR)

GEB 2949 - Co-op Education Training Assignment in General Business

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

GEB 3213 - Advanced Business Communication

3 cr. hrs.

Credit Hours: 3

This course emphasizes business writing while reviewing the various kinds of written business correspondence. Assignments will include both individual and team-written documents. You will be expected to integrate business decision-making and analytical thinking skills into the content. You must be able to determine solutions to problem-based exercises. It is a writing intensive course.

Course Designations: (TR)

GEB 4356 - International Business

3 cr. hrs.

Credit Hours: 3

This course is designed as an overview of the principle aspects of conducting international business. Domestic and international business characteristics are compared and international political and legal environments are studied. Topics include international trade theory, foreign exchange, export and import strategies, negotiations and diplomacy, and human resource management in the global marketplace.

Course Designations: (TR)

GEB 4891 - Strategic Planning

3 cr. hrs.

Credit Hours: 3

This course covers the strategic planning process from identifying and engaging internal and external stakeholders to the development of a mission statement and identification of goals, objectives, and activities.

Evaluation of plans and SWOT analysis are also covered.

Course Designations: (TR)

#### GRA 1100C - Introduction to Computer Graphics

3 cr. hrs.

Credit Hours: 3

This course includes instruction and practical exercises in the use of software currently utilized in the graphics industry. Concepts taught include scanning of images, creation of graphics, and merging text with graphics. Emphasis will be placed on design, creative expression, and communication.

Lab Fee: Yes

Course Designations: (TR)

#### GRA 1156 - Intermediate Computer Graphics

3 cr. hrs.

Credit Hours: 3

This course introduces you to the technology of electronic art in the contemporary job market. Emphasis is on the development of individual skills for design studios, multimedia, illustration, and publishing.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** CTS 2210 or GRA 1100C.

#### GRA 2157 - Advanced Computer Graphics

3 cr. hrs.

Credit Hours: 3

This course continues to introduce you to the technology of electronic art currently in use in the contemporary job market. Emphasis will be on the development of individual skills for design studios, multimedia, illustration, publishing, and will focus on developing these job skills. Emphasis will also be on developing a portfolio.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** GRA 1156.

#### HCP 0009 - Career Transition APCT

30 con. hrs.

Contact Hours: 30

Occupational Credits: 1

This course will help you to prepare for a successful career transition to the healthcare workplace environment. Patient care skills practice, reinforcement, and remediation are included to increase your

comfort and fluency in the delivery of essential patient care. Instruction and practice in employability skills are also included to promote your career readiness.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** HCP 0009L.

HCP 0009L - Career Transition APCT Lab

500 con. hrs.

Contact Hours: 500

Occupational Credits: 16.7

This lab will help you to prepare for successful career transition to the healthcare workplace environment. It incorporates on the job training and practice of patient care and employability skills introduced and reinforced in corequisite theory course.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** HCP 0009.

HCP 0330C - Home Health Aide

75 con. hrs.

Contact Hours: 75

Occupational Credits: 2.5

This course will provide you with instruction in basic infection control, first aid, CPR heart saver level, vital signs, home care skills, and client care skills. Lab activities include safety procedures employed while using equipment and materials related to care of the client. Clinical experience provides you the opportunity to practice and demonstrate procedures associated with bedside client care.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** HSC 0003C.

HCP 0621 - Nursing Assistant APCT

75 con. hrs.

Contact Hours: 75

Occupational Credits: 2.5

This course provides content aligned with the field of nurse assisting and includes the theory needed to cover the nursing assistant's responsibilities, legal and ethical standards, healthcare teamwork, cultural humility, ways to promote mobility, and ways to assist with hydration and elimination. This course is designed to prepare you for employment as a nursing assistant.

Course Designations: (CH)

**Prerequisite(s):** Program Admission and HSC 0003.

HCP 0621L - Nursing Assistant APCT Lab

1000 con. hrs.

Contact Hours: 1000

Occupational Credits: 33.33

This lab outlines the procedures needed to deliver care that meets the physical and socioemotional needs of patients and residents. Skills covered include infection control, anatomy and disease, personal hygiene procedures, and care for people with disabilities.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

HCP 0940 - Phlebotomy Practicum

75 con. hrs.

Contact Hours: 75

Occupational Credits: 2.5

This course allows you to be assigned to medical facilities where you will practice venipuncture and capillary puncture on clinical patients under close preceptor supervision.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** MLT 0043C.

HIM 0001C - Introduction to Health Information Management

64 con. hrs.

Contact Hours: 64

Occupational Credits: 2.13

This course examines the essentials of the health information management principles and practices. You must pass this course with a grade of **C** or higher.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** HIM 0009C, HIM 0220C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

HIM 0009C - Introduction to Health Information Technology

90 con. hrs.

Contact Hours: 90

Occupational Credits: 3

This course introduces you to health informatics and information management. You will learn about the

healthcare delivery systems, communication skills, legal and ethical responsibilities, HIPAA, security threats and controls, access, use and disclosure/release of health information management, risk and quality management, corporate compliance, and medical staff organization. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** HIM 0001C, HIM 0220C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

HIM 0220C - ICD Coding Systems

150 con. hrs.

Contact Hours: 150

Occupational Credits: 5

This course includes instruction on how to code using all current coding systems, coding concepts, coverage of reimbursement, ICD-9-CM, CPT, HCPCS, inpatient coding, and ICD-10-CM. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** HIM 0001C, HIM 0009C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

HIM 0250C - Ambulatory Care Coding Systems

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course involves activities in which medical record professional codes and procedures in CPT are to be used for standardization, retrieval, and statistical analysis. You will have a foundation in Current Procedural Terminology (CPT-4) coding principles. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

**Corequisite(s):** HIM 0274C, HIM 0280C, HIM 0290C, HIM 0434C, and HIM 0474C or Instructor's Approval.

HIM 0274C - Healthcare Billing and Reimbursement

120 con. hrs.

Contact Hours: 120

Occupational Credits: 4

This course is designed to advance your knowledge of medical insurance and coding. Additionally, you will be introduced to reimbursement, inquiries, fraud and abuse, revenue cycle management, value-based purchasing, and appeals. All forms of healthcare are studied including managed care, worker's compensation,

disability, Medicare, and Medicaid. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

**Corequisite(s):** HIM 0250C, HIM 0280C, HIM 0290C, HIM 0434C, and HIM 0474C or Instructor's Approval.

HIM 0280C - Physician Coding

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course examines coding, data quality and physician billing. You will learn to read and interpret physician office documentation. Emphasis is placed on assigning Evaluation and Management (E/M) codes, outpatient diagnostic coding guidelines, Current Procedural Coding (CPT), and Health Care Financing Administration Common Procedure Coding Systems (HCPCS) codes. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

**Corequisite(s):** HIM 0250C, HIM 0274C, HIM 0290C, HIM 0434C, and HIM 0474C or Instructor's Approval.

HIM 0290C - Advanced Coding Systems

90 con. hrs.

Contact Hours: 90

Occupational Credits: 3

This course is an advanced instruction in ICD, CPT, and HCPCS coding systems where you will learn guidelines and applications to more complex case studies and health records according to current ethical standards of practice, inpatient and outpatient prospective payment systems, encoding software, and grouper practice applications. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

**Corequisite(s):** HIM 0250C, HIM 0274C, HIM 0280C, HIM 0434C, and HIM 0474C or Instructor's Approval.

HIM 0434C - Principles of Disease

86 con. hrs.

Contact Hours: 86

Occupational Credits: 2.87

This course is an introduction to etiology and pathology associated with common diseases in each of the body systems and the interaction among systems from these conditions. Emphasis will be applied on the application of this knowledge when performing medical coding. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

**Corequisite(s):** HIM 0250C, HIM 0274C, HIM 0280C, HIM 0290C, and HIM 0474C or Instructor's Approval.

HIM 0450C - Anatomy and Physiology for Medical Coding

64 con. hrs.

Contact Hours: 64

Occupational Credits: 2.13

This course will provide you with an introduction to anatomy and physiology, human structure, and function. This course connects human diseases and disorders to anatomy and physiology. A body system approach will be utilized. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0473C, and OCA 0100 or Instructor's Approval.

HIM 0473C - Medical Terminology I for Medical Coding

64 con. hrs.

Contact Hours: 64

Occupational Credits: 2.13

This course is the first part of a foundation in the structure of medical terms with emphasis on spelling, pronunciation, and definition, using a body system approach. In this course, you will learn medical terms related to major disease processes, diagnostic procedures, lab tests, abbreviations, drugs, and treatment modalities. You must pass this course with a grade of *C* or higher.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0450C, and OCA 0100 or Instructor's Approval.

HIM 0474C - Medical Terminology II for Medical Coding

64 con. hrs.

Contact Hours: 64

Occupational Credits: 2.13

This course is the continuation of Medical Terminology I for Medical Coding where you will create a

foundation in the structure of medical terms with emphasis on spelling, pronunciation, and definition, using a body system approach. You will learn medical terms related to major disease processes, diagnostic procedures, lab tests, abbreviations, drugs, and treatment modalities. You must pass this course with a grade of **C** or higher.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0450C, HIM 0473C, and OCA 0100 or Instructor's Approval.

**Corequisite(s):** HIM 0250C, HIM 0274C, HIM 0280C, HIM 0290C, and HIM 0434C or Instructor's Approval.

HIM 0817 - Medical Coder-Biller Practice Experience

150 con. hrs.

Contact Hours: 150

Occupational Credits: 5

This course is an advanced coding/billing professional practice where you will learn coding and abstracting of inpatient and outpatient records. Emphasis will be placed on compliance, quality, improving accuracy, and productivity. NOTE: This is the last course in the program and all courses in the program must be completed with a grade of **C** or higher prior to taking this course.

Course Designations: (CH)

**Prerequisite(s):** HIM 0001C, HIM 0009C, HIM 0220C, HIM 0250C, HIM 0274C, HIM 0280C, HIM 0290C, HIM 0434C, HIM 0450C, HIM 0473C, HIM 0474C, and OCA 0100 or Instructor's Approval.

HIM 1288 - Healthcare Coding and Diagnosis

3 cr. hrs.

Credit Hours: 3

This course provides you with knowledge and skills in medical terminology, human anatomy, pharmacology and basic ICD 10-CM, and CPT coding processes. This course focuses on a body system approach.

Course Designations: (OA)

HIM 2012 - Health Law Concepts and Practices

2 cr. hrs.

Credit Hours: 2

This course is an in-depth study of the federal, state, and local laws which govern the preparation and use of medical records in the healthcare delivery system. Topics include the medical record as a legal document and release of information.

Course Designations: (OA)

HIM 2510 - Quality and Performance Improvement

2 cr. hrs.

Credit Hours: 2

This course is an introduction to healthcare quality and performance improvement. An introduction is also provided in compliance, utilization management, risk management, and credentialing.

Course Designations: (OA)

HIM 2652 - Electronic Health/Medical Record Systems

2 cr. hrs.

Credit Hours: 2

This course addresses information systems theory, electronic health/medical record concepts, and associated infrastructure and applications, as well as strategic planning and implementation of health/medical record information systems. Additional issues to be covered include legal, ethical, and regulatory concepts, privacy and security requirements, best practices, and future trends.

Course Designations: (OA)

HIM 2721 - Introduction to Coding and Reimbursement Systems

2 cr. hrs.

Credit Hours: 2

This course will review the various medical coding systems used for reimbursement of healthcare services and focus primarily on International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding systems utilized by hospitals, clinics, and physician offices. Various reimbursement methodologies including Diagnosis Related Groups (DRGS), Ambulatory Payment Classification Groups (APCS), and Resource-Based Relative Value Scale (RBRVS) will be addressed. The use of computer software and systems such as encoders, charge master and revenue cycle tools, and electronic billing processes to support accurate and efficient coding, billing, and reimbursement operations will also be covered.

Course Designations: (OA)

HIS 1949 - Co-op Education Training Assignment in History

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

HIS 2905 - Directed Independent Study in History-Local History

1-3 cr. hrs.

Credit Hours: 1-3

This course is a directed independent study that emphasizes topics of local historical interests.

Course Designations: (TR)

### HIS 2949 - Co-op Education Training Assignment in History

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

### HSA 1100 - Healthcare Delivery Systems

3 cr. hrs.

Credit Hours: 3

This course is an introduction to healthcare facilities and health delivery systems including their purpose, organization, general functions, and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics, and healthcare centers are analyzed and discussed. Additional topics include an overview of accreditation standards, licensure agencies, reimbursement systems, legal/ethical issues, healthcare computerization, documentation, quality, compliance, and regulatory requirements.

Course Designations: (OA)

### HSA 2001 - Interprofessional Team-Base Healthcare

2 cr. hrs.

Credit Hours: 2

This course introduces you to interprofessional healthcare delivery. Best practices are emphasized for team formation, effective communication strategies, and patient care processes. Ethical issues related to team management in healthcare are discussed.

Course Designations: (OA)

### HSA 2182 - Health Services Management Concepts

2 cr. hrs.

Credit Hours: 2

This course covers the knowledge and basic skills required to enter the field of medical office management. It focuses on healthcare delivery in a medical office setting. Topics include an introduction to healthcare management information systems, an introduction to essential policies and regulations, and an introduction to evaluation of performance and process outcomes.

Course Designations: (OA)

### HSC 0003 - Basic Healthcare APCT

90 con. hrs.  
Contact Hours: 90  
Occupational Credits: 3

This course provides you with interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, nutrition, and health and safety including Cardiopulmonary Resuscitation (CPR) - heart saver level, and employability skills.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

HSC 0003C - Introduction to Healthcare

90 con. hrs.  
Contact Hours: 90  
Occupational Credits: 3

This course provides rigorous content aligned with challenging academic standards and the relevant technical knowledge and skills necessary for entry into a course of study within the Health Sciences. Successful completion of the course prepares you to enter a variety of programs that provide opportunities for certification for employment. Lab activities are an integral part of the course. Instruction includes the healthcare delivery system, as well as communication skills, safety, health promotion, and legal/ ethical issues. This course also fulfills the state mandatory four-hour blood borne pathogens (HIV/AIDS) requirement. \*For Completion Point B (Practical Nursing Program) enrollment, this course must be successfully completed within the prior two years of the start of the program.

Lab Fee: Yes  
Course Designations: (CH)

HSC 0405C - CPR for Healthcare Providers

4 con. hrs.  
Contact Hours: 4  
Occupational Credits: 0.13

This course includes instruction in Basic Life Support (BLS) designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. The course is intended for certified or noncertified, licensed or non-licensed healthcare professionals.

Lab Fee: Yes  
Course Designations: (CH)

HSC 1149 - General Pharmacology for Health Professionals

1 cr. hr.  
Credit Hours: 1

This course will provide you with a basic introduction to pharmacology concepts and principles associated with management of common diseases and treatment options. It presents information on major drug classifications, indications for use of common medications, and potential contraindications adversely affecting

medical care outcomes.

Course Designations: (OA)

HSC 1230C - Methods of Patient Care

3 cr. hrs.

Credit Hours: 3

This course provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** RTE 1503C with a grade of **B** or higher.

HSC 1532 - Medical Terminology

3 cr. hrs.

Credit Hours: 3

This course will introduce you to the medical language used by healthcare professionals. You will also be introduced to principles of medical word structure, abbreviations, definitions, and major disease processes.

Course Designations: (OA)

HSC 1949 - Co-op Education Training Assignment in Health Science

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

HSC 2100 - Personal Health

3 cr. hrs.

Credit Hours: 3

This course is a general study of the concepts of health relative to your personal health as well as the overall consequences to society with a specific emphasis upon the constant challenge of stress and its management, psychological health, the use and abuse of psychoactive drugs, the responsible use of alcohol, a tobacco-free society, nutrition basics, exercise for health and fitness, weight management, cardiovascular health, cancer, sexually transmitted diseases, and the healthcare system in American society.

Course Designations: (TR)

HSC 2200 - Community Health

3 cr. hrs.

Credit Hours: 3

This course is a general study of the concepts of health relative to the consequences to the general society (community) as well as to your personal health with a specific emphasis upon the challenges of intimate relationships, immunity and infection, sexually transmitted diseases, cardiovascular health, cancer, the use and abuse of psychoactive drugs, personal safety, aging, dying and death, healthcare, and environmental health in the American society.

Course Designations: (TR)

HSC 2721 - Evidence-Based Healthcare Practice

3 cr. hrs.

Credit Hours: 3

This course focuses on providing you with the comprehensive knowledge and skill base needed to make evidence-based decisions. Methods of critical evaluation of data needed to support planning, implementation, and evaluation will be emphasized. You will address concerns in the professional work setting by analyzing decisions made through the use of evidence.

Course Designations: (OA)

HSC 2810 - Professional Practice Experience

1-2 cr. hrs.

Credit Hours: 1-2

This course provides an opportunity for you to observe basic principles and techniques of managers in a healthcare setting. You will be able to apply knowledge from previous health services management courses when completing course assignments. This course has a service-learning component at an area healthcare agency.

Course Designations: (OA)

HSC 2949 - Co-op Education Training Assignment in Health Science

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

HUM 1949 - Co-op Education Training Assignment in Humanities

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

HUM 2020 - Introduction to Humanities

3 cr. hrs.

Credit Hours: 3

In this course, you will learn about the creative ideas and accomplishments of various cultures in various fields of humanities that may include art, architecture, drama, history, music, literature, philosophy, and religion. The course will include cultural expressions from the Western Canon and may also include expressions from around the globe. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course. The Honors version emphasizes critical thinking and group discussions, requires a presentation/project/ paper, and expects that you will be prepared and willing to engage the course material actively and independently.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

HUM 2210 - Humanities Survey I

3 cr. hrs.

Credit Hours: 3

This course is a survey of the literature, fine arts, religion, philosophy, and music of western civilizations from its historical beginnings to the early Renaissance with a focus on the Western Canon. You are expected to have basic skills in grammar, syntax, punctuation, and spelling, as well as a concept of critical analysis and argumentative writing. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR) (DV)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

HUM 2230 - Humanities Survey II

3 cr. hrs.

Credit Hours: 3

This course is a survey of the literature, fine arts, religion, philosophy, and music of western civilizations from the Renaissance to Post-Modern with a focus on the Western Canon. Before entering, you are expected to have basic skills in grammar, syntax, punctuation, and spelling, as well as a concept of critical analysis and argumentative writing. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR) (DV)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

#### HUM 2949 - Co-op Education Training Assignment in Humanities

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

#### HUN 1201 - Nutrition

3 cr. hrs.

Credit Hours: 3

This course is designed to provide the fundamental principles and practices that are essential in basic nutrition to maintain health, to prevent disease, provide appropriate nutrition throughout all the stages of life, and to provide an understanding of the major illnesses and disease states resulting from a lack of proper nutrition, including energy imbalance. It also presents background and information for the application of nutrition for your personal needs, principles of learning and teaching nutrition, and information for the selection of food required to meet the physiological and psychological needs of an individual and to conform to his/ her socio-economic background.

Course Designations: (TR)

#### IDH 1107 - Honors the Competitive Edge

1 cr. hr.

Credit Hours: 1

This course is sponsored by Phi Theta Kappa and includes both study and practice of leadership styles and behaviors. You will learn to identify and enhance your own leadership skills. Required for graduation with the Honors Program endorsement, it includes a major service-learning component.

Terms Offered: Spring term.

Course Designations: (TR)

**Prerequisite(s):** Instructor's or Honors Counselor's Approval.

#### IDH 1921 - Honors Symposium I

1-3 cr. hrs.

Credit Hours: 1-3

This course is an interdisciplinary, variable-topic seminar emphasizing self-directed student research, class discussion, and oral presentations. Each Honors seminar is individually designed by its instructor and has a different topic and content. This seminar is titled "Ever-Evolving Higher Education" and focuses on subjects dominating the higher education dialogue today. One Honors seminar is required for graduation with the Honors Program endorsement.

Course Designations: (TR)

**Prerequisite(s):** ENC 1101 with a grade of *C* or higher.

IDH 2001 - Honors Seminar I

1-3 cr. hrs.

Credit Hours: 1-3

This course is an interdisciplinary, variable-topic seminar emphasizing self-directed student research, class discussion, and oral presentations. Past topics have included "Enlightenment and Modernity," "Science Fiction through Literature and Film," "Doing Business in a Global Culture," "Images of Africa," and "Shakespeare's Life and Times." One Honors seminar is required for graduation with the Honors Program endorsement. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Fall and spring term.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

IDH 2002 - Honors Seminar II

1-3 cr. hrs.

Credit Hours: 1-3

This course is an interdisciplinary, variable-topic seminar emphasizing self-directed student research, class discussion, and oral presentations. Past topics have included "Enlightenment and Modernity," "Science Fiction through Literature and Film," "Doing Business in a Global Culture," "Images of Africa," and "Shakespeare's Life and Times." One Honors seminar is required for graduation with the Honors Program endorsement. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Fall and spring term.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

IDH 2003 - Honors Seminar III

1-3 cr. hrs.

Credit Hours: 1-3

This course is an interdisciplinary, variable-topic seminar emphasizing self-directed student research, class discussion, and oral presentations. Past topics have included "Enlightenment and Modernity," "Science Fiction through Literature and Film," "Doing Business in a Global Culture," "Images of Africa," and "Shakespeare's Life and Times." One Honors seminar is required for graduation with the Honors Program endorsement. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Fall and spring term.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

IDH 2004 - Honors Seminar IV

1-3 cr. hrs.

Credit Hours: 1-3

This course is an interdisciplinary, variable-topic seminar emphasizing self-directed student research, class discussion, and oral presentations. Past topics have included "Enlightenment and Modernity," "Science Fiction through Literature and Film," "Doing Business in a Global Culture," "Images of Africa," and "Shakespeare's Life and Times." One Honors seminar is required for graduation with the Honors Program endorsement. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Fall and spring term.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

IDH 2005 - Honors Seminar V

1-3 cr. hrs.

Credit Hours: 1-3

This course is an interdisciplinary, variable-topic seminar emphasizing self-directed student research, class discussion, and oral presentations. Past topics have included "Enlightenment and Modernity," "Science Fiction through Literature and Film," "Doing Business in a Global Culture," "Images of Africa," and "Shakespeare's Life and Times." One Honors seminar is required for graduation with the Honors Program endorsement. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Fall and spring term.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

IDH 2006 - Honors Seminar VI

1-3 cr. hrs.

Credit Hours: 1-3

This course is an interdisciplinary, variable-topic seminar emphasizing self-directed student research, class discussion, and oral presentations. Past topics have included "Enlightenment and Modernity," "Science Fiction through Literature and Film," "Doing Business in a Global Culture," "Images of Africa," and "Shakespeare's Life and Times." One Honors seminar is required for graduation with the Honors Program endorsement. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Terms Offered: Fall and spring term.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

#### IDH 2122 - Interdisciplinary Honors Bioart I

3 cr. hrs.

Credit Hours: 3

This Interdisciplinary Honors course merges the disciplines of Biology, Art, and Engineering to create artwork using genetically engineered bacteria.

Course Designations: (TR)

#### IDH 2124 - Interdisciplinary Honors Bioart II

3 cr. hrs.

Credit Hours: 3

This Interdisciplinary Honors course merges the disciplines of Biology, Art, Engineering, and Entrepreneurship to create and sell artwork using genetically engineered bacteria.

Course Designations: (TR)

#### IDH 2930 - Special Topics in Interdisciplinary I Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

#### IDH 2931 - Special Topics in Interdisciplinary II Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

#### IDH 2932 - Special Topics in Interdisciplinary III Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

IDH 2933 - Special Topics in Interdisciplinary IV Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

IDH 2934 - Special Topics in Interdisciplinary V Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

IDH 2935 - Special Topics in Interdisciplinary VI Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

IDH 2936 - Special Topics in Interdisciplinary VII Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

IDH 2937 - Special Topics in Interdisciplinary VIII Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

IDH 2938 - Special Topics in Interdisciplinary IX Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

IDH 2939 - Special Topics in Interdisciplinary X Honors

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in interdisciplinary honors. Topics may vary from term to term.

Course Designations: (TR)

IDS 1949 - Co-op Education Training Assignment in Ecology

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

IDS 2949 - Co-op Education Training Assignment in Ecology

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

ISM 4011 - Introduction to Management Information Systems

3 cr. hrs.

Credit Hours: 3

This course provides a study of the language, concepts, structures, and processes involved in management of information systems including fundamentals of computer-based technology and the use of business-based software for support of managerial decisions.

Course Designations: (TR)

**Prerequisite(s):** CGS 1100C or equivalent.

ISS 2905 - Directed Field Study in Social Science

1-3 cr. hrs.

Credit Hours: 1-3

This course includes overseas study. Pre-tour instruction, student prepared topics, journals, and post-tour papers are required.

Course Designations: (TR) (DV)

LAE 3314 - Language Arts in the Elementary School

3 cr. hrs.

Credit Hours: 3

This course introduces fundamental concepts and questions about oral and written language as it relates to classroom instruction and assessment, and provides you with opportunities to practice strategies and techniques for planning, teaching, and assessing literacy. It covers a wide range of literature, as well as the writing process and concepts to develop the methods and organization skills for teaching reading, writing, listening, and speaking in the elementary school.

Course Designations: (TR)

LAE 3414 - Literature for Children

3 cr. hrs.

Credit Hours: 3

This course will provide you with opportunities to survey, select, and use children's literature in elementary schools. The course includes various authors and illustrators in such genres as the oral tradition, fantasy, realistic and historical fiction, poetry, and the picture book.

Course Designations: (TR)

**Prerequisite(s):** Program Admission.

LDR 2001 - Introduction to Leadership

3 cr. hrs.

Credit Hours: 3

This course is an introductory leadership course with an emphasis on traits, values, characteristics, and developmental tasks that are the foundation for leadership. A primary goal of this course is for you to gain a greater sense of self-awareness as a basis for developing your own leadership skills. Focus will be placed on implementing change, vision, diversity, emotional intelligence, and leadership. By the end of the course, you will be able to assess the fundamental characteristics they possess which prepare you for leadership, as well as those areas in which you may need to improve and further develop your skills.

Course Designations: (TR)

LIS 1949 - Co-op Education Training Assignment in Library Science

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

LIS 2004 - Research Strategies for College Students

1 cr. hr.

Credit Hours: 1

This course is one-credit hour and is delivered via the internet and email. It focuses on methods of accessing information resources available through the internet. You will learn how to design effective search strategies, and retrieve, evaluate, and cite internet resources.

Course Designations: (TR)

LIS 2949 - Co-op Education Training Assignment in Library Science

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

LIT 2000 - Introduction to Literature

3 cr. hrs.

Credit Hours: 3

In this course, you will be assigned readings representative of a broad range of literary genres and cultures. These readings will cover a variety of literary movements and historical eras. The readings will include selections from the Western Canon. Written analysis of literary works may be required. You will be provided with opportunities to practice critical interpretation. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher; ENC 1102 recommended.

LIT 2110 - World Literature I

3 cr. hrs.

Credit Hours: 3

This course is a survey of major periods and forms in literature from the Greek and Roman classics through the Renaissance. Distinctive characteristics of each style or genre, as well as cultural background of each period are emphasized. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR) (DV)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

LIT 2120 - World Literature II

3 cr. hrs.

Credit Hours: 3

This course is a survey of major periods and types of literature from the Renaissance to the present day. Cultural backgrounds, trends, and genre and style characteristics are emphasized. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR) (DV)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

LIT 2210 - Literary Theory and Practice

3 cr. hrs.

Credit Hours: 3

This course will allow you to explore literary theory through practical experience and application. You will gain knowledge in analysis and interpretation that will assist you in interpreting various texts. The coursework includes steady, substantial reading and emphasis on thoughtful writing in focused, succinct writing assignments, article reviews, discussions, and a research paper. Upon completion of the course, you will be able to apply your newfound skills in literary analysis and interpretation in unexpected ways in other courses and the workplace.

Course Designations: (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher, ENC 1102 (preferred).

LIT 2930 - Special Topics in Literature

1-4 cr. hrs.

Credit Hours: 1-4

This course allows for a focused study in literature so that you may conduct an in-depth study of a special topic selected by the instructor.

Course Designations: (TR)

MAC 1105 - College Algebra

3 cr. hrs.

Credit Hours: 3

In the course, you will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities,

definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications. You will be required to demonstrate college-level understanding and competency of these topics through multiple assignments and assessments and earn a grade of **C** or higher in this course.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** MAT 1033 with a grade of **C** or higher, or satisfactory score on placement test.

MAC 1114 - Plane Trigonometry

3 cr. hrs.

Credit Hours: 3

This course includes trigonometric functions and their inverses, trigonometric identities and conditional equations, vectors and complex numbers, techniques of graphing, solutions of triangles, and practical applications of trigonometry.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 1105 with a grade of **C** or higher; geometry recommended.

MAC 1140 - Precalculus Algebra

3 cr. hrs.

Credit Hours: 3

This course includes properties and graphs of polynomial and rational functions, polynomial and rational inequalities, properties and graphs of exponential and logarithmic functions, piecewise defined functions, matrices and determinants, sequences and series, mathematical induction, and the binomial theorem.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 1105 and MAC 1114 with a grade of **C** or higher.

MAC 1147 - Precalculus Algebra/Trigonometry

5 cr. hrs.

Credit Hours: 5

This course is an accelerated one-term course covering the primary topics of both MAC 1140 and MAC 1114. This fast-paced course is designed for you, if you are a motivated and high-achieving student who plans to take MAC 2311. Topics in Precalculus Algebra include the study of functions and their graphs (including polynomial, rational, exponential, and logarithmic functions), systems of equations and inequalities (including matrices), and sequences and series. The topics in Trigonometry include the study of the trigonometric functions and their graphs, applications of trigonometry, trigonometric identities and equations, and the laws of sines and cosines.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 1105 with a grade of **B** or higher.

## MAC 2233 - Calculus for Business and Social Sciences

3 cr. hrs.

Credit Hours: 3

This course is designed for you, if you are majoring in business, economics, and social sciences. Topics include functions; limits; differentiation and integration of algebraic, exponential, and logarithmic functions; and an emphasis on applications in business and social sciences.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 1105 with a grade of *C* or higher.

## MAC 2311 - Calculus I with Analytic Geometry

4 cr. hrs.

Credit Hours: 4

In this course, you will develop problem solving skills critical thinking, computational proficiency and contextual fluency through the study of limits, derivatives, and definite and indefinite integrals of functions of one variable, including algebraic, exponential, logarithmic, and trigonometric functions, and applications. Topics will include limits, continuity, differentiation and rates of change, optimization, curve sketching, and introduction to integration and area. It is designed for you if you have mastered the concepts of college algebra, trigonometry, and pre-calculus mathematics. You will be required to demonstrate college-level understanding and competency of these topics through multiple assignments and assessments and earn a grade of *C* or higher in this course.

Terms Offered: Fall and spring terms.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** MAC 1114 and MAC 1140 with grades of *C* or higher, or MAC 1147 with a grade of *C* or higher.

## MAC 2312 - Calculus II

4 cr. hrs.

Credit Hours: 4

This course includes applications of the definite integral (arc length, volume, area between curves, and physical applications); differential and integration of transcendental functions; techniques of integration including by parts, partial fractions, trigonometric substitutions, improper integrals, and numerical integrations; and sequences and series.

Terms Offered: Fall and spring terms.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 2311 with a grade of *C* or higher.

## MAC 2313 - Calculus III

4 cr. hrs.

Credit Hours: 4

This course includes differentiation and integration of functions in multiple variables; vectors and their applications in the plane and in space; differentiation, integration, and applications of vector functions; analytic geometry; calculus applications of parametric and polar curves (including conic sections); partial derivatives; and multiple integrals.

Terms Offered: Fall term.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 2312 with a grade of *C* or higher.

MAC 2930 - Selected Topics in Mathematics

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in mathematics. Topics may vary from term to term.

Course Designations: (TR)

MAE 4314 - How Children Learn Mathematics

3 cr. hrs.

Credit Hours: 3

This course will cover strategies, techniques, and procedures for teaching and assessing mathematics in elementary grades.

Course Designations: (TR)

**Corequisite(s):** EDE 4942.

MAN 1930 - Special Topics in Management

3 cr. hrs.

Credit Hours: 3

This course is centered on current or special interests in management. Topics may vary from term to term.

Course Designations: (OA)

MAN 1949 - Co-op Education Training Assignment in Management

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

**Prerequisite(s):** MAN 2021.

## MAN 2021 - Principles of Management

3 cr. hrs.

Credit Hours: 3

This course is designed to enable you to become familiar with the basic functions of management: planning, organizing, staffing, leading, and controlling.

Course Designations: (TR)

## MAN 2949 - Co-op Education Training Assignment in Management

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

## MAN 3240 - Organizational Behavior

3 cr. hrs.

Credit Hours: 3

This course investigates the study of individual and group behavior in organizations including motivation, conflict, work stress, power, politics, and other challenges of leadership. Emphasis is on ethics, leadership, communication, and decision-making.

Course Designations: (TR)

## MAN 3301 - Human Resource Management

3 cr. hrs.

Credit Hours: 3

This course examines all aspects of human resources including job descriptions, workforce planning, training, development of policies and procedures, reward systems, and due process relative to personnel management. Employment laws and labor relations will also be covered.

Course Designations: (TR)

**Prerequisite(s):** MAN 2021 or Instructor's Approval.

## MAN 3303 - Leadership and Management Practices

3 cr. hrs.

Credit Hours: 3

This course presents concepts, principles, and techniques of business leadership. Emphasis will be on developing a solid leadership foundation while centering on the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic leadership skill development as

it relates to the core aspects of the management practice.

Course Designations: (TR)

MAN 3504 - Operations Management

3 cr. hrs.

Credit Hours: 3

This course describes the scope of operations management and how it pertains to the whole organization. Quantitative principles and techniques to effective planning and utilization of resources in the operations of manufacturing, research, and services are emphasized.

Course Designations: (TR)

MAN 4045 - Effective Team Management

3 cr. hrs.

Credit Hours: 3

This course examines team building; two-way communication and feedback; participative management techniques concerning motivation, small group processes, and group decision support; and attracting and retaining quality personnel. It also covers skills in writing employee evaluations, responsibility, authority, accountability, initiative, creativity, communication upward and downward, people management strategies, recognition, and reward.

Course Designations: (TR)

MAN 4120 - Interpersonal Dynamics

3 cr. hrs.

Credit Hours: 3

This course is a study of the psychological and sociological dimensions of intergroup relations. Attention to the problems experienced by subgroups in large and small organizations with particular reference to ethnic, racial, and subcultural groups is covered as well as the roles and responsibilities of management in the constructive resolution and utilization of inter-group conflict in organizations.

Course Designations: (TR)

MAN 4342 - Supervisory Skills

3 cr. hrs.

Credit Hours: 3

This course studies the changing responsibilities of first-level supervisors. Topics include high-quality management, multicultural diversity, dealing with unions, equal opportunity legislation, discipline procedures, and organizational ethics and politics.

Course Designations: (TR)

MAN 4583 - Project Management and Planning

3 cr. hrs.

Credit Hours: 3

This course is a general introductory class in project management designed to give you an exposure in general project management concepts. It is meant to provide you with a framework on which to build project management knowledge that relates to your own specific subset of knowledge.

Course Designations: (TR)

MAN 4900 - Capstone: Supervision and Management

3 cr. hrs.

Credit Hours: 3

This course focuses on the integration of knowledge, skills, and abilities learned in the program through a capstone project. This course should be completed during the last 12 credits of the program prior to graduation. The capstone experience project requires approval by the program manager.

Course Designations: (TR)

MAP 2302 - Differential Equations

3 cr. hrs.

Credit Hours: 3

This course covers the basic methods and fundamental theorems of ordinary differential equations with applications in the natural sciences and engineering. Topics include: solutions of first order differential equations of various types, including separable, exact, homogeneous, linear and Bernoulli equations; solutions of second order linear differential equations; solutions by series; "Laplace" transforms; numerical methods; and systems of linear differential equations.

Terms Offered: Spring term only.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 2312 with a grade of *C* or higher.

MAR 2011 - Principles of Marketing

3 cr. hrs.

Credit Hours: 3

This course is a mid-management approach to functions and institutions including analysis of demand, product planning, market segmentation, distribution, retailing, wholesaling, advertising, sales promotion, pricing, and market research.

Course Designations: (TR)

MAR 2930 - Selected Topics in Marketing

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in marketing. Topics may vary from term to term.

Course Designations: (OA)

MAR 2949 - Co-op Education Training Assignment in Marketing/Mid-Management

1-4 cr. hrs.

Credit Hours: 1-4

This course is a cooperative assignment in education training directly related to your academic major/career objective.

Course Designations: (OA)

MAR 4802 - Marketing for Managers

3 cr. hrs.

Credit Hours: 3

This course helps develop the marketing knowledge and skills necessary for the successful management of an organization. You will research and discuss marketing concepts including the development and execution of marketing strategies. It focuses on formulating a marketing strategy for a variety of enterprises including business-to-business, business-to-government, and public service organizations.

Course Designations: (TR)

**Prerequisite(s):** MAR 2011 or Instructor's Approval.

MAT 0022 - Compressed Developmental Mathematics I

3 cr. hrs.

Credit Hours: 3

This eight-week course is designed to prepare you for Compressed Developmental Mathematics II. Major topics include whole numbers, fractions, decimals, percentages, ratios and proportions, geometry, and integers. Online activities, in addition to class, are required. This college preparatory course does not count toward the associate degrees.

Course Designations: (PR)

**Prerequisite(s):** Appropriate placement using PERT.

MAT 0023 - Compressed Developmental Mathematics II

3 cr. hrs.

Credit Hours: 3

This eight-week course is designed to prepare you for Intermediate Algebra. Topics include real numbers and their properties, polynomials, linear equations and inequalities, formulas and applications, and graphing. Online activities, in addition to class, are required. This college preparatory course does not count toward the associate degrees.

Course Designations: (PR)

**Prerequisite(s):** Appropriate placement using PERT or successful completion of MAT 0022.

MAT 0057 - Modularized Developmental Mathematics II

3 cr. hrs.

Credit Hours: 3

This course is designed to prepare you for MAT 1033. Topics include real numbers and their properties, percentages, ratios and proportions, geometry, polynomials, linear equations and inequalities, formulas and applications, and graphing. This college preparatory course does not count toward the associate degrees.

Course Designations: (PR)

**Prerequisite(s):** Designated score on placement test.

MAT 1033 - Intermediate Algebra

3 cr. hrs.

Credit Hours: 3

This course is designed to prepare you for MAC 1105 or STA 2023. Instruction includes linear equations and inequalities in two variables, introduction to functions, systems of linear equations, factoring, operations on rational expressions, complex fractions, equations with rational expressions, rational exponents, radical expressions, equations with radical expressions, quadratic equations, and applications of these topics.

Course Designations: (TR)

**Prerequisite(s):** Designated score on placement test or exemption according to Florida State Board of Education Rule 6A-10.0315.

MAT 1100 - Mathematical Literacy for College Students

3 cr. hrs.

Credit Hours: 3

This course is designed to be a foundation for students preparing to take MGF 1106, MGF 1107, MGF 1130, MGF 1131, or STA 2023. Emphasis will be placed on the application of linear equations and inequalities, systems of linear equations and quadratic equations. Topics include real numbers and their properties, products and factoring, graphs and functions, counting methods, descriptive statistics as well as introduction to probability, and financial mathematics. Students who already have credit for MAT 1033 do not need to take this course.

Course Designations: (TR)

MAT 1949 - Co-op Education Training Assignment in Mathematics

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic

major/career objective.

Course Designations: (TR)

MAT 2949 - Co-op Education Training Assignment in Mathematics

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

MCB 2010C - Microbiology

4 cr. hrs.

Credit Hours: 4

This course includes studying the microorganism's structure, diversity, and impact on man and the environment. It will survey microbial forms emphasizing bacteria and viruses: morphology, physiology, genetic mechanisms, and control of microorganisms. Pathogenic processes and clinical applications are discussed in detail. Upon completion, you should be able to demonstrate knowledge and skills, including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.

Lab Fee: Yes

Course Designations: (GE) (TR)

**Prerequisite(s):** Successful completion of any college-level biological science course or Instructor's Approval.

**Corequisite(s):** MCB 2010L

MEA 0200C - Medical Assisting Clinical Procedures I

96-110 con. hrs.

Contact Hours: 96-110

Occupational Credits: 3.2-3.67

This course teaches infection control, vital signs, physical examination, specialty exams, as well as diet therapy. Patient communication techniques and professional attributes are discussed. You will practice and perform procedures for a practical grade.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** MEA 0233 or Instructor's Approval.

MEA 0201C - Medical Assisting Clinical Procedures II

120 con. hrs.

Contact Hours: 120

Occupational Credits: 4

This course teaches instrument care and sterilization, assisting with minor surgery, preparation and administration of medications, physical therapy modalities, basic respiratory testing and nebulizer therapy, the appropriate response to office emergencies, ethics, and medical law. You will be able to demonstrate, practice, and perform procedures for a practical grade.

Course Designations: (CH)

**Prerequisite(s):** MEA 0200C.

MEA 0230 - Occupational Medical Terminology I

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course will introduce you to the medical language used by healthcare professionals. You will also be introduced to principles of medical word structure, abbreviations, definitions, major disease processes, and pharmacology of specific body systems. This course can be continued in Occupational Medical Terminology II.

Lab Fee: Yes

Course Designations: (CH)

MEA 0231C - Anatomy and Physiology

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course teaches a general overview of anatomy and physiology of the human body. It will assist you in understanding how the human body works by providing essential aspects of structure and function in a simple and direct approach. This course explains the relationships among organ systems as well as the relationship of each system to the wellbeing of the entire organism.

Course Designations: (CH)

**Corequisite(s):** MEA 0230.

MEA 0233 - Pathophysiology with Anatomy and Physiology

144 con. hrs.

Contact Hours: 144

Occupational Credits: 4.8

This course teaches a general overview of anatomy and physiology of the human body. It will assist you in understanding how the human body works by providing essential aspects of structure and function in a simple and direct approach. In addition, this course teaches an overview of the disease process, infectious diseases, neoplasm, and congenital diseases. Each common disease/disorder within a body system is described using etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention.

Course Designations: (CH)

## MEA 0239 - Occupational Medical Terminology II

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course is a continuation Medical Terminology I which introduces you to the medical language used by healthcare professionals. You will complete the principles of medical word structure, abbreviations, definitions, major disease processes, and pharmacology of specific body systems. In addition, it will utilize real-world examples of medical reports.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** MEA 0230.

**Corequisite(s):** Instructor's Approval.

## MEA 0242C - Introduction to Pharmacology

90 con. hrs.

Contact Hours: 90

Occupational Credits: 3

This course teaches general pharmacological concepts and principles in the management of patient care. Effective administration of therapeutic drugs, indications, and contraindications are discussed, including the effects of medications on body systems. Drug classifications and their principal actions are reviewed. Dosage calculation is emphasized.

Course Designations: (CH)

**Prerequisite(s):** MEA 0233.

## MEA 0253C - Medical Lab Procedures I

204 con. hrs.

Contact Hours: 204

Occupational Credits: 6.8

You will gain an understanding of the various laboratory tests, the departments in a laboratory, the personnel, safety rules, government regulations, how to perform basic tests, how to collect blood specimens by various methods, and how to perform electrocardiograms.

Lab Fee: Yes

Course Designations: (CH)

## MEA 0310 - Occupational Medical Office Procedures

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes instruction on how to perform the duties of the administrative medical assistant under

realistic conditions and with realistic pressures that require you to organize your work and set priorities. You will also learn administrative office procedures and provide exercises in judgment, independent action, and coping with interruptions. Emphasis is placed on the importance of the computerization of routine tasks and communications in the medical office. Work ethics, patient confidentiality, professionalism, and interpersonal relationships are stressed.

Lab Fee: Yes

Course Designations: (CH)

#### MEA 0310C - Occupational Medical Office Procedures with Simulation

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes hands-on use of electronic health records in a simulated medical office setting. Topics covered are use of online electronic health records, medical office scheduling, billing and insurance, and practice management applications.

Course Designations: (CH)

**Prerequisite(s):** OTA 0101 or Instructor's Approval.

#### MEA 0334 - Occupational Medical Insurance and Billing

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes instruction on the concepts and processes of medical insurance coordination and billing. Emphasis is placed on diagnostic and procedural coding, types of insurance, and managed care structure. Insurance billing experience is obtained through the use of computerized software.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** Instructor's Approval.

#### MEA 0334L - Occupational Medical Insurance and Billing Lab

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This lab allows you to apply and practice the skills, concepts, and theories pertaining to the Occupational Medical Insurance and Billing course and the Medical Assisting program coursework. It will also include introduction on health insurance, managed healthcare, life cycle of an insurance claim, legal and regulatory considerations, ICD-9-CM coding, CPT coding, HCPCS coding system, HCFA reimbursement issues, coding from source documents, essential HCFA- 1500 claim form instructions, filing commercial claims, filing Blue Cross and Blue Shield claims, Medicare, Medicaid and Tricare, patient billing and the medical office accounting system, hands-on office skills, and TABE® remediation.

Course Designations: (CH)

**Corequisite(s):** MEA 0334.

MEA 0521C - Phlebotomist

75 con. hrs.

Contact Hours: 75

Occupational Credits: 2.5

This course combines lecture and lab to present topics in proper patient and specimen identification, medical terminology, anatomy and physiology appropriate to the practice of phlebotomy, professionalism, communication skills, safety, infection control, blood collection equipment, and blood collection procedures. Instruction also includes venipuncture, skin puncture, dermal puncture, and arterial puncture, specimen transport and storage requirements, quality assurance, and quality control. The lab component includes practice in the procedures discussed in the lecture component, such as practicing safe and efficient work habits while obtaining adequate and correct blood specimens by capillary or venipuncture on adults, children, and neonates.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** MEA 0230.

MEA 0524 - Phlebotomy Skills APCT

75 con. hrs.

Contact Hours: 75

Occupational Credits: 2.5

This course prepares you for employment as a phlebotomist. The content includes, but is not limited to, the certification process of anatomy and physiology which relates to the work of a phlebotomy technician, safety, and infection prevention practices, and the specific tasks you will be performing on the job.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

MEA 0524L - Phlebotomy Skills APCT Lab

1000 con. hrs.

Contact Hours: 1000

Occupational Credits: 33.33

This lab provides detailed procedures to show you how to perform safe and high-quality blood draws. It also emphasizes the importance of professionalism, communication, and respect for patients and for the work as a phlebotomist.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

## MEA 0540C - EKG Aide

75 con. hrs.

Contact Hours: 75

Occupational Credits: 2.5

This course provides you the opportunity to learn and practice basic electrocardiograph patient care techniques. You will describe the cardiovascular system and identify legal and ethical responsibilities of an EKG aide.

Course Designations: (CH)

**Prerequisite(s):** MEA 0230.

## MEA 0544 - EKG Technician APCT

30 con. hrs.

Contact Hours: 30

Occupational Credits: 1

This course covers content about heart rhythms and EKG interpretation. You will learn about the aspects of the EKG Technician's job, certification process, hard and soft skills needed for job success, basic patient care procedures such as taking clinical history, measuring vital signs, and EKG testing procedures.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

## MEA 0544L - EKG Technician APCT Lab

500 con. hrs.

Contact Hours: 500

Occupational Credits: 16.7

This lab covers applied anatomy and physiology, common cardiac conditions, and the cardiac conduction system. Lab content also includes on-the-job realities such as resolving EKG artifacts, communicating with patients and other healthcare workers, and responding to emergency situations.

Course Designations: (CH)

**Prerequisite(s):** Program Admission.

## MEA 0800L - Medical Assisting Practicum I

160-200 con. hrs.

Contact Hours: 160-200

Occupational Credits: 5.33-6.67

This course is a supervised learning experience designed to provide you with a rich variety of clinical and administrative experiences. It is set to assess your ability to utilize all critical thinking applications learned during the program and apply these skills during the supervised practicum experience. You will be able to demonstrate good work ethics, embrace and respect cultural diversity, and adhere to all HIPAA requirements.

The actual hands-on experiences will tie-in all the education components based on theory and competency acquired in the classroom and lab setting.

Course Designations: (CH)

**Prerequisite(s):** MEA 0242C

MEA 0952 - Medical Assisting Seminar

36 con. hrs.

Contact Hours: 36

Occupational Credits: 1.2

This course teaches fundamentals of medical assisting through group discussion and individual conferences on clinical experiences during internship for workplace readiness. You will be presented with study techniques and preparation planning to undertake the American Association of Medical Assistants (AAMA) certification examination.

Course Designations: (CH)

MGF 1106 - Liberal Arts Mathematics I

3 cr. hrs.

Credit Hours: 3

This course introduces you to the beauty and utility of mathematics. It is designed for you if your major does not require math courses that lead to the calculus sequence. Topics include problem-solving, deductive and inductive reasoning, set theory, logic, systematics counting, probability and statistics, plane geometry, and the history of mathematics. You will be required to demonstrate college-level understanding and competency of these topics through multiple assignments and assessments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAT 1033 or MAT 1100.

MGF 1107 - Liberal Arts Mathematics II

3 cr. hrs.

Credit Hours: 3

This course introduces you to the beauty and utility of mathematics. It is designed for you if your major does not require math courses that lead to the calculus sequence. Topics include financial mathematics, linear and exponential growth, numbers and number systems, the history of mathematics, elementary number theory and graph theory, and logic, and reasoning.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAT 1033 or MAT 1100.

MGF 1130 - Mathematical Thinking

3 cr. hrs.

Credit Hours: 3

In this course, you will utilize multiple means of problem solving through student-centered mathematical exploration. The course is designed to teach you to think more effectively and increase your problem-solving ability through practical application and divergent thinking. This course is appropriate for you in a wide range of disciplines/programs. This course fulfills the Mathematics Computation Requirement and must be completed with a grade of *C* or higher.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** MAT 1100 or MAT 1033 with a *C* or higher, or satisfactory score on a placement test.

MGF 1131 - Mathematics in Context

3 cr. hrs.

Credit Hours: 3

Through this course, you will experience the practicality of mathematics in a global society. You will engage in the applications of tools and techniques of mathematics in a variety of contextual situations from everyday life. This course is appropriate for you in a wide range of disciplines/ programs. This course fulfills the Mathematics Computation Requirement and must be completed with a grade of *C* or higher.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAT 1100 or MAT 1033 with a *C* or higher.

MKA 2930 - Selected Topics in Marketing Applications

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in marketing applications. Topics may vary from term to term.

Course Designations: (OA)

MLT 0043C - Basic Concepts of Phlebotomy

86 con. hrs.

Contact Hours: 86

Occupational Credits: 2.87

This course combines lecture and lab and is comprised of proper patient and specimen identification, medical terminology, anatomy and physiology, professionalism and communication skills, safety, infection control, and blood collection procedures. It includes collecting blood specimens by venipuncture, skin puncture, dermal puncture, and arterial puncture including specimen transport and storage requirements, quality assurance, and quality control.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** HCP 0940.

MMC 1949 - Co-op Education Training Assignment in Mass Media Communications

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

MMC 2949 - Co-op Education Training Assignment in Mass Media Communications

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

MNA 2303 - Introduction to Public Personnel Management

3 cr. hrs.

Credit Hours: 3

This course concentrates on the major issues facing the manager of public employees which includes the selection and promotional process, performance appraisal systems, labor relations, employee rights, and the future concerns of public sector employment.

Course Designations: (OA)

MNA 2930 - Selected Topics in Applied Management

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in applied management. Topics may vary from term to term.

Course Designations: (OA)

MTB 1103 - Business Mathematics Using Spreadsheets

3 cr. hrs.

Credit Hours: 3

This course covers the fundamentals of business mathematics with applications to banking, payroll, taxes and insurance, purchasing merchandise, markup and markdown, interest, mortgages, and consumer credit. Concepts are introduced using the traditional method of calculating. You will be introduced to the same

calculations performed using an electronic spreadsheet.

Course Designations: (OA)

MUL 2010 - Music Appreciation

3 cr. hrs.

Credit Hours: 3

In this course, you will survey the history of classical music from Antiquity to the modern period focusing on Western music. The curriculum may also integrate a variety of popular and global styles where appropriate. You will be required to demonstrate college-level writing through multiple assignments and earn a grade of **C** or higher in this course.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** ENC 1101 with a grade of **C** or higher.

MUS 1949 - Co-op Education Training Assignment in Music

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

MUS 2949 - Co-op Education Training Assignment in Music

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

MUT 2930 - Selected Topics in Music

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in music. Topics may vary from term to term.

Course Designations: (TR)

NUR 1020C - Foundations of Nursing Practice

9 cr. hrs.

Credit Hours: 9

This course introduces you to the seven core concepts of the Associate Degree Nursing (ADN) program upon which all subsequent nursing courses are built: competence, compassion, confidence, conscience, commitment, communication, and culture. Content areas are based on the current NCLEX-RN® Client Needs categories. Clinical competence in basic nursing skills, including the safe administration of medications across the lifespan, will be developed in the clinical lab and a simulated learning environment. These concepts will be further developed in community and clinical settings. This course includes theory, computer-assisted instruction, skills lab practice, simulation, clinical experiences, and standardized testing. You must earn a final grade of **B** or higher.

Lab Fee: Yes

Course Designations: (OA)

**Corequisite(s):** NUR 1020L.

NUR 1710C - Medical-Surgical Nursing for Adults and Children I

9 cr. hrs.

Credit Hours: 9

This course emphasizes the seven core concepts of the Associate Degree Nursing (ADN) program introduced in the introductory course, Fundamentals of Nursing: competence, compassion, confidence, conscience, commitment, communication, and culture. Content areas are based on current NCLEX-RN® Client Needs Categories. This course builds on the foundational concepts which prepare you to apply theoretical knowledge and basic nursing skills when providing care in meeting the biopsychosocial needs of clients with common medical-surgical problems. Major topics include pathophysiology, clinical manifestations, diagnostic studies, collaborative care, and nursing management of various diseases and disorders. This course includes theory, computer-assisted instruction, skills lab practice, simulation, clinical experiences, and standardized testing. You must earn a final grade of **B** or higher.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** NUR 1020C.

**Corequisite(s):** NUR 1710L.

NUR 2003C - Transition to Professional Nursing

8 cr. hrs.

Credit Hours: 8

This course is designed to validate your prior learning achieved as a Licensed Practical Nurse and/or Paramedic. It focuses on transitioning from the role of the Licensed Practical Nurse or Paramedic to the professional Registered Nurse. Emphasis is placed on critical thinking, clinical reasoning, and client care based on the foundational concepts of the associate degree curriculum - competence, compassion, confidence, conscience, commitment, communication, and culture. These concepts will be applied in both the community and clinical settings. This course includes theory, computer-assisted instruction, skills lab practice, simulation, clinical experiences, and standardized testing. You must earn a final grade of **B** or higher.

Lab Fee: Yes

Course Designations: (OA)

**Corequisite(s):** NUR 2003L.

## NUR 2209C - Medical-Surgical Nursing for Adults and Children II

10 cr. hrs.

Credit Hours: 10

This course reinforces the seven core concepts of the Associate Degree in Nursing (ADN) program introduced in previous courses and programs: competence, compassion, confidence, conscience, commitment, communication, and culture. The course focuses on advanced nursing skills when providing care and meeting the complex needs of clients across the lifespan. The clinical experience gives you the opportunity to learn and practice history-taking and physical examination skills, health promotion techniques, the use of clinical assessment tools and current technologies, and nursing documentation. This course includes theory, computer-assisted instruction, skills lab practice, simulation, clinical experiences, and standardized testing. You must earn a final grade of **B** or higher.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** NUR 2003C (Transition students only).

**Corequisite(s):** NUR 2209L.

## NUR 2404C - Nursing Care of Parents and Infants

3 cr. hrs.

Credit Hours: 3

This course includes the basic nursing concepts required to care for families within the maternal-newborn hospital/ community setting. You will develop an understanding of growth and developmental tasks and events, lifestyle, pathologies, and nursing problems related to the perinatal and neonatal period in a multicultural society. The concepts of ethics, rights and responsibilities, collaboration with others, and social involvement are addressed within the context of maternal-newborn care. In the lab and clinical setting, you are taught the knowledge and skills relevant to specific pathologies and nursing problems. You must earn a final grade of **B** or higher.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** NUR 2003C (Transition students only) and NUR 2209C.

**Corequisite(s):** NUR 2404L.

## NUR 2502C - Nursing Care for Community and Mental Health

3 cr. hrs.

Credit Hours: 3

This course will build on previously learned mental health concepts and interpersonal skills and will emphasize the application of the nursing process in the prevention, diagnosis, treatment, and rehabilitation of the emotionally ill individual. The framework for this course is based on the seven core concepts of the Associate Degree in Nursing (ADN) program. Particular emphasis will be placed on communication skills. You must earn a final grade of **B** or higher.

Course Designations: (OA)

**Prerequisite(s):** NUR 2003C (Transition students only) and NUR 2209C.

**Corequisite(s):** NUR 2502L.

### NUR 2801C - Comprehensive Nursing Practicum Experience

6 cr. hrs.

Credit Hours: 6

This course is a culmination of all courses in the ADN program. It allows you to transition from the role of student nurse to graduate nurse. Focus is on trends and issues to assist you in being better prepared to practice nursing in today's world. The content includes leadership and management skills, ethical and legal responsibilities, professional growth, and preparation for licensure. The course provides experience in the clinical setting for managing and administering care to clients. You will work under the direct supervision of a Registered Nurse (RN) preceptor. Assigned faculty are available for guidance and direction to you and/or preceptor. You must earn a final grade of **B** or higher. Completion of comprehensive predictor exam in preparation for NCLEX<sup>®</sup> is also a course requirement.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** NUR 2003C (Transition students only), NUR 2209C, NUR 2404C, and NUR 2502C.

**Corequisite(s):** NUR 2801L.

### NUR 2930 - Nursing Seminar

1-4 cr. hrs.

Credit Hours: 1-4

This course provides an opportunity for you to perform and perfect more advanced skills and/or to acquire more advanced knowledge through research as required of a professional nurse in various nursing situations, such as physical assessment.

Course Designations: (OA)

### NUR 2931 - Selected Topics in Nursing

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in nursing. Topics may vary from term to term.

Course Designations: (OA)

### NUR 3065C - Health Assessment, Wellness, and Prevention

3 cr. hrs.

Credit Hours: 3

This course builds upon previous knowledge of health assessment to prepare you to complete comprehensive and holistic evaluations of client health, interpret health data, and educate clients regarding health-promoting behaviors across the lifespan. Documentation of findings and teaching provided will also be evaluated, reinforced, and refined. This is an online and hybrid format course that incorporates web-based components.

Lab Fee: Yes

Course Designations: (TR)

**Corequisite(s):** NUR 3065L.

NUR 3080 - Dimensions of Baccalaureate Nursing Practice

3 cr. hrs.

Credit Hours: 3

This course focuses on the transition of registered nurses to the role of the BSN nursing graduate. The historical evolution of the nursing profession and current trends and issues impacting professional practice in today's dynamic healthcare delivery environment will be examined. Course content will include an exploration of theoretical foundations, ethical imperatives, advocacy, critical thinking, collaboration, technology, cultural considerations, changing roles, future challenges, and the use of evidence to guide nursing practice. This is an online and hybrid format course that incorporates web-based components.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** Program Admission

**Corequisite(s):** NUR 3169 or Instructor's Approval

NUR 3125 - Pathophysiology for Nursing Practice

3 cr. hrs.

Credit Hours: 3

This course provides a study of the pathophysiology of human illness across the lifespan with diverse individuals. Concepts will include recognizing the clinical manifestations of selected diseases and disorders and understanding associated diagnostic test results. From the perspective of relationship-centered caring nursing practice, the integration of current research, health promotion education, and disease prevention strategies will also be discussed. This is an online and hybrid format course that incorporates web-based components.

Course Designations: (TR)

NUR 3145 - Pharmacology for Nursing Practice

3 cr. hrs.

Credit Hours: 3

This course will build on the current knowledge of the practicing nurse to further develop the nursing management of medication regimens in client care. It will highlight issues in pharmacology and provide you with increased knowledge of pharmacological therapies in the management of diverse clients across the lifespan. Emphasis will be on improving client outcomes, client education, compliance, safety, and the effective use and expectations of their medications. In addition, you will complete classroom and web-based assignments and activities using evidence-based practice and peer-reviewed research publications to enhance nursing practice. This is an online and hybrid format course that incorporates web-based components.

Course Designations: (TR)

## NUR 3169 - Inquiry and Evidence in Nursing Practice

3 cr. hrs.

Credit Hours: 3

This course teaches the relationship of nursing research and the utilization of evidence-based practice. It explores the research process as a foundation for acquiring the skills needed to access, critically appraise, and synthesize research literature. A nursing approach to information technology is also examined. Concepts in healthcare informatics, trends, and innovative strategies and applications are introduced. The purpose of this course is to examine the processes required to translate and integrate evidence into nursing practice. This is an online and hybrid format course that incorporates web-based components.

Course Designations: (TR)

**Prerequisite(s):** Program Admission

**Corequisite(s):** NUR 3080 or Instructor's Approval

## NUR 3289 - Foundations of Gerontology

3 cr. hrs.

Credit Hours: 3

This course is an introduction to the dynamics of aging and will cover assessment of normal physical changes of aging, wellness, and communication for the baccalaureate nurse. Explored are topics related to the diverse populations of aging patients with emphasis placed on the physiological, developmental, functional, cognitive, affective, cultural, ethical, legal, and social aspects of aging. Theoretical perspectives, research, and evidenced-based practice related to nursing management of selected aspects of aging will be examined from a relationship-centered, caring approach. This is an online and hybrid format course that incorporates web-based components.

Course Designations: (TR)

## NUR 4115 - Caring Science in Nursing Practice

3 cr. hrs.

Credit Hours: 3

This course will focus on the Quality Caring Model with foundations of nursing relationships: self, patient/families, other healthcare professionals, and the community. It will also focus on advanced caring science and provide you with the ability to explore caring behaviors to ensure improved patient outcomes, organizational strategies, and community activism. This course is also available online and hybrid formats.

Course Designations: (TR)

## NUR 4178 - Complementary and Alternative Therapies in Healthcare

3 cr. hrs.

Credit Hours: 3

This course will explore health and healing as it relates to the physical, mental, emotional, and spiritual levels of the clients served. It will look at the history and evolution of complementary care available today. In this course, you will explore select complementary therapies using evidence-based, peer-reviewed research and

evaluate the bases for healing and effectiveness of the selected therapies from a nursing and consumer perspective. This is an online and hybrid format course that incorporates web-based components.

Lab Fee: Yes

Course Designations: (TR)

#### NUR 4257 - Advanced Nursing Care Concepts

3 cr. hrs.

Credit Hours: 3

This course is an introduction to critical care nursing and is designed for students with the desire to work in clinical specialty areas. It will explore the advanced knowledge and concepts of body systems, disease states, and therapeutic management focusing on the systems (cardiovascular, pulmonary neurological, and renal) to include discussion of shock and trauma.

Course Designations: (TR)

#### NUR 4636C - Community Health Nursing

3 cr. hrs.

Credit Hours: 3

This course will focus on the holistic role of the caring professional nurse in community and public health settings. Topics include current practice responsibilities, legal issues, global perspectives, cultural considerations, environmental health, epidemiology, evidence-based health promotion, prevention, and the assessment of diverse families and populations. It is presented in an online and hybrid format with a community practicum component providing the learner with an opportunity to observe and also practice the principles of community health nursing. This is an online and hybrid format course that incorporates web-based components.

Course Designations: (TR)

**Corequisite(s):** NUR 4636L.

#### NUR 4827 - Foundations of Nursing Healthcare Leadership and Management

3 cr. hrs.

Credit Hours: 3

This course examines practices for the application of your professional role in nursing leadership, integrating decision-making, delegation, change, and innovation in organizations to provide collaborative healthcare excellence in a relationship-centered, caring environment. As a registered nurse, you will learn the concepts and principles of leadership to enable you to assume a leadership role in a healthcare facility. This is an online and hybrid format course that incorporates web-based components.

Lab Fee: Yes

Course Designations: (TR)

#### NUR 4945C - Nursing Capstone

3 cr. hrs.

Credit Hours: 3

This course is a capstone experience that integrates the academic and practical knowledge you acquired during the curriculum to further develop your acquisition of graduate competencies for the baccalaureate-prepared nurse. It includes a clinical practicum to enhance your confidence in the knowledge and expertise required in areas of complex patient care management, and recognition of your nursing conscience in the advanced professional role. The practicum includes opportunities for evidence-based scholarly inquiry, professional writing, and presentation. You will be required to demonstrate the competencies consistent with program outcomes. This is an online and hybrid format course that incorporates web-based components.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** NUR 3065C, NUR 3080, NUR 3125, NUR 3145, NUR 3169, NUR 3289

**Corequisite(s):** NUR 4945L.

OCA 0100 - Occupational Computer Applications

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course introduces the components and uses of microcomputer systems. Basic computing concepts including input, output, processing, secondary storage, operating systems, software applications, and ethical and responsible computer use will be covered. You will gain hands-on experience in spreadsheet, database, presentation preparation, and software integration through using Microsoft Office software.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** OTA 0101 or Instructor's Approval.

**Corequisite(s):** Instructor's Approval.

OCA 0301 - Occupational Word Processing MS Word

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course is an introduction to the concepts of word processing in the modern office and includes discussion of theory, terms, and the total word processing environment. The course includes instruction and guidance in creating and editing documents, using the spell checker and thesaurus, formatting documents, text enhancements, and merging documents. This course is a Microsoft Office Specialist certification prep course.

Lab Fee: Yes

Course Designations: (CH)

OCA 0402 - Occupational Spreadsheet Applications

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes beginning/intermediate spreadsheet instruction. You will learn to create, format, modify, and print worksheets; draw objects; and use spreadsheet data in ranges, functions, and charts. This is a Microsoft Office Specialist certification preparation course.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** OTA 0101 or Instructor's Approval.

OCA 0604 - Occupational Desktop Publishing with PowerPoint

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course introduces you to a presentation graphics software program (Microsoft PowerPoint) that can be used to create slide presentations and handouts. You will learn how to create presentations, add content, hyperlinks, images, edit and modify presentations, and work in the various views. As a successful student, you will acquire the skills needed to pass a core level proficiency examination. This course is a Microsoft Office Specialist certification prep course.

Lab Fee: Yes

Course Designations: (CH)

OST 1100C - Introduction to College Keyboarding

3 cr. hrs.

Credit Hours: 3

This course involves composition at the computer keyboard, tabulated documents, simple reports, business letters, and employment documents. Also included is basic instruction on using computers for processing documents. If you have successfully completed one year of high school typing, you may not receive credit for basic courses when transferring to another institution.

Lab Fee: Yes

Course Designations: (OA)

OST 1110C - Intermediate to College Keyboarding

3 cr. hrs.

Credit Hours: 3

This course is designed to develop keyboarding speed and accuracy, review and refine skills including goal setting, organization, critical thinking, web access, and integrating keyboarding, formatting, and word processing skills into real-life experience.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** OST 1100C.

## OST 1384 - Customer Relations

3 cr. hrs.

Credit Hours: 3

This course introduces you to the concepts central to successful customer relations. It examines various service situations and develops an attitude of superior customer service, which is critical to success in all organizations.

Course Designations: (OA)

## OST 1581 - Professional Development in the Workplace

3 cr. hrs.

Credit Hours: 3

This course includes instruction on long-term success as an ongoing process of developing the skills in creating goals, building confidence, self-esteem, professional image, maintaining a positive attitude and outlook, time management, teamwork, leadership, customer service, career planning, interviewing, resume writing, communication, and listening skills.

Lab Fee: Yes

Course Designations: (OA)

## OST 1713C - Word Processing-Microsoft Word

3 cr. hrs.

Credit Hours: 3

This course is an introduction to the concepts of word processing in the modern office and a discussion of theory, terms, and the total word processing environment. The includes instruction and guidance in creating and editing documents, using the spell checker and thesaurus, formatting documents, text enhancements, switch features, and merging documents. This course is a Microsoft Office Specialist certification prep course.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** OST 1100C or Instructor's Approval.

## OST 1829C - Presentation Expert Skills

3 cr. hrs.

Credit Hours: 3

This course introduces you to a presentation graphics software program (Microsoft PowerPoint) that can be used to create slide presentations and handouts. You will learn how to create presentations, add content, hyperlinks, images, edit and modify presentations, and work in the various views. As a successful student, you will acquire the skills needed to pass a core level proficiency examination. This course is a Microsoft Office Specialist certification prep course.

Lab Fee: Yes

Course Designations: (OA)

## OST 1949 - Work Experience

1-4 cr. hrs.

Credit Hours: 1-4

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (OA)

## OST 2321C - Office Equipment and Procedures I

3 cr. hrs.

Credit Hours: 3

This course includes the use of office equipment and procedures normally found in a business office. You will learn to operate and properly maintain the various types of office equipment including fax, copiers, calculators, and more. You will also learn to order supplies, maintain inventory, keep records and files, and manage data.

Lab Fee: Yes

Course Designations: (OA)

## OST 2322 - Office Equipment and Procedures II

3 cr. hrs.

Credit Hours: 3

This course includes the use of office equipment and procedures normally found in a business office. You will develop presentation skills, manage records, and learn about coordinating business travel and financial documents, and employment opportunities in the administrative field.

Course Designations: (OA)

**Prerequisite(s):** OST 2321C.

## OST 2335 - Business Communications

3 cr. hrs.

Credit Hours: 3

This course includes the development of skills in writing, emphasizes planning and writing various types of business correspondence, and covers organizing data for reports.

Course Designations: (TR)

## OST 2852 - Excel for the Office

3 cr. hrs.

Credit Hours: 3

This course includes beginning/intermediate spreadsheet instruction. You will learn to create, format, modify,

and print worksheets; draw objects; and use spreadsheet data in ranges, functions, and charts. This is a Microsoft Office Specialist certification preparation course.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** OST 1713C or Instructor's Approval.

OST 2949 - Work Experience

1-4 cr. hrs.

Credit Hours: 1-4

This course is a culminating business office experience for the Office Administration program. In this course, you will complete on-the-job training in an office location approved by the instructor. This externship follows satisfactory completion of other program coursework.

Course Designations: (OA)

OTA 0013 - Occupational Customer Relations

42-48 con. hrs.

Contact Hours: 42-48

Occupational Credits: 1.4-1.6

This course includes an introduction to the concepts central to successful customer relations. It is designed to develop the necessary skills for success as a customer service provider. The course examines various service situations and develops an attitude of superior customer service which is critical to success in all organizations.

Course Designations: (CH)

OTA 0101 - Occupational Introductory Keyboarding

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes various styles of business letters, memorandums, simple reports, tables, centering, and composition at the computer. It also includes basic instruction on computer use for processing documents.

Lab Fee: Yes

Course Designations: (CH)

OTA 0105 - Occupational Intermediate Keyboarding

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course is designed to enhance keyboarding speed and accuracy, review and refine skills including goal setting, organization, critical thinking, web access, and integrating keyboarding, formatting, and Word

processing skills into real-life experience.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** OTA 0101.

OTA 0322 - Occupational Business Communications

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes the development of skills in planning and writing various types of business correspondence and covers organizing data for reports.

Course Designations: (CH)

OTA 0402 - Occupational Office Equipment and Procedures I

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course covers office equipment and procedures normally found in a business office. You will learn to operate and properly maintain the various types of office equipment including fax, copiers, calculators, and more. You will also learn to order supplies, maintain inventory, keep records and files, and manage data.

Lab Fee: Yes

Course Designations: (CH)

OTA 0403 - Occupational Office Equipment and Procedures II

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes the use of office equipment and procedures normally found in a business office. You will develop presentation skills, manage records, and learn about coordinating business travel and financial documents, and employment opportunities in the administrative field.

Course Designations: (CH)

OTA 0422L - Office Practices Lab I

15-288 con. hrs.

Contact Hours: 15-288

Occupational Credits: 0.5-9.6

This lab provides you with hands-on experiences related to theory presented in allied courses. You will have the opportunity to apply theory and skills to both simulated lab experiences as well as real-life problems associated with office technology.

Course Designations: (CH)

#### OTA 0490 - Occupational Personal Business Skills

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes instruction in long-term success as an ongoing process of developing the following skills: creating goals, building confidence, self-esteem, professional image, maintaining a positive attitude and outlook, time management, team work, leadership, customer service, career planning, interviewing, resume writing, communication, and listening skills.

Lab Fee: Yes

Course Designations: (CH)

#### OTA 0501 - Occupational Business Mathematics Using Spreadsheets

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course covers the fundamentals of business mathematics with applications for banking, payroll, taxes and insurance, purchasing merchandise, markup and markdown, interest, mortgages, and consumer credit. Concepts are introduced using the traditional method of calculating. The course will also introduce how the same calculations can be performed using an electronic spreadsheet.

Course Designations: (CH)

**Prerequisite(s):** TABE® score in math of 8th grade or higher or Instructor's Approval.

#### OTA 0595 - Occupational Introduction to Business

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course includes general business terminology and understanding the agencies, methods, functions, and practices of modern business.

Course Designations: (CH)

#### OTA 0930L - Office Practices Lab II

7-288 con. hrs.

Contact Hours: 7-288

Occupational Credits: 0.23-9.6

This lab is a continuation of Office Practices Lab I and resumes hands-on experiences related to theory presented in allied courses. You will have the opportunity to apply theory and skills to both simulated lab experiences as well as real-life problems associated with office technology.

Course Designations: (CH)

**Prerequisite(s):** OTA 0422L

OTA 0931L - Office Practices Lab III

15-288 con. hrs.

Contact Hours: 15-288

Occupational Credits: 0.5-9.6

This lab is a continuation of Office Practices Lab II and resumes hands-on experiences related to theory presented in allied courses. You will have the opportunity to apply theory and skills to both simulated lab experiences as well as real-life problems associated with office technology.

Course Designations: (CH)

**Prerequisite(s):** OTA 0930L

OTA 0932L - Office Practices Lab IV

15-288 con. hrs.

Contact Hours: 15-288

Occupational Credits: 0.5-9.6

This lab is a continuation of Office Practices Lab III and resumes hands-on experiences related to theory presented in allied courses. You will have the opportunity to apply theory and skills to both simulated lab experiences as well as real-life problems associated with office technology.

Course Designations: (CH)

**Prerequisite(s):** OTA 0931L.

OTA 0941 - Secretarial Office Internship

48 con. hrs.

Contact Hours: 48

Occupational Credits: 1.6

This course is an internship that allows you to make decisions regarding quality of work and prioritization of projects. This requirement may be satisfied through a cooperative work experience.

Course Designations: (CH)

**Prerequisite(s):** Instructor's Approval.

OTA 0943 - Occupational Office Internship/Externship

48-150 con. hrs.

Contact Hours: 48-150

Occupational Credits: 1.6-5

This course allows you to complete on-the-job training in an office location approved by the instructor or complete your training on the "Medical Office Simulation" software. This internship/ externship follows satisfactory completion of other program coursework. You will be required to complete 48-150 hours of on-the-job training.

Course Designations: (CH)

**Prerequisite(s):** Instructor's Approval.

PCB 2033 - Introduction to Ecology: Environment

3 cr. hrs.

Credit Hours: 3

This course is an introduction to the study of the relationship between organisms and the environment, which has been a focus for human survival from the beginning. More than ever before, the future of our environment is directly influenced by human activities, yet we do not fully understand the consequences of those activities. While delving in to the science of Ecology, this course will also use specific local examples to introduce you to the natural environment of the Lake Wales Ridge, the Kissimmee River Valley, the Everglades, and the South Florida ecosystems in our own backyard.

Course Designations: (GE) (TR)

PGY 1801 - Introduction to Digital Photography

3 cr. hrs.

Credit Hours: 3

This course is an introduction to digital photography and the "electronic darkroom." The class will cover basic digital camera controls (you may use smartphones, compact cameras, or DSLRs), lighting, composition, and hardware. It also covers digital editing and desktop printing using Adobe Photoshop. Photography subject matter includes portrait, landscape, product, food, and experimental. You will explore the concepts of digital photography through art making, art events, critiques, and artist statements.

Lab Fee: Yes

Terms Offered: Fall term.

Course Designations: (TR)

PGY 1930 - Selected Topics in Photography

1-3 cr. hrs.

Credit Hours: 1-3

This course is centered on current or special interests in photography. Topics may vary from term to term.

Lab Fee: Yes

Course Designations: (TR)

PGY 1949 - Co-op Education Training Assignment in Photography

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

#### PGY 2949 - Co-op Education Training Assignment in Photography

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

#### PHI 1949 - Co-op Education Training Assignment in Philosophy and Logic

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

#### PHI 2010 - Introduction to Philosophy

3 cr. hrs.

Credit Hours: 3

In this course, you will be introduced to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, including topics from the western philosophical tradition, and various problems in philosophy. You will strengthen your intellectual skills, become a more effective learner, and develop broad foundational knowledge.

Course Designations: (CORE) (GE) (TR) (DV)

**Prerequisite(s):** ENC 1101 with a grade of *C* or higher.

#### PHI 2635 - Biomedical Ethics

3 cr. hrs.

Credit Hours: 3

This course explores ethical issues in healthcare and biomedical research. It begins with an analysis of key principles in biomedical ethics: autonomy, paternalism, beneficence and informed consent. It will emphasize information from human culture and the Western Canon. It will be grounded in sound ethical theories. You will then turn to a study of ethics in biomedical research and applied issues in healthcare. You will also examine several controversial issues in today's medical practice. You will acquire the necessary skills to address the most significant problems in the medical and healthcare fields. This course is valuable to you if you are in health sciences and public policy, and is relevant in all degree and certificate programs.

Course Designations: (TR)

**Prerequisite(s):** ENC 1101 with a grade of **C** or higher.

PHI 2949 - Co-op Education Training Assignment in Philosophy and Logic

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

PHY 1949 - Co-op Education Training Assignment in Physics

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

PHY 2048C - General Physics with Calculus I

5 cr. hrs.

Credit Hours: 5

This calculus-based course serves as the first in a two-part series, covering topics like kinematics, dynamics, energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. Designed for science and engineering majors, the course integrates critical thinking, analytical skills, and real-world applications.

Lab Fee: Yes

Terms Offered: Fall term.

Course Designations: (CORE) (GE) (TR)

**Corequisite(s):** PHY 2048L.

**Prerequisite/Corequisite(s):** MAC 2311.

PHY 2049C - General Physics with Calculus II

5 cr. hrs.

Credit Hours: 5

This course is the second part of a two-term introductory calculus-based physics course designed primarily for science and engineering majors. Using an inquiry-based approach, it is taught in an integrated lecture and lab style. Topics covered include electricity, magnetism, and electric magnetic waves.

Lab Fee: Yes

Terms Offered: Spring term.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 2311.

**Corequisite(s):** PHY 2049L.

PHY 2053C - General Physics I

4 cr. hrs.

Credit Hours: 4

This course is the first in a two-part series intended for non-physics majors, offering an algebra and trigonometry approach to topics such as kinematics, dynamics energy, momentum, rotational motion, fluid dynamics, oscillatory motion, and waves. The course fosters analytical and critical thinking skills to promote a scientific understanding of the real world.

Lab Fee: Yes

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** MAC 1105.

**Corequisite(s):** PHY 2053L.

PHY 2054C - General Physics II

4 cr. hrs.

Credit Hours: 4

This course is the second part of a two-term introductory algebra/trigonometry-based physics course designed primarily for you, if you are not majoring in engineering and science. Using an inquiry-based approach, it is taught in an integrated lecture and lab style with accompanying web-based applications. Topics covered include thermodynamics, oscillations and wave motion, electricity and magnetism, and optics.

Lab Fee: Yes

Terms Offered: Spring term.

Course Designations: (GE) (TR)

**Prerequisite(s):** MAC 1105.

**Corequisite(s):** PHY 2054L.

PHY 2936 - Special Topics in Physics

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in physics and is a directed study under the supervision of a faculty member. This course may be repeated.

Course Designations: (TR)

PHY 2949 - Co-op Education Training Assignment in Physics

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

PMT 1250C - Computer Numerical Control (CNC) I

3 cr. hrs.

Credit Hours: 3

This course teaches the development of CNC machine programming methods, blueprint reading, gauging, statistical process control (SPC), and set up and operation of drilling, milling, and tuning.

Course Designations: (OA)

**Prerequisite(s):** Instructor's Approval.

PMT 2254C - Computer Numerical Control (CNC) II

3 cr. hrs.

Credit Hours: 3

The course covers tool and fixture offsets plus outside programming from CAD/CAM software. You will operate CNC machines in the advanced manufacturing lab.

Course Designations: (OA)

**Prerequisite(s):** PMT 1250C or Instructor's Approval.

POS 1041 - American Government

3 cr. hrs.

Credit Hours: 3

In this course, you will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of the American government, including but not limited to the Declaration of Independence, the United States Constitution and all its amendments, and the Federalist Papers. The course examines the branches of government and the government's laws, policies, and programs. It also examines the ways in which citizens participate in their government and ways their government responds to citizens.

Course Designations: (CORE) (CLR) (GE) (TR)

POS 1949 - Co-op Education Training Assignment in Political Science

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

POS 2949 - Co-op Education Training Assignment in Political Science

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

PRN 0098 - Practical Nursing Foundations Theory

225 con. hrs.

Contact Hours: 225

Occupational Credits: 7.5

This course integrates theoretical concepts of practical nursing with foundational nursing skills to prepare you to provide patient-centered, holistic, and basic care to patients across the lifespan and across healthcare settings. It introduces the healthcare delivery system and the roles and legal ethical responsibilities of each member of the healthcare team. Body structure and function as it relates to health and illness will be explored. Human growth and development and nutrition across the lifespan will be taught. Emphasis will be on communication, safety, patient comfort, and infection control as foundational principles of quality in patient care. Key factors for student success in education and careers will be reviewed including time management, learning methods, and study techniques. Application of basic reading, language, and math competencies will be required to accomplish course objectives. This course will also introduce the guiding principles of competence and commitment as core concepts of the Practical Nursing program at South Florida State College. You must earn a final grade of 75 percent or higher for successful course completion.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** PRN 0098L.

PRN 0098L - Practical Nursing Foundations Clinical

300 con. hrs.

Contact Hours: 300

Occupational Credits: 10

This clinical is designed to provide you with hands-on experience in the application of fundamental practical nursing skills. It presents an opportunity for you to learn how to provide basic practical nursing care to patients in varied healthcare settings. This clinical allows you to practice the guiding principles of competence and commitment, as core concepts of the Practical Nursing Program. You must earn a final grade of **P** to complete this course.

Course Designations: (CH)

**Corequisite(s):** PRN 0098.

## PRN 0379 - Medical-Surgical Nursing Theory

245 con. hrs.

Contact Hours: 245

Occupational Credits: 8.2

This course introduces major diseases and disorders and the physiological impact of illness and disease upon individuals. It correlates the knowledge of administration of medication, pharmacology, nutrition, and diseases to the nursing care of medical-surgical and geriatric patients. This course reinforces competence and commitment which are core concepts of the Practical Nursing program. You must earn a final grade of 75 percent or higher.

Lab Fee: Yes

Course Designations: (CH)

**Corequisite(s):** PRN 0379L.

## PRN 0379L - Medical-Surgical Nursing Clinical I

280 con. hrs.

Contact Hours: 280

Occupational Credits: 9.3

This clinical introduces major diseases and disorders and the physiological impact of illness and disease upon individuals. It correlates the knowledge of drugs, nutrition, and diseases to the nursing care of the medical, surgical, and geriatric patients. This clinical reinforces competence and commitment which are core concepts of the Practical Nursing program. You must earn a grade of **P** to complete this clinical.

Course Designations: (CH)

**Corequisite(s):** PRN 0379.

## PRN 0384L - Medical-Surgical Nursing Clinical II

150 con. hrs.

Contact Hours: 150

Occupational Credits: 5

This clinical is part two of the medical-surgical nursing clinical. It reinforces the major diseases and disorders and the physiological impact of illness and disease upon individuals and correlates the knowledge of drugs, nutrition, and diseases to the nursing care of the medical-surgical patient. This course reinforces competence and commitment which are core concepts of the Practical Nursing program. You must earn a grade of **P** to complete this clinical.

Course Designations: (CH)

**Prerequisite(s):** PRN 0379L.

## PRN 0690 - Comprehensive Nursing and Transitional Skills Theory

110 con. hrs.

Contact Hours: 110

Occupational Credits: 3.7

This course will assist you in identifying and meeting the needs of the patient and family unit across the lifespan and across healthcare settings. Emphasis is on the care of the pediatric patient and the childbearing family. This course will emphasize application of the nursing process in the provision of nursing care in the community setting. Strengthening communication skills and applying practical nursing principles to population health issues are emphasized. This course will also introduce you to leadership roles and outline professional growth, career expectations, and responsibilities of the practicing practical nurse. This course reinforces the guiding principles of competence and commitment, as core concepts of the Practical Nursing Program. You must earn a final grade of 75 percent or higher for successful course completion.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** PRN 0379 and PRN 0379L.

**Corequisite(s):** PRN 0690L.

PRN 0690L - Comprehensive Nursing and Transitional Skills Clinical

40 con. hrs.

Contact Hours: 40

Occupational Credits: 1.3

This clinical prepares you to care for patients, families, and communities across the lifespan with a special emphasis on care of the pediatric patient and the childbearing family. You will complete clinical rotations in acute care and community settings. You will have the opportunity to apply principles of leadership and review plans for personal professional growth. This course reinforces the guiding principles of competence and commitment, as core concepts of the Practical Nursing Program. You must earn a final grade of *P* to complete this clinical.

Course Designations: (CH)

**Prerequisite(s):** PRN 0379 and PRN 0379L.

**Corequisite(s):** PRN 0690.

PRN 0930 - Selected Topics in Nursing

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This course is centered on current or special interests in nursing. Topics may vary from term to term.

Course Designations: (CH)

PSC 1949 - Co-op Education Training Assignment in Physical Sciences

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

PSC 2949 - Co-op Education Training Assignment in Physical Sciences

1-4 cr. hrs.

Credit Hours: 1-4

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

PSY 1949 - Co-op Education Training Assignment in Psychology

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

PSY 2012 - Introduction to Psychology

3 cr. hrs.

Credit Hours: 3

In this course, you will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology.

Course Designations: (CORE) (GE) (TR)

PSY 2949 - Co-op Education Training Assignment in Psychology

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

REA 0022 - Compressed Developmental Reading

3 cr. hrs.

Credit Hours: 3

This course presents topics such as the main idea, supporting details, author's purpose, author's tone, fact and opinion, organizational patterns, relationships, bias, vocabulary in context, inference and conclusions, reasoning, and argument. This college preparatory course does not count toward the associate degrees.

Course Designations: (PR)

**Prerequisite(s):** Designated score on placement test.

REA 1949 - Co-op Education Training Assignment in Reading

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

REA 2949 - Co-op Education Training Assignment in Reading

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

RED 3012 - Basic Foundations of Reading

3 cr. hrs.

Credit Hours: 3

This course is designed to provide you with information on balanced reading instruction in grades Pre-K-6. Specific topics addressed will include theories/models of the reading process, language acquisition, phonemic awareness, word identification strategies (sight vocabulary, phonics knowledge, structural analysis, and contextual analysis), vocabulary development strategies, comprehension strategies, reading-writing connections, and assessments (formal and informal). This course requires some field experience in a K-6 classroom setting.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** Program Admission.

RED 3519 - Diagnostic and Corrective Reading Strategies

3 cr. hrs.

Credit Hours: 3

This course investigates the diagnosis and remediation processes in reading instruction in the classroom. You will practice in diagnosing reading strengths and weaknesses, planning for remediation in reading, and reporting reading diagnostic evaluation results. This course requires some field experience in a K-6 classroom setting.

Course Designations: (TR)

**Prerequisite(s):** RED 3012.

RED 4942 - Practicum for Assessment and Instruction of Reading

3 cr. hrs.

Credit Hours: 3

This course is a supervised practicum that will provide you with the opportunity to apply knowledge of reading assessment and instruction in order to increase the reading proficiency of struggling readers. Experiences are provided in diagnosis, instructional planning for remediation, implementation of reading interventions, on-going evaluation of the reading progress, and communication with parents. This course requires field experience in a K-6 classroom setting which will coincide with your Elementary Education Internship II placement. Hours may vary.

Lab Fee: Yes

Course Designations: (TR)

**Prerequisite(s):** RED 3519.

**Corequisite(s):** EDE 4942.

REL 2300 - Comparative Religion

3 cr. hrs.

Credit Hours: 3

This course is a comparison of the ideas, literature, and institutions of the major living religions of the world including Judaism, Christianity, Islam from the Near East, and Hinduism, Confucianism, and Buddhism from the Far East. This course involves comparing Western and Eastern beliefs and understanding constitutional religious freedom. You are required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher in this course.

Course Designations: (GE) (TR) (DV)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

REL 2949 - Co-op Education Training Assignment in Religion

1-4 cr. hrs.

Credit Hours: 1-4

This course is a cooperative assignment in education training directly related to your academic major/career objective.

Course Designations: (TR)

RTE 1418C - Principles of Radiography I

2 cr. hrs.

Credit Hours: 2

This course provides you with a basic knowledge of atomic structure and terminology. It also presents the

nature and characteristics of radiation, X-ray production, and the fundamentals of photon interactions with matter. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** RTE 1503C with a grade of **B** or higher.

RTE 1458 - Principles of Radiography II

2 cr. hrs.

Credit Hours: 2

This course establishes a knowledge base in technical factors that govern the image production process. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 1418C with a grade of **B** or higher.

**Corequisite(s):** RTE 1513C with a grade of **B** or higher.

RTE 1503C - Radiographic Procedures I

4 cr. hrs.

Credit Hours: 4

This course provides you with the standard terminology and theoretical foundations necessary to develop the psychomotor skills that are essential to perform standard radiographic imaging procedures of the chest, abdomen, and upper extremities. Energized lab demonstrations will be used to complement the lecture portion of this course. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** Program Admission.

**Corequisite(s):** RTE 1418C with a grade of **B** or higher.

RTE 1513C - Radiographic Procedures II

4 cr. hrs.

Credit Hours: 4

This course provides you with the standard terminology and theoretical foundations necessary to develop the psychomotor skills that are essential to perform standard radiographic imaging procedures of the humerus, shoulder girdle, lower extremity, pelvic girdle, and cervical and thoracic vertebra. Energized lab demonstrations will be used to complement the lecture portion of this course. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 1503C with a grade of **B** or higher.

**Corequisite(s):** RTE 1814L with a grade of **B** or higher.

## RTE 1523C - Radiographic Procedures III

4 cr. hrs.

Credit Hours: 4

This course provides you with the standard terminology and theoretical foundations necessary to develop the psychomotor skills that are essential to perform standard radiographic imaging procedures of the lumbar vertebrae, sacrum, coccyx, sacroiliac articulations, scoliosis survey, and bony thorax. Energized lab demonstrations will be used to complement the lecture portion of this course. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 1513C with a grade of **B** or higher.

**Corequisite(s):** RTE 1824L with a grade of **B** or higher.

## RTE 1814L - Radiography Clinical Education I

2 cr. hrs.

Credit Hours: 2

This course is a supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures, and image quality evaluation. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Lab Fee: Yes

Course Designations: (OA)

**Corequisite(s):** RTE 1513C with a grade of **B** or higher.

## RTE 1824L - Radiography Clinical Education II

2 cr. hrs.

Credit Hours: 2

This course is a supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures, and image quality evaluation. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** RTE 1814L with a grade of **B** or higher.

**Corequisite(s):** RTE 1523C with a grade of **B** or higher.

## RTE 2061 - Radiographic Seminar

3 cr. hrs.

Credit Hours: 3

This course is designed to provide a forum for student research and review of all aspects of radiography. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 2782 with a grade of **B** or higher.

**Corequisite(s):** RTE 2854L with a grade of **B** or higher.

RTE 2385 - Radiation Biology and Protection

3 cr. hrs.

Credit Hours: 3

This course presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and healthcare organizations are incorporated. Course also provides an overview of the principles of the interaction of radiation with living systems, effects on molecules, cells, tissues and the body as a whole, and presents an overview of the acute and chronic effects of radiation. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 2763 with a grade of **B** or higher.

**Corequisite(s):** RTE 2844L with a grade of **B** or higher.

RTE 2563 - Principles of Radiography III

3 cr. hrs.

Credit Hours: 3

This course provides you with an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 1458 with a grade of **B** or higher.

**Corequisite(s):** RTE 1824L with a grade of **B** or higher.

RTE 2609C - Principles of Radiography IV

2 cr. hrs.

Credit Hours: 2

This course provides you with a knowledge base in radiographic, fluoroscopic, and mobile equipment requirements and design. The content also provides a basic knowledge of quality control. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 2563 with a grade of **B** or higher.

**Corequisite(s):** RTE 2834L with a grade of **B** or higher.

### RTE 2763C - Introduction to Sectional Anatomy and Computed Tomography

4 cr. hrs.

Credit Hours: 4

This course provides you with an introduction to and principles related to computed tomography (CT) imaging to produce computer-generated sectional images of anatomical structures within the head, neck, chest, abdomen, and pelvis in multiple dimensions. This course also provides you with the standard terminology and theoretical foundations necessary to develop the psychomotor skills that are essential to perform radiographic imaging procedures of the cranium and special studies such as arthrography and myelography. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 1523C with a grade of **B** or higher.

**Corequisite(s):** RTE 2834L with a grade of **B** or higher.

### RTE 2782 - Radiographic Pathology

3 cr. hrs.

Credit Hours: 3

This course provides you with an introduction to the concept of disease. Pathology and disease, as they relate to various radiographic procedures, will be discussed. Assignments include oral case presentations. Course content will provide you with an introduction to the origins of medical terminology, and introduce you to concepts related to disease and etiology with an emphasis on radiographic appearance of disease and its impact on exposure factor selection. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Course Designations: (OA)

**Prerequisite(s):** RTE 2763 with a grade of **B** or higher.

**Corequisite(s):** RTE 2385 with a grade of **B** or higher.

### RTE 2834L - Radiography Clinical Education III

3 cr. hrs.

Credit Hours: 3

This course offers supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures, and image quality evaluation. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** RTE 1824L with a grade of **B** or higher.

**Corequisite(s):** RTE 2609C with a grade of **B** or higher.

## RTE 2844L - Radiography Clinical Education IV

3 cr. hrs.

Credit Hours: 3

This course offers supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures, and image quality evaluation. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** RTE 2834L with a grade of **B** or higher.

**Corequisite(s):** RTE 2385 with a grade of **B** or higher.

## RTE 2854L - Radiography Clinical Education V

3 cr. hrs.

Credit Hours: 3

This course offers supervised clinical experience and competency evaluation of professional interaction and performance of routine radiographic procedures with emphasis on radiation protection, patient care, equipment orientation, radiographic technique, image processing procedures, and image quality evaluation. In order to successfully pass this course, a grade of **B** or higher must be achieved in this course.

Lab Fee: Yes

Course Designations: (OA)

**Prerequisite(s):** RTE 2844L with a grade of **B** or higher.

**Corequisite(s):** RTE 2061 with a grade of **B** or higher.

## SCE 3310 - Teaching Science in the Elementary School

3 cr. hrs.

Credit Hours: 3

This course will teach you how to teach science in the elementary school setting. You will learn about instructional philosophy, methodology, and content of elementary school science.

Course Designations: (TR)

## SLS 0936 - Foundations for College Success

30-180 con. hrs.

Contact Hours: 30-180

Occupational Credits: 1-6

This course is designed to provide you with an opportunity to develop and improve skills including active listening, note and test taking, time management, library use, and learning styles.

Course Designations: (CH)

## SLS 1106 - First-Year Experience Seminar

1 cr. hr.

Credit Hours: 1

This course is designed to provide a collaborative forum to guide students transitioning into college by developing and strengthening skills essential to success in college and beyond. The College orientation is required as the first four hours of the course.

Course Designations: (TR)

## SLS 1351 - Five Generations at Work

2 cr. hrs.

Credit Hours: 2

This course will help you get and keep a job and provide the basis for career advancement throughout your life. You will develop the knowledge and understanding of the differences between the five diverse generations of people currently in the workforce to help you navigate cross-generational boundaries and excel in the workplace. You will develop survival skills for managing conflict, change, stress, and burnout as well as explore the new rules of technology etiquette, professionalism, ethics, and accountability needed in today's work environment which will allow you to differentiate yourself in positive ways to build and foster relationships in your professional career.

Course Designations: (TR)

## SLS 1501 - Master Student/College Success

3 cr. hrs.

Credit Hours: 3

This course is designed to provide you with an opportunity to develop and improve academic skills including active listening, college-level reading, note-taking, test-taking, library use, memory/recall techniques, and use of resources. You will determine your individual learning styles and determine how to adjust your method of learning for greater success. Health, finances, relationships, and attitudes which may interfere with academic success are discussed.

Course Designations: (TR)

## SLS 2304 - Career Exploration

1 cr. hr.

Credit Hours: 1

This course is designed for self-paced individualized career exploration.

Course Designations: (TR)

## SPC 1949 - Co-op Education Training Assignment in Speech

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

SPC 2608 - Fundamentals of Speech Communication

3 cr. hrs.

Credit Hours: 3

This course is an introduction to the process of speech communication through an analysis of the theoretical aspect of interpersonal communication and public speaking. Practical application of this theory is through subject analysis, research, outline development, and in-class speech presentations.

Course Designations: (GE) (TR)

SPC 2949 - Co-op Education Training Assignment in Speech

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

SPN 1120C - Elementary Spanish I

4 cr. hrs.

Credit Hours: 4

This course is designed to help you acquire vocabulary, grammar, and cultural input necessary for meaningful and appropriate communication in the Spanish language.

Course Designations: (TR)

SPN 1121C - Elementary Spanish II

4 cr. hrs.

Credit Hours: 4

This course is a continuation of SPN 1120C, with more emphasis on grammar and verb tenses. Listening comprehension and oral recitation are stressed.

Course Designations: (TR)

**Prerequisite(s):** SPN 1120C or equivalent.

SPN 1949 - Co-op Education Training Assignment in Spanish

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

SPN 2949 - Co-op Education Training Assignment in Spanish

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

SSE 3312 - Teaching Social Science in the Elementary School

3 cr. hrs.

Credit Hours: 3

This course is designed to enable you to acquire proficiency in teaching social studies in elementary school. You will learn methods and strategies to use when teaching social science in elementary grades.

Course Designations: (TR)

STA 2023 - Elementary Statistics

3 cr. hrs.

Credit Hours: 3

In this course, you will utilize descriptive and inferential statistical methods in contextual situations, using technology as appropriate. The course is designed to increase problem-solving abilities and data interpretation through practical applications of statistical concepts. This course is appropriate for students in a wide range of disciplines and programs. Topics include fundamental statistical methods such as organization, analysis and interpretation of numerical data, measures of central tendency and dispersion, statistical distributions, sampling techniques, hypothesis testing, probability, z-tests, chi-square tests, correlations, and regression equations. You will be required to demonstrate skills and understanding of statistical topics through multiple assignments and assessments and must earn a grade of *C* or higher in this course.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** MAT 1100 or MAT 1033 with a grade of *C* or higher.

STS 1302 - Introduction to Surgical Technology

2 cr. hrs.

Credit Hours: 2

This course is intended to teach the role of the surgical technologist and central sterile supply technician in the

operating room, delivery room, and related areas will be covered. You will learn the basic knowledge of equipment, supplies, and instrumentation including the physical environment of the surgical suite. You must complete this course with a grade of *C* or higher in order to start the clinical rotations.

Course Designations: (OA)

### STS 1303 - Fundamentals of Surgical Technology

2 cr. hrs.

Credit Hours: 2

This course introduces the discipline of surgical technology and the role of the surgical technologist in preventing perioperative disease transmission and microbiology to include the characteristics and activities of microorganisms. It surveys the various microbial groups, especially the bacteria, viruses, and fungi with emphasis on pathogenic forms. Various significant aspects of infectious disease that occur in humans are also covered. The course will also include an introduction to principles of perioperative care and asepsis/infection control. You must complete this course with a grade of *C* or higher in order to start the clinical rotations.

Course Designations: (OA)

**Prerequisite(s):** Program Application Requirements.

**Corequisite(s):** STS 1307 or Instructor's Approval.

### STS 1304L - Operating Room Techniques Lab

3 cr. hrs.

Credit Hours: 3

This lab will provide information on operating room furniture, equipment, and supplies used during surgery. The preparation of the operating room, development of the sterile field, maintaining sterile technique, patient positioning, surgical skin prep, and draping will be included and will be part of the lab practical exam. You will be required to simulate a surgical procedure from start to finish. You must complete this lab with a grade of *C* or higher in order to start the clinical rotations.

Course Designations: (OA)

**Prerequisite(s):** STS 1307 or Instructor's Approval.

**Corequisite(s):** STS 2944L or Instructor's Approval.

### STS 1307 - Surgical Equipment and Instrumentation

3 cr. hrs.

Credit Hours: 3

This course prepares you for the scrub role during surgical procedures, identification of basic surgical instrumentation, passing of the instruments, proper care, reprocessing of instruments following a surgical procedure, and utilizing equipment in the operating room. You will also learn about surgical wounds, proper tissue handling techniques, wound closure, wound healing, suture material, and stapling devices. You must complete this course with a grade of *C* or higher in order to start the clinical rotations.

Course Designations: (OA)

**Prerequisite(s):** Program Application Requirements.

**Corequisite(s):** STS 1303 or Instructor's Approval.

### STS 1308 - Perioperative Patient Care Concepts

2 cr. hrs.

Credit Hours: 2

This course will introduce you to the needs of the surgical patient with a focus on the special needs patient care concept which includes adult, pediatric, geriatric, and bariatric patients. Discussion will also include types of consents, transportation, and transfer of the surgical patient, preoperative patient routines, positioning, and safety issues, and death and dying will be included. You must complete this course with a grade of *C* or higher in order to start the clinical rotations.

Course Designations: (OA)

**Prerequisite(s):** Program Application Requirements.

**Corequisite(s):** STS 1303 or Instructor's Approval.

### STS 1323 - Surgical Procedures I

3 cr. hrs.

Credit Hours: 3

This course is designed to prepare you for surgical procedures by providing instruction on diagnostic procedures and relevant equipment, supplies, and techniques. It also includes the review of surgical anatomy, physiology, and pathophysiology in relation to general surgery, endoscopic surgery, gynecological and obstetrical surgery, genitourinary surgery, orthopedic surgery, and ophthalmic surgery. You must complete this course with a grade of *C* or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 1303 or Instructor's Approval.

**Corequisite(s):** STS 2944L or Instructor's Approval.

### STS 1327L - Principles and Practices of Surgical Technology Lab

2 cr. hrs.

Credit Hours: 2

This course will teach the preparation of the operating room, the surgical scrub, gowning and gloving, and developing a sterile field. This lab is also an introduction to surgical instrumentation, which includes identification, classifications, selection, passing, proper care, and handling equipment and supplies. The lab also includes proper care, disinfection, assembly, and sterilization processes for instrumentation following surgical procedures. The decontamination of the operating room will be covered. Hands-on experience in the sterile processing department at local hospitals will be included. You must complete this lab with a grade of *C* or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 2944L or Instructor's Approval.

**Corequisite(s):** STS 2945L or Instructor's Approval.

## STS 1931 - Surgical Technology Special Topics Seminar

3 cr. hrs.

Credit Hours: 3

This course provides you with a review of all materials covered throughout the five-term program. Certification examination processes and employability skills are covered. You must complete this course with a grade of *C* or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 1304L or Instructor's Approval.

**Corequisite(s):** STS 2946L or Instructor's Approval.

## STS 2179 - Surgical Biomedical Fundamentals

2 cr. hrs.

Credit Hours: 2

This course teaches the skills necessary to function as a surgical technologist in the operating room including principles of aseptic technique, and a basic understanding of robotics and their use in the operating room setting. In addition, an understanding of the principles of physics and electricity as it relates to the operating room environment will be covered. You must complete this course with a grade of *C* or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 1323 or Instructor's Approval.

**Corequisite(s):** STS 2946L or Instructor's Approval.

## STS 2324 - Surgical Procedures II

2 cr. hrs.

Credit Hours: 2

This course is designed to prepare you for specialty surgical procedures including the review of surgical anatomy, physiology, pathophysiology, relevant equipment, and supplies. You will also learn techniques regarding otorhinolaryngological surgery (ear, nose, and throat/ENT), oral and maxillofacial surgery, plastic and reconstructive surgery, cardiothoracic surgery, peripheral vascular surgery, neurosurgery, transplant and trauma surgery. The depth of coverage is determined by the current edition of the core curriculum for surgical technologists published by the association of surgical technologists. You must complete this course with a grade of *C* or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 1304L or Instructor's Approval.

**Corequisite(s):** STS 2945L or Instructor's Approval.

## STS 2340 - Surgical Pharmacology

2 cr. hrs.

Credit Hours: 2

This course introduces general pharmacological concepts and principles in the management of patient care. Effective administration of therapeutic drugs, indications, and contraindications are discussed, including effects of medication on body systems, drug classifications, and their principle action. Correct drug and dose identification are emphasized, including medications handled by the surgical technologist on the sterile field. You must complete this course with a grade of **C** or higher.

Course Designations: (OA)

STS 2360 - Professional Skills for the Surgical Technologist

2 cr. hrs.

Credit Hours: 2

This course will cover professional management, communication skills and teamwork, ethical and moral issues in the healthcare setting, and legal issues and risk management. You must complete this course with a grade of **C** or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 1304L or Instructor's Approval.

**Corequisite(s):** STS 1931 or Instructor's Approval.

STS 2944L - Surgical Clinical I

3 cr. hrs.

Credit Hours: 3

This clinical is the first in a series of three clinical courses. It will introduce you to the surgical clinical environment, provide the ability to begin utilizing skills acquired during previous clinical courses, and implement the principles of aseptic technique while participating in the role of a surgical technologist. You must complete this clinical with a grade of **C** or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 1303 or Instructor's Approval.

**Corequisite(s):** STS 1323 or Instructor's Approval.

STS 2945L - Surgical Clinical II

3 cr. hrs.

Credit Hours: 3

This clinical is the second in a series of three clinical courses. You will concentrate on your clinical experience on circulating and scrubbing all phases of specialty surgical cases, assisting in the use of special instruments, procedures, and surgical equipment. You will also focus on obtaining the required surgical cases in the appropriate role as a surgical technologist. You must complete this clinical with a grade of **C** or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 2944L or Instructor's Approval.

**Corequisite(s):** STS 2324 or Instructor's Approval.

## STS 2946L - Surgical Clinical III

3 cr. hrs.

Credit Hours: 3

This clinical is the third in a series of three clinical courses. You will concentrate on your clinical experience on scrubbing in general and specialty surgical cases, assisting in the use of special instruments, procedures, and surgical equipment. You will also focus on obtaining the required surgical cases in the appropriate role as a surgical technologist. You must complete this clinical with a grade of *C* or higher.

Course Designations: (OA)

**Prerequisite(s):** STS 2945L or Instructor's Approval.

**Corequisite(s):** STS 2360 or Instructor's Approval.

## SYG 1949 - Co-op Education Training Assignment in Sociology

1-3 cr. hrs.

Credit Hours: 1-3

This course is the first hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

## SYG 2000 - General Sociology

3 cr. hrs.

Credit Hours: 3

This course is an introduction to basic sociological concepts. You will be familiarized with the methods and procedures used by social scientists in collecting data and conducting research. Topics generally covered include culture, socialization, social groups, socioeconomic class, race and ethnicity, gender and sexuality, institutions, population, the environment, and social change.

Course Designations: (GE) (TR) (DV)

## SYG 2430 - Marriage and Family

3 cr. hrs.

Credit Hours: 3

This course introduces you to the study of marriage, family, and intimate relationships, utilizing the sociological perspective. Particular emphasis will be given to the history and future of the American family, diverse forms of family, gender roles, mate selection, forming relationships, parenting, communication and conflict resolution, families, work and the economy, family violence and crises, divorce, and remarriage in contemporary society.

Course Designations: (TR)

## SYG 2949 - Co-op Education Training Assignment in Sociology

1-3 cr. hrs.

Credit Hours: 1-3

This course is the second hands-on learning activity (paid or non-paid) directly related to your academic major/career objective.

Course Designations: (TR)

TAX 2000 - Personal Income Tax

3 cr. hrs.

Credit Hours: 3

This course is the study of tax laws and procedures for individuals including self-employment returns for sole proprietorships, utilizing the Internal Revenue Code Regulations.

Course Designations: (TR)

TDR 0001 - Introduction to Drafting

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course will be taught alongside the Introduction to AutoCAD course and will allow you to apply skills learned in this course to the computer-aided drafting world. You will also learn the terminology, techniques, and bases for design in this course. The concepts introduced in this course will provide a foundation for you to build on with the rest of the courses in the Drafting program. Some of the concepts that will be covered will align with the Introduction to AutoCAD course such as orthographic drawing, multi-view drawing, and isometric drawing to name a few. This course is designed to help you visualize 3D objects as represented by 2D drawing views, visualize 2D drawing views, and create a 3D drawing view. This course will also cover job opportunities available to drafters and the various responsibilities drafters may be assigned.

Course Designations: (CH)

**Corequisite(s):** TDR 0307.

TDR 0001L - Introduction to Drafting Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab accompanies the Introduction to Drafting course and allows you to apply what was taught during class. You will learn the terminology, techniques, and bases for design in this lab. The concepts introduced in this lab will provide a foundation for you to build on with the rest of the courses in the Drafting program. Some of the concepts that will be covered will align with the Introduction to AutoCAD course with orthographic drawing, multi-view drawing, and isometric drawing to name a few. This lab is designed to help you visualize 3D objects as represented by 2D drawing views, visualize 2D drawing views, and create a 3D view. It will also cover job opportunities available to drafters and the various responsibilities drafters may be assigned.

Course Designations: (CH)

**Corequisite(s):** TDR 0001.

TDR 0130C - Computer-Aided Design and Measurement

120 con. hrs.

Contact Hours: 120

Occupational Credits: 4

This course studies the principles of design for manufacturing, how to accurately read and interpret blueprints and schematics, graphic design, and computer-aided drawing, and use precision measurement tools and instruments.

Course Designations: (CH)

TDR 0307 - Introduction to CAD

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

This course will use both AutoCAD and SolidWorks software to teach computer-aided drafting techniques and concepts. With the AutoCAD software, you will learn how to make graphic displays, including basic geometric figures, orthographic views of three-dimensional objects, and basic architectural and mechanical drawings. The SolidWorks software, an introduction to new designing techniques and capabilities of solid modeling using 3D computer-aided design, will be taught. Topics include the integration of advanced parametric solid modeling drawing tools, designing parts, and assembling those parts.

Course Designations: (CH)

**Corequisite(s):** TDR 0001.

TDR 0307L - Introduction to CAD Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab accompanies the Introduction to CAD course and allows you to apply the instruction learned during class. You will use both AutoCAD and SolidWorks software to apply computer-aided drafting techniques and concepts. With the AutoCAD software, you will learn how to make graphic displays, including basic geometric figures, orthographic views of three-dimensional objects, and basic architectural and mechanical drawings. The SolidWorks software, an introduction to new designing techniques and capabilities of solid modeling using 3D computer-aided design, will be taught. Topics include the integration of advanced parametric solid modeling drawing tools, designing parts, and assembling those parts.

Course Designations: (CH)

**Corequisite(s):** TDR 0307.

TDR 0354 - Advanced and Detail Drafting

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course will allow you to dig deeper into using advanced functions of computer-aided drafting. You will also delve deeper into materials and methods used in construction and accurately represent these in detail drawings for architectural, civil, mechanical, and technical drawings. How the detail drawings complete a working drawing set will be highlighted in this course.

Course Designations: (CH)

**Prerequisite(s):** TDR 0571 and TDR 0870.

TDR 0354L - Advanced and Detail Drafting Lab

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This lab accompanies the Advanced and Detail Drafting course and allows you to apply the knowledge learned from the class. You will be able to dig deeper into using advanced functions and tools of computer-aided drafting software. You will also delve deeper into materials and methods used in construction and accurately represent these in detail drawings for architectural, civil, mechanical, and technical drawings. How the detail drawings complete a working drawing set will be highlighted in this course.

Course Designations: (CH)

**Corequisite(s):** TDR 0354.

TDR 0571 - Architectural Drafting

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course will allow you to focus on how to use CAD in the architectural discipline. It covers the basics needed to understand and achieve a workable residential home design, learn a 3D software program that will be used to create a 3D virtual space and cover basic materials and methods used for construction. In addition to working on your individual single-family dwelling designs, you will work in a group to design a commercial building and learn fundamental strategies for team projects along with CAD tools that allow for team design. With these projects, you will get a hands-on experience of the complete design process, from concept drawings to 3D drawings, and go through the review and presentation phases.

Course Designations: (CH)

**Prerequisite(s):** TDR 0001 and TDR 0307.

**Corequisite(s):** TDR 0870.

TDR 0571L - Architectural Drafting Lab

30-240 con. hrs.  
Contact Hours: 30-240

Occupational Credits: 1-8

This lab accompanies the Architectural Drafting course and allows you to apply the concepts covered during class. You will focus on how to use CAD in the Architectural discipline. It covers the basics needed to understand and achieve a workable residential home design, learn a 3D software program used to create the 3D virtual space and cover basic materials and methods used for construction. In addition to working on your individual single-family dwelling designs, you will work in a group to design a commercial building and learn fundamental strategies for team projects along with CAD tools that allow for team design. With these projects, you will get a hands-on experience of the complete design process from concept drawings to 3D drawings, and go through review and presentation phases.

Course Designations: (CH)

**Corequisite(s):** TDR 0571.

TDR 0870 - Civil Drafting

60 con. hrs.

Contact Hours: 60

Occupational Credits: 2

In this course, you will learn to create basic plot plans for residential and commercial properties using AutoCAD software and tools and civil discipline methods. In addition, you will also learn how to draw and insert vicinity maps and create basic legal descriptions. You will also learn how to identify properties from parcel IDs and practice reading and creating subdivision plots. Underground and above-ground utility plans will also be taught along with other items that affect property improvements. You will also learn the basics of topography and how to read and map contour lines.

Course Designations: (CH)

**Prerequisite(s):** TDR 0001 and TDR 0307.

**Corequisite(s):** TDR 0571.

TDR 0870L - Civil Drafting Lab

30-240 con. hrs.

Contact Hours: 30-240

Occupational Credits: 1-8

This lab accompanies the Civil Drafting course and allows you to apply the concepts covered in class. You will learn to create basic plot plans for residential and commercial properties using AutoCAD software and tools and civil discipline methods. In addition, you will also learn how to draw and insert vicinity maps and create basic legal descriptions. You will learn how to identify properties from parcel IDs and practice reading and creating subdivision plots. Underground and above-ground utility plans will also be taught along with other items that affect property improvements. You will also learn the basics of topography and how to read and map contour lines.

Course Designations: (CH)

**Corequisite(s):** TDR 0870.

TDR 0930 - Selected Topics in Drafting

60 con. hrs.  
Contact Hours: 60  
Occupational Credits: 2

This course allows you to receive further instruction related to drafting. Principles and standards of drafting learned in earlier courses will be applied and may include further information on a specific discipline or area of study. This course can only be taken after all other courses have been completed successfully which will give you flexibility in the material chosen for content.

Course Designations: (CH)

**Prerequisite(s):** TDR 0354.

TDR 0930L - Selected Topics in Drafting Lab

30-240 con. hrs.  
Contact Hours: 30-240  
Occupational Credits: 1-8

This lab allows you to receive further instruction related to drafting. Principles and standards of drafting learned in earlier courses/labs will be applied and may include further information in a specific discipline or area of study. This lab can only be taken after all other courses/labs have been completed successfully which will give you flexibility in the material chosen for content.

Course Designations: (CH)

**Corequisite(s):** TDR 0930.

TDR 0940 - Drafting Internship

60-420 con. hrs.  
Contact Hours: 60-420  
Occupational Credits: 2-14

This course provides you with the opportunity to acquire practical experience in drafting while interning under the supervision of an experienced or lead drafter.

Course Designations: (CH)

**Prerequisite(s):** TDR 0354.

TDR 0949 - Co-op Work Experience in Drafting

60-420 con. hrs.  
Contact Hours: 60-420  
Occupational Credits: 2-14

This course provides you with the opportunity to acquire practical experience in drafting while working under the supervision of an experienced or lead drafter.

Course Designations: (CH)

**Prerequisite(s):** TDR 0354.

THE 2000 - Theatre Appreciation

3 cr. hrs.

Credit Hours: 3

In this course, you will explore dramatic structure, techniques, and various organizational elements. The course provides an introduction to theatre as a collaborative art form through the critical analysis of its historical context, production, theory, and connections to theatrical literature including the Western Canon. You will be required to demonstrate college-level English skills through multiple assignments and earn a grade of *C* or higher.

Course Designations: (CORE) (GE) (TR)

**Prerequisite(s):** Successful completion of ENC 1101 with a grade of *C* or higher.

THE 2905 - Directed Independent Study in Theatre History-British Theatre

3 cr. hrs.

Credit Hours: 3

This course is a directed study under the supervision of a faculty member.

Course Designations: (TR)

THE 2930 - Special Topics in Theatre

1-4 cr. hrs.

Credit Hours: 1-4

This course is centered on current or special interests in theatre. Topics may vary from term to term.

Course Designations: (TR)

THE 2949 - Co-op Education Training Assignment in Dramatics

1-4 cr. hrs.

Credit Hours: 1-4

This course is a cooperative assignment in education training directly related to your academic major/career objective.

Course Designations: (TR)

TRA 0260C - CDL for Electrical Line Service

150 con. hrs.

Contact Hours: 150

Occupational Credits: 5

This course provides instruction for you, if you are in an Electric Line Service Program. It allows you to gain training and valuable experience operating electric utility vehicles, and learn safe driving practices, Department of Transportation (DOT) requirements, and applicable driving laws and regulations. Course instruction includes pre-trip inspection procedures, conduct vehicle inspection procedures, carry out basic vehicle control procedures, demonstration of trailer hookups, basic vehicle maneuvers, road driving skills under normal conditions, and demonstration of hazardous driving skills.

Lab Fee: Yes

Course Designations: (CH)

**Prerequisite(s):** CDL class "A" permit and DOT physical, 9 panel drug screening, and the completion of Entry Level Driver Training are required prior to enrolling.

TSL 3243 - Foundations of ESOL - Second Language Acquisition, Communication, and Culture

3 cr. hrs.

Credit Hours: 3

This course provides an overview of ways to teach English Language Learners (ELLs) from diverse cultural backgrounds and at varying English proficiency levels. It is designed to present information and skills concerning the education of ELLs as well as effective ways to communicate with their families. The primary focus is on the ESOL domains of cross-cultural communications and applied linguistics in second language teaching. A secondary focus is on methods of teaching English to Speakers of Other Languages (ESOL). In addition, the requirements of the LULAC et al. vs. State Board of Education Consent Decree are presented and you must meet with at least one ELL to complete course assignments.

Course Designations: (TR)

**Prerequisite(s):** Program Admission.

TSL 4347 - Methods of Teaching and Assessing ESOL Students

3 cr. hrs.

Credit Hours: 3

This course synthesizes and reinforces concepts and theories related to the teaching of limited English proficient students. This course primarily covers the three ESOL Domains of Methods, Curriculum and Instruction, and Assessment. A secondary focus is on culture, language, and literacy. You will examine research-based strategies in supporting English Language Learners' (ELLs') language and academic development, assess ELL, and plan reading lessons to accommodate the academic and language needs of all students. A field experience in a K-12 school setting is aligned with the Practicum for Assessment and Instruction of Reading (RED 4942) and Elementary Education Internship II (EDE 4942) for you to observe, plan, teach, and assess ELLs.

Course Designations: (TR)

WOH 2040 - World History in the 20th Century

3 cr. hrs.

Credit Hours: 3

This course is a survey of the history of the world as a whole. The emphasis is on cultural, political, social,

and economic developments in the world in the 20th century and their influence on world relations.

Course Designations: (GE) (TR)

## Directory

### 2025-2026 Full-Time Faculty and Staff

**Adams, Tina** (2012)

*Professor/Lead Instructor, Supervision and Management*

B.S., Auburn University

M.B.A., Alabama A&M University

D.B.A., Argosy University

**Aguilar, Alexander** (2023)

*Instructor, Adult Education*

B.F.A., Digital Media Arts College (Lynn University)

M.S., Lynn University

**Aponte, Velma** (2025)

*Assistant Director, Financial Aid*

B.S.B., M.B.A., University of Phoenix

**Ashworth, Steven L.** (2003)

*Director, EMS and Fire Science Programs*

A.S., Polk Community College

B.A., Warner Southern College

**Austin, Davida M.** (1994)

*Chair, Mathematics*

*Professor, Mathematics*

B.S., Florida A&M University

M.S., Nova Southeastern University

Further Graduate Study - University of South Florida

**Austin Sr., Michael** (2014)

*Coordinator, Criminal Justice Programs*

A.A.S., South Florida State College

B.A., University of South Florida

M.S., St. Leo University

**Baatz, Edward** (2021)

*Coordinator, Welding Program - DeSoto*

**Baker, Kayln** (2021)

*Coordinator, Clinical Experience and Nursing Lab*

A.S.N., South Florida State College

B.S.N., Daytona State College

**Bass, Heather** (2025)  
*Instructor, Radiography*  
A.S., South Florida State College

**Bello, Adela** (2015)  
*Director, Testing and Assessment Center*  
B.S., Ft. Lauderdale College

**Benn, Kathleen** (2005)  
*Coordinator, LMS*  
A.A., South Florida State College

**Bennett, Ashley** (2010)  
*Executive Assistant to the President*

**Bobo, Christianna** (2022)  
*Coordinator, Strengthening Community Colleges*  
B.S., Liberty University  
M.C.A.A., Concordia University

**Breedlove, Dolores** (2021)  
*Take Stock in Children, College Success Coach*  
A.S., B.A.S., South Florida State College

**Brewer, Margaret** (2024)  
*Instructor, Accounting and Business*  
B.B.A., Saint Joseph's College  
M.B.A., Southern New Hampshire University  
D.S.L., Liberty University

**Bruns, David** (2020)  
*General Manager, Hotel Jacaranda*

**Brusentsova, Tatyana** (2016)  
*Professor, Physics*  
M.S., Ph.D., Mendeleev University of Chemical Technology of Russia  
Further Graduate Study - University of Central Florida

**Buenerkemper, Taylor** (2023)  
*Executive Assistant, VP of Institutional Advancement and External Affairs*  
B.A., Warner University

**Bukowski, Mark** (2021)  
*Vice President for Student Services*  
B.A., Flagler College  
M.P.A., Hodges University  
Ph.D., Nova Southeastern University

**Burke, Joseph** (2021)  
*Coordinator, Truck Driving Academy*  
*Class A Cert., New England Tractor Trailer Academy*

**Bush, Thomas A.** (1998)  
*Chair, Technical and Industrial Education;*  
*Professor, Commercial Air Conditioning Technology*  
A.S., South Florida State College

**Byrd, John G.** (2001)  
*Lead Instructor, Engineering Programs*  
A.A.S., College of the Albemarle  
B.S., Elizabeth City State University

**Calvin, Kate** (2019)  
*Professor, Chemistry*  
B.A., University of Oklahoma  
B.S., Ph.D., Florida State University

**Cappo, Kathleen M.** (2003)  
*Dean, Health Sciences*  
A.S., A.A., South Florida State College  
B.S.N., M.S.N., University of South Florida  
Ph.D., Florida Atlantic University

**Capuano, Dina** (2024)  
*Coordinator, Off-Campus Instructional Sites - Lake Placid*  
A.S., Broward Community College  
B.S., Florida Atlantic University

**Carter, Benjamin F.** (2021)  
*Coordinator, Take Stock in Children - Student Services*  
B.B.A., Fort Lauderdale College  
M.Ed., Ed.D., Concordia University

**Cavedo, Keith** (2015)  
*Professor, English*  
B.A., University of Mary Washington  
M.A., Virginia Commonwealth University  
Ph.D., University of South Florida

**Cerna, Irene** (2024)  
*Coordinator, Off-Campus Instructional Sites - DeSoto*  
A.A., South Florida State College  
B.S., University of South Florida  
M.A. Ed., Trident University International

**Cleghorn, Diana** (2004)  
*Security Software Specialist*  
B.S., University of Toledo

**Cloud, Kimberly** (2025)  
*Educational Technology and Design Specialist*  
A.A., South Florida State College  
B.S., University of Central Florida

**Conliffe, Marcia** (2024)  
*Director, Financial Aid*  
B.S., M.S., Florida State University

**Conrad, Terry** (2024)  
*Instructor, Computer Science*  
B.S., M.A., Webster University

**Crawford, Kimberly A.** (2003)  
*Head Coach, Women's Volleyball*  
A.A., South Florida State College  
B.S., Florida Southern College

**Cruz, Marlene** (2021)  
*Instructor, Nursing*  
A.S.N., Colegio Universitario de San Juan, P.R.  
B.S.N., South Florida State College  
M.S.N., Chamberlain University

**Currie, Taylor** (2023)  
*Coordinator, Residence Life*  
A.A., South Florida State College  
B.A., Thomas University

**Dabolt, Emily** (2023)  
*Executive Director, Institutional Advancement*  
B.S., Florida State University

**Daniels, Brenda** (2025)  
*Director, Facilities and Plant Operations*

**Davis, Daniel** (2016)  
*Coordinator, Farmworker Career Development Program*  
A.A., Indian River State College

**Dohmann, Christina** (2024)  
*Executive Assistant, VPAA*

**Dorsey, Amanda** (2024)  
*Bursar*  
A.A., B.A.S., South Florida State College

**Dozier, Felecia L.** (1996)  
*Counselor*  
A.S., South Florida State College  
B.A., Warner Southern College  
M.A., Webster University  
Ed.S., Argosy University

**Drury, Matthew** (2022)  
*Instructor, Mathematics*  
A.A., South Florida State College

B.S., Franciscan University of Steubenville

M.S., University of West Florida

**Durrance, Isaac** (2020)

*Professor, Health Services Program*

B.S., M.S., University of Florida

M.S., University of South Florida

Ed.D., Florida Southern College

**Ellerker, Charla D.** (1999)

*Counselor*

*Disabilities Specialist*

B.S., Millikin University

M.S. Ed., Northern Illinois University

**Elliott, Peter S.** (2021)

*Vice President, Administrative Services*

A.A., Santa Fe College

B.S., M.A., Florida State University

**Everest, Marcy J.** (2005)

*Professor, Political Science;*

B.S., M.S., Southern Oregon State University

Ph.D., University of Oregon

**Fairfield-Dec, Kelly** (2021)

*Assistant Registrar*

A.A., B.A.S., South Florida State College

**Falla, Carlos** (2003)

*Head Coach, Women's Softball*

B.S., Webber International University

**Fernandez, Diana** (2022)

*Counselor*

B.A., M.Ed., University of Miami

Further Graduate Study - Florida International University

**Ferrante, Amy** (2023)

*Director, Radiography*

A.A., South Florida State College

B.A.S., Polk State College

**Fitzgerald, Jason** (2020)

*Professor, English/Humanities*

B.A., M.A., East Carolina University

**Ford, Micaela** (2024)

*Coordinator, Off-Campus Instructional Sites - Hardee*

A.A., South Florida State College

B.S., University of South Florida

M.S., Warner University

**Francois, Carole** (2023)

*Instructor, Dental Hygiene*

A.A., A.A.S., South Florida State College

B.S., Hodges University

**Fuchser, Anastasia** (2019)

*Coordinator, Institutional Advancement/Alumni Development*

B.S., M.S., Florida State University

**Garren, Cynthia** (2014)

*Director, Cultural Programs*

B.A., M.F.A., Pennsylvania State University

**Gottus, Tina** (2014)

*Director, Corporate and Community Education*

B.A., Warner University

M.B.A., Webber International University

**Graham, Ralene** (2025)

*Instructor, Nursing*

A.A.S., South Florida State College

B.S.N., Western Governor University

**Green, Courtney** (2008)

*Director, Adult Education*

B.A., M.A., University of South Florida

**Groves, Jennifer** (2019)

*Chair, Business and Computer Technologies*

*Professor, Office Education*

A.S., Community College of the Air Force

B.S., M.S., Kaplan University

**Gutierrez, Deborah** (2002)

*Coordinator, Corporate and Community Education*

A.A.S., South Florida State College

B.S., Hodges University

**Hall, Michele** (2006)

*Registrar*

A.A., South Florida State College

B.S., University of South Florida

M.B.A., Capella University

**Hampton Jr., Robert**, (2012)

*Director, Career Development Center*

B.S., Rochester Institute of Technology

M.S., Warner University

**Hawker, James R.** (2011)

*Dean, Arts and Science*

*Professor, Biology*

B.A., M.S., University of Texas  
M.S., University of Houston  
Ph.D., Texas A&M University

**Hawkins, Fred W. (2023)**

*President*

B.S., University of Akron

**Hayes, Fred (2019)**

*Coordinator, Construction Trade Programs*

Certificate Career Education Pathway, Polk State College

**Haygood, Melinda (2024)**

*Director, Surgical Services*

A.A., Hillsborough Community College

**Hernandez, Juan (2024)**

*Instructor, Psychology*

A.A., Palm Beach Community College

B.S., Palm Beach Atlantic University

M.S., Ph.D., Carlos Albizu University

**Heston, Michele D. (1997)**

*Vice President for Academic Affairs*

A.A., South Florida State College

B.S.N., University of South Florida

M.S.N., Clarkson College

Ph.D., Barry University

**Hitt, Richard J. (1998)**

*Director, Athletics;*

*Head Coach, Men's Baseball*

A.A., Santa Fe Community College

B.A., St. Thomas University

**Hubbard, Kozette (2023)**

*Instructor, EMS*

A.S., Health Career Institute

**James, Antonio (2025)**

*Application Systems Analyst*

A.A., South Florida State College

**Jaques, Lorraine (2012)**

*Professor, Computer Science*

A.A., South Florida State College

B.S., Webber International University

M.Ed., University of South Florida

**John, Cheryl (2010)**

*Professor, Mathematics*

A.A., South Florida State College

B.A., University of South Florida  
M.S., University of West Florida

**Johnson-Decarie, Lisa (2010)**

*Coordinator, Student Services*

A.A., B.A.S., South Florida State College

**Johnson, Timothy E. (2007)**

*Professor, Cosmetology*

Certificate Cosmetology, South Florida State College

A.A.S., Haywood Community College

B.A., Dallas Baptist University

M.A., M.Ed., Liberty University

**Jones, Candy Ray (2022)**

*Instructor, Nursing*

A.S.N., South Florida State College

B.S.N., Chamberlain College of Nursing

M.S.N., South University

**Jones, Sharon L. (2005)**

*Coordinator, Community Relations*

B.A., University of Central Florida

M.A., The American University

**Joubert-Maier, Carylanne (2023)**

*Instructor, English*

A.A., B.S., Polk State College

B.A., University of South Florida

B.S., M.A., Arizona State University

**Keller, Daniel G. (2006)**

*Professor, Automotive Service Technology*

A.A., Lincoln Technical Institute

ASE, Certified Technician

**Kelly, Amie (2023)**

*Executive Assistant, Vice President, Administrative Services*

A.A., Fortis College

**Kesterson Jr., Donald L. (2017)**

*Director, Human Resources*

A.A.S., Air University

B.P.A., Barry University

M.P.S., Pennsylvania State University

**Kuehnle, Melissa (2017)**

*Director, Institutional Communications*

B.A., Pennsylvania State University

M.A., New York Institute of Technology

**Landon, Benjamin** (2024)

*Instructor, Mathematics*

B.S., M.S., Ph.D., University of Central Florida

**Latter, Deborah B.** (1998)

*Coordinator, Institutional Communications*

B.S., University of Wisconsin - Madison

**Lavin, Carl** (2022)

*Instructor, Biology*

B.S., Liberty University

B.S., D.C., Parker College of Chiropractic

**Leckey, Bruce** (2021)

*Instructor, Accounting/Business*

B.S., University of Central Florida

M.Acc., Stetson University

**Lee, Garrett** (2018)

*Instructor, Engineering Program*

B.S., Florida Institute of Technology

M.S., Pennsylvania State University

**Leidel, Michelle** (2011)

*Dean, Applied Sciences and Technology*

A.A., Central Florida Community College

B.A., St. Leo University

M.Acc., Stetson University

**Leon, Maday** (2016)

*Lead Instructor, Elementary Education*

B.S., Barry University

M.Ed., Ed.S., Ed.D., Florida Gulf Coast University

**Longenecker, Daniel S.** (2006)

*Professor, Auto Collision Repair and Refinishing*

**Loweke, Keith R.** (2006)

*Director, Safety and Security*

A.A., South Florida State College

B.S., University of South Florida

**Macbeth, Verna Michelle** (2013)

*Chair, Humanities*

*Professor, Foreign Languages*

B.A., M.A., Florida Atlantic University

**Manderville, Patricia A.** (2003)

*Professor, Mathematics*

A.A., South Florida State College

B.A., M.A., University of South Florida

**Manning, Mlisa** (2019)

*Professor, Sociology*

B.A., M.A., University of South Florida

Further Graduate Study - Barry University

**McCarthy, Mallory** (2025)

*Coordinator, Clinical Experience and Nursing Lab*

A.S.N., Nangatuck Valley Community College

B.S.N., University of Hartford

**McGrath, Sheryl** (2025)

*Interim Director, Dental Education*

A.A., A.S., South Florida State College

B.S., Florida Southern College

M.A., Florida Gulf Coast University

**McLaughlin, John** (2021)

*Director, Criminal Justice Programs*

A.A., University of Florida

B.S., Florida State University

M.S., Florida International University

Ph.D., Lynn University

**Montague, Micah** (2024)

*Instructor, Speech*

B.A., Northwest Nazarene University

M.A., Regent University

**Morgan-DeVane, Susan Michele** (2003)

*Chair, Social and Behavioral Sciences;*

*Professor, Education*

B.A., University of Kentucky

M.A., University of Central Florida

**Morris-James, Rasheena** (2021)

*Instructor, Nursing*

Certificate P.N., South Florida State College

A.S.N., Edison State College

B.S.N., Western Governors University

M.S.N., Chamberlain University

**Mott, Asena** (2016)

*Dean, Off-Campus Instructional Sites*

A.A., South Florida State College

B.A., Florida Gulf Coast University

Ed.M., University of South Florida

**Negron, Christian** (2004)

*Coordinator, Multimedia Development and Support*

B.S., Art Institute of Fort Lauderdale

**Nieves, Julio** (2024)  
Coordinator, Criminal Justice Programs

**Okwali, Carleigh** (2024)  
*Director, Center for Innovation Technology*  
A.A., A.S., B.S., Polk State College  
Master's Certificate, University of Central Florida

**Olano, Ruel** (2014)  
*Network Engineer*  
B.S., CEBU Institute of Technology University

**Olson, Deborah** (2022)  
*Coordinator, Purchasing*  
A.S., Kaplan College  
B.P.A., M.P.A., Barry University

**O'Riorden, Laura** (2024)  
*Instructor, Biology*  
B.S., University of Florida  
M.P.H., University of South Florida College of Public Health

**Pantoja, Jessica** (2023)  
*Accountant*  
B.S., Universidad Adventista de las Antillas

**Pate, Michael** (2021)  
*Librarian*  
A.A., South Florida State College  
B.S., Webber International University  
B.S., M.A., University of South Florida

**Patel, Mintoo** (2020)  
*Professor, Biology*  
B.S., St. Xaviers College, India  
M.S., Ph.D., University of Baroda, India

**Perez, Jesus** (2023)  
*Instructor, EMS*  
EMT Certificate, South Florida State College  
Paramedic Certificate, Polk State College  
B.A., Florida Christian University

**Personette, Sureka** (2004)  
*Reports Coordinator*  
A.A., South Florida State College  
B.S., University of Central Florida  
M.P.S., Hodges University

**Phelps, Lena D.** (1996)  
*Chair, Library Services*  
A.A., South Florida State College

B.A., M.L.S., Florida State University  
Further Graduate Study - Florida State University

**Pinzon, Carol** (2013)

*Coordinator, ESOL*

B.S., Universidad Autonoma de Honduras

**Polk, Andrew** (2012)

*Coordinator, Student Life*

A.A., South Florida State College

B.S., M.B.A., Webber International University

**Polk, Candra** (2017)

*Professor, Nursing*

A.A., South Florida State College

A.D.N., Edison State College

B.S., Florida Gulf Coast University

**Powrie, Mary Ellen** (2017)

*Professor, Nursing*

Diploma, Nursing, Cochran School of Nursing

M.S.N., Nova Southeastern University

**Prusinski, Daniel** (2021)

*Instructor, Electrical Line Service Repair* (Temporary)

V.C., South Florida State College

**Prabhakar, Vinita** (2023)

*Instructor, English*

B.A., Columbia College, Chicago

M.F.A., Syracuse University

**Purvis, Kelly** (2022)

*Coordinator, Career Pathways Coach*

B.A., Webber International University

**Ramnarian, Govindah** (1993)

*Manager, Facilities, Maintenance and Operations*

V.C., PSAV Commercial AC Technology, South Florida State College

**Respress, Karla** (2016)

*Professor, Art*

A.A., South Florida State College

B.A., M.A., University of Central Florida

**Ricker, April** (2014)

*Coordinator, Grants/Foundation Accounting*

B.S., Webber International University

**Rios, Elisavet C.** (1990)

*Coordinator, Curriculum Support*

A.A., A.S., South Florida State College  
B.S., Webber International University

**Riso, Paul (2021)**

*Instructor, Culinary Arts*

A.O.S., Culinary Institute of America

**Rizzo, Phillip D. (2005)**

*Professor, Automotive Service Technology*

ASE Master Automobile Technician

B.A.S., South Florida State College

**Robinson, Dawn (2022)**

*Instructor, Nursing (Practical)*

A.S., A.S.N., B.S.N., Polk State College

**Sanches, Daniel (2019)**

*Chair, Natural Sciences*

*Professor, Biology*

B.S., M.S., Ph.D., Federal University of Rio de Janeiro

**Sassin, Patricia (2019)**

*Professor, Nursing*

A.A., Daytona State College

B.S., Florida State University

**Scherwatzky, Daniel (2025)**

*Instructor, English*

B.A., Rutgers University

M.A., Ph.D., University of Miami

**Sharp, Stacy (2009)**

*Professor, English*

B.A., Georgia College and State University

M.A., University of South Florida

Ed.D., Florida Southern College

**Shumard, Lori J. (2007)**

*Professor, Mathematics*

A.A., South Florida State College

B.S., Florida Southern College

M.A., University of South Florida

Ed.D., Florida Southern College

**Silva, Miriam (2025)**

*Instructor, Nursing*

Certificate, Post Graduate University of Central Florida

B.S.N., Pontific Catholic University of Puerto Rico

M.S.N., University of Phoenix

D.N.P., Nova Southeastern University

**Simmons, Joyce Elaine** (2004)  
*Front Desk Manager, Hotel Jacaranda*

**Smith, Rodger D.** (2013)  
*Professor, Psychology*  
B.A., Trinity International University  
M.S., Ph.D., Capella University

**Snow, John** (1997)  
*Technical Director, Cultural Programs*

**Soto-Toro, Leonardo** (2025)  
*Adult Education Specialist*  
A.A., B.A.S., South Florida State College

**Spence, Jonathan** (2024)  
*NSF SWERVE Grant Specialist*  
B.A., University of Massachusetts

**Sueppel, Peggy** (2007)  
*Coordinator, Assessment and Accreditation*  
B.A., State University of New York  
M.B.A., Florida Southern College  
Ed.D., Maryville University

**Taylor Jr., Larry** (2018)  
*Professor, EMS*  
B.A., M.P.A., Ashford University

**Tippie, Therese** (2021)  
*Instructor, Dental Assisting Program*  
A.A., Polk State College  
B.S., M.A., University of Central Florida

**Tomerlin, Arthur** (2024)  
*Instructor, Economics*  
B.S., University of Florida  
M.S., Clemson University  
Ph.D., University of Florida

**Velenovsky, Joseph** (2023)  
*Instructor, Biology*  
B.S., M.S., Townson University  
Ph.D., University of Florida

**Vernon, Michael** (2025)  
*Instructor, History*  
B.A., University of North Carolina at Greensboro  
M.A., Pittsburg State University

**Vickers, Emily** (2023)  
*Simulation Technology Specialist*  
A.A., South Florida State College

**von Merveldt, Mary** (2012)  
*Director, Nursing Education*  
B.S., Allegheny College  
B.S.N., M.S.N., University of Florida  
Ed.D., University of West Florida

**Vorous, Teresa** (2021)  
*Controller*  
B.S., Webber International University

**Wales, Corey** (2025)  
*Director, Information Technology and Analysis*  
B.S., University of Missouri-Columbia  
M.B.A., William Woods University

**Weyrauch, June** (2009)  
*Coordinator, Grants Development*  
B.S., Gateway Technical College

**Wilson, Kristina** (2023)  
*Nursing Success Coach*  
A.S.N., University of St. Francis

**Yeomans, Christopher R.** (2003)  
*Professor, Electrical Distribution Technology*  
*Lineman Apprenticeship, Tennessee Valley Public Power Association*

**Zoerb, David** (2011)  
*Professor, Mathematics*  
B.S., M.A., Eastern Illinois University

# Campus Maps



- Building
- Parking Lot



## SFSC HIGHLANDS CAMPUS

- |   |  |  |  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>Admissions and Records <b>B</b></li> <li>Adult Education Department <b>H</b></li> <li>Adult Education Classrooms <b>H</b></li> <li>Advising and Counseling <b>B</b></li> <li>Art Department <b>A</b></li> <li>Athletic Office <b>E</b></li> <li>Automotive Collision Technology <b>O</b></li> <li>Automotive Service Technology <b>M</b></li> <li>Board Room <b>F</b></li> <li>Bookstore <b>B</b></li> <li>Box Office <b>A</b></li> <li>Business Office and Purchasing <b>C-1</b></li> <li>Career Development Center <b>B</b></li> <li>Center for Advanced Manufacturing <b>T</b></li> <li>Center for Innovative Teaching (CIT) <b>H</b></li> <li>Community Relations and Marketing Office <b>F</b></li> <li>Computer and Electronics Laboratories <b>N</b></li> </ul> | <ul style="list-style-type: none"> <li>Computer Science <b>I</b></li> <li>Corporate and Community Education <b>UC</b></li> <li>Cosmetology Clinic and Classrooms <b>K</b></li> <li>Criminal Justice Academy <b>DD</b></li> <li>Curriculum Support <b>Y</b></li> <li>Dental Education/Dental Clinic <b>T-1</b></li> <li>Educational Technology Training Room <b>G</b></li> <li>Educational Technology <b>H</b></li> <li>English for Speakers of Other Languages (ESOL) Classrooms <b>S</b></li> <li>Farmworker Career Development Program <b>T</b></li> <li>Financial Aid <b>B</b></li> <li>Fire Science <b>P</b></li> <li>Gymnasium <b>D</b></li> <li>Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC) <b>N</b></li> <li>Highlands Career Institute <b>L</b></li> <li>Honors Program <b>B</b></li> </ul> | <ul style="list-style-type: none"> <li>Human Resources <b>I</b></li> <li>Information Technology (IT) <b>I</b></li> <li>Kelly's Bistro/Game Pad <b>J</b></li> <li>Library <b>Y</b></li> <li>Mail Room <b>C-2</b></li> <li>Maintenance Office <b>X</b></li> <li>Mechatronics <b>N and P</b></li> <li>Museum of Florida Art and Culture (MOFAC) <b>A</b></li> <li>Natural Sciences Department and Laboratories <b>HSEC</b></li> <li>Nursing Department and Laboratories <b>HSEC</b></li> <li>Panther Activities Center (PAC) <b>D</b></li> <li>Performing Arts Center <b>A</b></li> <li>President's Office <b>F</b></li> <li>Public Safety <b>CC</b></li> <li>Radiology Laboratory <b>HSEC</b></li> </ul> | <ul style="list-style-type: none"> <li>Services for Students with Disabilities <b>B</b></li> <li>Student Government Association (SGA) <b>D</b></li> <li>Student Services <b>B</b></li> <li>Testing Center <b>B</b></li> <li>Tutoring and Learning Center <b>Y</b></li> <li>University Center <b>UC</b></li> <li>Vice Presidents' Offices <b>F &amp; B</b></li> <li>Welcome Center <b>B</b></li> </ul><br><ul style="list-style-type: none"> <li>Panther Cove Park </li> <li>Panther Field </li> <li>Tower of Enlightenment </li> <li>Wildflower Wayside Shrine Trail </li> </ul> |
|---|--|--|--|

Updated June 2025

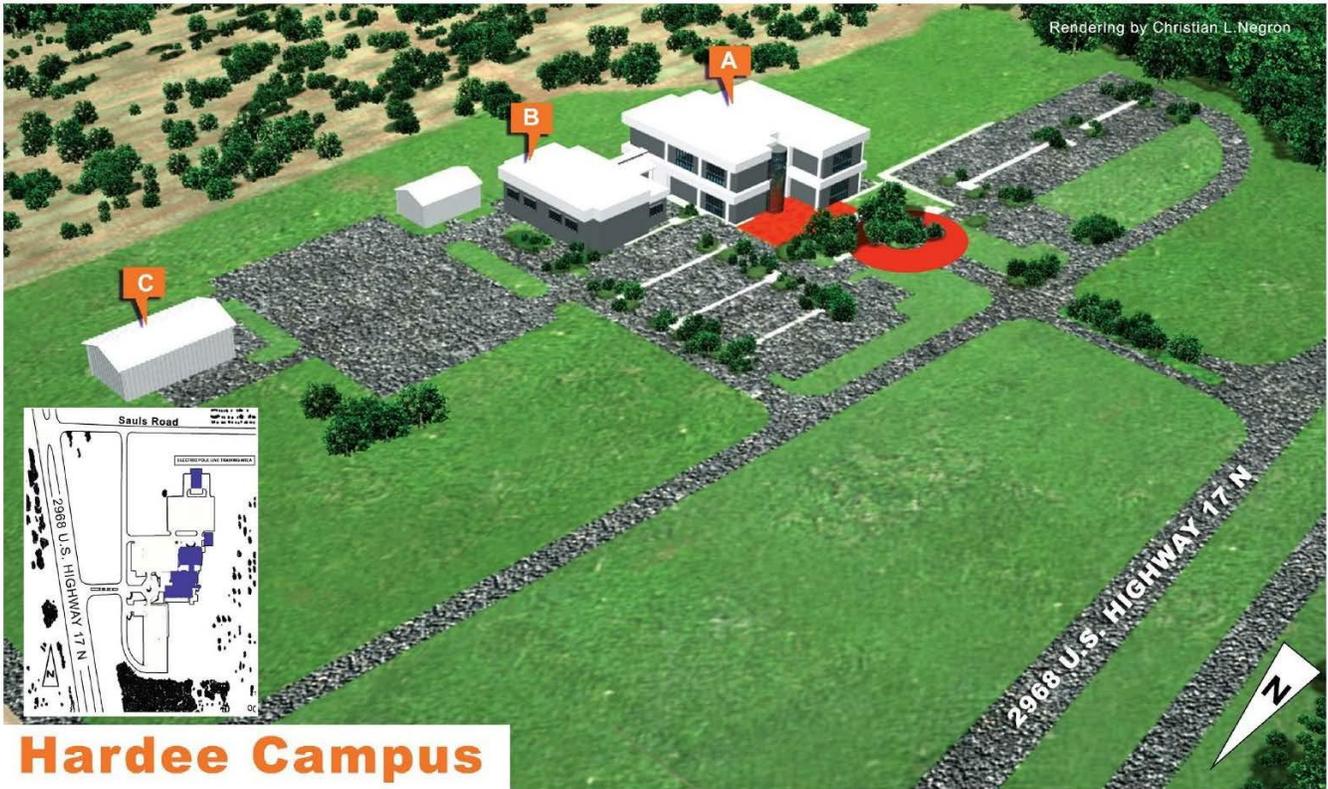


## DeSoto Campus

- A** - Administration, Academics, Student Services, Emergency Medical Technician (EMT), and Classrooms
- B** - Automotive Service Technology, Lineworker, and Welding

**2251 NE Turner Ave**  
**Arcadia, FL 34266**  
**863-993-1757**  
**[www.southflorida.edu](http://www.southflorida.edu)**





## Hardee Campus

- A** - Administration, Academics, Student Services, and Classrooms
- B** - Electrical Lineworker and Nursing
- C** - Electrical Lineworker Barn

**2968 US 17 North**  
**Bowling Green, FL 33834**  
**863-773-3081**  
[www.southflorida.edu](http://www.southflorida.edu)





## Lake Placid Center

**100 - Administration, Academics, Student Services, Library, and Classrooms**

**500 E. Interlake Blvd.  
Lake Placid, FL 33852  
863-465-3003  
[www.southflorida.edu](http://www.southflorida.edu)**

