State College of Florida, Manatee-Sarasota 2026-2027 Catalog

Catalog Contents

Accreditation, Acknowledgments and Disclaimers....8
Accreditation and Governance....8
Statement of Nondiscrimination....8
Catalog Accuracy Disclaimer....9
Public Law 93-380, Family Educational Rights and Privacy Act....11
Acknowledgments and Appreciation....11
Contact Us....11
Welcome....12
Board of Trustees....13
2026-27 Academic Calendars....14
Fall 2026....14
Spring 2027....14
Summer 2027....15
Detailed Academic Calendar....15
SCF Profile....16
SCF History....16
SCF Locations....17
SCF Mission Statement....17
SCF Vision Statement....17
SCF Institutional Values....18
SCF Strategic Priorities....18
State College of Florida Foundation, Inc.....18
Lifelong Learning and Workforce Development....19
Admissions and Registration....20
Admissions Policies and Procedures....20
Registration....57
Fee Assessment for Third Attempt....63
Additional Fees....63
State Employee Fee Waiver....66
Classroom Teacher Tuition Waiver....67

Noncredit Course Fees Through Lifelong Learning and Workforce Development 67
Library, Parking and Other Fiscal Obligations 67
Special Programs 67
Personal Expenses 68
Method of Fee Payment 68
Payment and Financial Obligations 68
Refund Policy 70
BankMobile (Financial Aid and Tuition Refund Disbursement) 71
Financial Aid Application Procedure 71
Financial Aid Eligibility Criteria 72
Disbursement of Aid 72
Financial Aid Terminology 73
Types of Financial Aid 73
Federal Pell Grant 73
Federal Supplemental Educational Opportunity Grant (FSEOG) 73
Florida Student Assistance Grant (FSAG) 73
State Financial Aid Programs 74
Scholarships 74
Agency Assistance 74
Reasons for Financial Aid Repayments 74
On-Campus Employment Federal Work-Study (FWS) Program 75
Federal Loans 75
Financial Aid Refund and Repayment Policy 76
Refunds and Repayments 76
No-Show Policy 77
Official/Unofficial Withdrawals 77
Financial Aid Standards of Satisfactory Academic Progress 78
Coursework Compliance 78
Veterans' Information 78
Waiver of Out-of-State Tuition 80
Waiver for Purple Heart or Superior Combat Decorations 80
Military Activations 81

Deferments 81
Policies and Procedures for the Office of the Registrar 82
Educational Definitions 82
Grading System 83
Withdrawal Policies 89
Academic Standing 90
Academic Probation 91
Academic Record Changes/Requests 93
Excess Hours Advisory Statement 95
Graduation Requirements and Procedures 95
Honors Convocation 98
Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions 99
Notification of Social Security Number Collection and Usage 106
Solomon Amendment 109
Advisement 109
Assessment/Testing Centers 112
College and Career Success 112
Disability Resource Center (DRC) 113
Office of the Registrar 115
Health Services 115
Lost and Found 116
SCF Neel Performing Arts Center 116
Department of Public Safety 116
The SCF Store 117
Student Government Association (SGA) 118
Student Organizations 118
Title IX and the SCF Safe Harbor Initiative 118
Student Code of Conduct 122
Introduction 122
Purpose: 123
I. General Expectations of Student Behavior 123

II. Academic Misconduct 124
III. Standards of Classroom Behavior 125
IV. Standards of Behavior for Students and Student Organizations 125
V. Student Conduct Procedure 130
VI. Student Conduct Outcomes 134
Complaint Procedure: 135
Conflict Resolution Procedure: 136
Academic Support and Opportunities 138
Tutoring and Academic Success Center (TASC) 138
Library Services 138
College Readiness and Developmental Education 140
Educator Preparation Institute 141
Online Learning & Distance Learning 141
Weekend College 144
Nontraditional Learning Methods 144
Special Scheduling 146
Middle and High School Programs and Opportunities 147
Associate in Arts Degree (A.A.) - Transfer 151
Associate in Arts Degree General Education Requirements 152
Postsecondary Civic Literacy 153
Associate in Arts Degree Requirements Summary 160
Prerequisites for State University Majors 161
Associate in Science Degree 162
Associate in Science Degree General Education Requirements 162
Associate in Science - Career 164
Business Administration, Accounting/Budgeting Operations Management [2005] 164
Business Administration, Management [2006] 166
Business Administration, Marketing [2007] 168
Computer Information Technology [2012] 170
Construction Management Technology [2039] 173
Criminal Justice Technology [2014] 175
Cybersecurity Operations [2052] 177

Early Childhood Education [2009] 179
Engineering Technology [2040] 182
Entrepreneurship [2043] 184
Filmmaking [2031] 186
Fire Science Technology [2016] 188
Graphic Design Technology [2033] 190
Hospitality and Tourism [2051] 192
Music Production Technology [2050] 195
Network Systems Technology [2027] 198
Occupational Therapy Assistant [2020] 201
Paralegal/Legal Assisting [2018] 205
Photographic Technology [2044] 208
Physical Therapist Assistant [2022] 210
Radiography [2023] 213
Radiography, ARRT Articulated [2041] 217
Software Development [2013] 218
Technology Project Management [2047] 220
Associate in Science - Transfer/Career 223
Dental Hygiene [2029] 223
Health Services Management [2048] 227
Nursing (Articulated to B.S. Degree) [2019] 229
Nursing Transition Program (Articulated to B.S. Degree) [2025] 232
Advanced Technical Certificates 236
Leadership in Health Care [4006] 236
Paralegal/Legal Assisting [4004] 237
Certificates 239
Accounting Applications [3001] 239
Advanced Lean Manufacturing [3035] 240
Alternative Energy System Specialist [3002] 241
Artificial Intelligence Awareness [3047] 243
Automation [3034] 243
Business Management [3010] 244

Business Operations [3036] 246
Business Specialist [3037] 247
Child Care Center Management Specialization [3038] 249
Criminal Justice Technology Specialist [3029] 250
Cybersecurity Analyst [3045] 251
Cybersecurity Operations Analyst [3046] 252
Program Goals 252
Digital Publishing [3030] 254
Early Childhood Education and Early Intervention [3003] 255
EPI Certificate 257
Engineering Technology Support Specialist [3016] 259
Entrepreneurship [3023] 260
Film Production Fundamentals [3044] 261
Graphic and Web Design [3022] 262
Graphic Design Support [3021] 264
Health Care Services [3039] 265
Homeland Security Specialist [3032] 266
Information Technology Analysis [3015] 267
Live Event Media Production [3024] 268
Marketing [3011] 269
Network Infrastructure [3033] 271
Network Security [3007] 272
Network Server Administration [3006] 273
Network Support Technician [3009] 275
Preschool Teacher Specialization [3040] 276
Real Estate Paraprofessional [3043] 276
Software Developer [3004] 277
Software Development Specialist [3008] 279
Bachelor of Applied Science 280
Health Services Administration [8002] ‡ 280
Management and Leadership [8020] 285
Public Safety and Emergency Management [8008] 291

Bachelor of Science 296
Early Childhood Education [8005] ‡ 296
Elementary Education (K-6) [8024] 299
Exceptional Student Education (ESE) [8025] 302
RN - BSN, Nursing [8019] ‡ 307
Florida's Statewide Course Numbering System 314
General Rule for Course Equivalencies 314
The Course Prefix 315
Authority for Acceptance of Equivalent Courses 315
Courses at Non-regionally Accredited Institutions 316
Key to Course Descriptions 316
Course Descriptions 318
Catalog Addendum 614

Accreditation, Acknowledgments and Disclaimers

Accreditation and Governance

State College of Florida, Manatee-Sarasota is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. State College of Florida, Manatee-Sarasota also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of State College of Florida, Manatee-Sarasota may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

SCF is governed by the Florida Legislature and the SCF District Board of Trustees.

Statement of Nondiscrimination

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equal Opportunity Officer, 941-752-5599, 5840 26th St. W., Bradenton, FL 34207.

For more information, visit the Title IX and Equal Opportunity page of our website (SCF.edu/EEO).

Who to Contact

Equal Opportunity Officer: contact for discrimination or harassment complaints/grievances pertaining to sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital and veteran status, disability, genetic information, sexual orientation or any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.

ADA Coordinator: for ADA accommodations, accessibility assistance and ADA compliance-related questions.

Title IX Coordinator/Deputy Coordinators: the Education Amendments of 1972, which prohibits discrimination on the basis of sex under any athletic, education program, services and activities. Contact the Title IX Coordinator/ Deputy Coordinators to discuss your complaint/grievances pertaining to gender.

504 Coordinator: Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of physical or mental disability in relation to SCF's education programs, services and activities. Contact the 504 Coordinator to discuss your complaint/ grievances pertaining to disability.

Coordinator of Student Support Services: provides guidance and facilitation to assist students in optimizing their educational experience while minimizing the impact of crises, life traumas and other concerns or barriers that impede success.

Equal Opportunity Officer / Director of Human Resources

Paul Berkle
941-752-5599
BerkleP@SCF.edu
Human Resources, SCF Bradenton, Bldg. 7, Rm. 121

ADA Coordinator & 504 Coordinator
941-752-5470
Human Resources, SCF Bradenton, Bldg. 7, Rm. 121

Title IX Coordinator
941-752-5267
Student Services, SCF Bradenton, Bldg. 1, Rm. 122

Title IX Deputy Coordinator (Employees)
941-752-5506
Human Resources, SCF Bradenton, Bldg. 7, Rm. 121

Title IX Deputy Coordinator (Students)
941-752-5603
Student Services, SCF Bradenton, Bldg. 1, Rm. 122

Title IX Deputy Coordinator (Collegiate School)
941-408-1430
Collegiate School, SCF Venice, Bldg. 800, Rm. 809

This publication can be made available to persons with disabilities in a variety of formats. Requests should be made to the Disability Resource Center (DRC) Coordinator, SCF, P.O. Box 1849, Bradenton, FL, 34206, or call 941-752-5000, SCF Bradenton, or 941-408-1300, SCF Venice, at least two weeks prior to the time the publication is needed.

Disabled individuals requiring accommodations, modifications or encountering physical barriers in the limited number of older inaccessible facilities should contact DRC Coordinator at 941-752-5295 for information, assistance or services. Provision of certain auxiliary aids and services to College events or activities require a specific request at least two business days prior to the function.

Catalog Accuracy Disclaimer

SCF has made every reasonable effort to ensure the accuracy of this Catalog. This Catalog represents the current curriculum, educational plans and requirements, which may be altered to carry out the purposes and objectives of SCF. The Catalog is not a contract and may be changed as necessary by statute, rule or College requirement. Updated information is available on the College's website, SCF.edu. Fees are subject to change without prior notice whenever conditions make it necessary.

Public Law 93-380, Family Educational Rights and Privacy Act

In accordance with Public Law 93-380, Family Educational Rights and Privacy Act (FERPA), strict confidentiality will be observed regarding student information, even though the nature of an educational institution requires that records must be kept.

The act provides that the College may retain the right to release directory information, which is defined as the student name, degree of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, terms of attendance, and degrees and awards received. In the absence of written notice by a student to withhold any or all information included in the definition of "directory information," the College reserves the right to release any of this information it may consider desirable. Directory disclosure release forms are available in the Office of the Registrar at SCF Bradenton and SCF Venice.

Acknowledgments and Appreciation

Designated officials in College administrative divisions are responsible for authoring and approving the content of major Catalog sections as follows:

Academic Affairs: Bachelor's degrees, Associate in Arts degrees and prerequisites, Associate of Science programs, certificate programs and course descriptions; academic support.

Student Services and Enrollment Management: Admissions and enrollment policies, Office of the Registrar, Student Services, Student Code of Conduct and academic calendar.

Finance and Administrative Services: Cost, fee information and financial aid.

Marketing: Preface information, including accreditation and legal statements; greetings, Board of Trustees, College history, mission and goals; general information and general overview.

The State College of Florida Foundation Inc.: College Foundation.

Contact Us

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Bradenton, FL 34206

Web address:
SCF.edu

SCF Bradenton
941-752-5000

SCF Lakewood Ranch
941-363-7000
7131 Professional

SCF Venice
941-408-1300

SCF Online
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SCF.edu/OnlineLearning

5840 26th St. W.
Bradenton, FL 34207

Pkwy.
Sarasota, FL 34240

8000 S. Tamiami Trail
Venice, FL 34293

Welcome

As a member of the distinguished Manatees community at SCF, you should feel a sense of pride. SCF stands out as one of the best state colleges, offering exceptional academic programs, high exam passage rates, and impressive postgraduate employment. You have access to a comprehensive range of educational and support services, and we are here to guide and support you on every step of your higher education journey.

I look forward to seeing you online or on campus.

Thank you for choosing SCF.

Tommy Gregory, J.D.
President

Board of Trustees

Taylor Collins

Lon Deckard

Jaime DiDomenico

Michael Fuller

Mark Goodson

Jennifer Infanti

Britt Riner

Karen Rose

Rod Thomson

2026-27 Academic Calendars

Fall 2026

Aug. 13	Faculty return
Aug. 13-14	Faculty planning/convocation
Aug. 17	Classes begin
Sep. 7	Labor Day holiday (no classes)
Nov. 11	Veterans Day observed (no classes)
Nov. 25	Classes end
Nov. 26-27	Thanksgiving break (no classes)
Dec. 1-4	Final examinations
Dec. 5	Commencement
Dec. 5	Final grades due by 11:59 p.m.
Dec. 12-Jan. 10	Winter break (students)
Dec. 12- Jan. 6	Winter break (faculty)
Dec. 21-Jan. 1	Winter break (staff)

Spring 2027

Jan. 7	Faculty return
Jan. 7-8	Faculty planning/convocation
Jan. 11	Classes begin

Jan. 18	Dr. Martin Luther King holiday (no classes)
Mar. 8-12	Spring break
May 1	Classes end
May 3-6	Final examinations
May 7	Commencement
May 7	Final grades due by 11:59 p.m.

Summer 2027

May 17	Faculty return
May 17	Classes begin
May 25	Memorial Day holiday (no classes)
Jul. 5	Independence Day observed (no classes)
Aug. 6	Classes end
Aug. 6	Final examinations
Aug. 6	Final grades due by 11:59 p.m.

Detailed Academic Calendar

For a detailed listing of all academic calendar dates for the 2026-27 academic year, visit SCF.edu/Academics/Academic-Calendar. Academic calendar subject to change.

State College of Florida, Manatee-Sarasota (SCF)

SCF Profile

SCF is an accredited, public Florida institution established to provide college training for the residents of Manatee and Sarasota counties. The College is a member of the Florida College System and receives the majority of its funding from state allocations, tuition and fees.

SCF is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees.

Enrollment in credit classes at the College is more than 10,000 students annually, including residents of Manatee and Sarasota counties, individuals from neighboring Florida counties, many other states and several foreign countries.

Students attend classes on SCF campuses in Bradenton, Lakewood Ranch and Venice; at many business and public sector sites throughout the community; and via online opportunities.

The College is a member of the Association of Florida Colleges and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

SCF History

On Sept. 17, 1957, the State Board of Education established Manatee Junior College as an approved college with the primary mission of providing college training for young people and adults. On Nov. 5, 1957, Dr. Samuel R. Neel, Jr. became the first president. The College began its first classes on Sept. 2, 1958, in a former senior high school with 502 students. In 1959 the first classes were held on the current southwest Manatee County campus with a full-fledged sophomore class and a large freshman class enrolled in university-parallel courses.

In 1973 classes were offered at Venice High School to provide higher education opportunities for the residents of south Sarasota County. The College's Venice Center, supported with contributions from citizens of the communities of North Port, Englewood and Venice, was established in 1977. In 1983 the College received an appropriation from the Florida Legislature to build the current full-service campus in Venice, which was dedicated on March 30, 1985.

The College's name was changed to Manatee Community College in 1985.

In January 2003, SCF opened the Center for Innovation and Technology at Lakewood Ranch Corporate Park on 5 acres of land donated by Schroeder-Manatee Ranch. This location offers both credit classes and a wide variety of noncredit, personal and professional development and workforce training classes. In 2007 Schroeder-Manatee Ranch donated an additional 5 acres, and the Medical Technology and Simulation Center opened in 2010.

In March 2009, the State Board of Education approved the College's proposal to deliver a complete Bachelor of Science in Nursing degree. In July 2009, the College changed its name to State College of Florida, Manatee-Sarasota to reflect the institution's new status as a four-year degree-granting state college.

State College of Florida Collegiate School (SCFCS) opened in Fall 2010. The school includes sixth through twelfth grades. The first class graduated in Spring 2014. SCF's tuition-free public charter school provides students with the opportunity to graduate simultaneously with a high school diploma and associate degree.

On July 1, 2024, Tommy Gregory, J.D., became the seventh President of State College of Florida, Manatee-Sarasota.

SCF serves 10,000 college credit students annually. Another 11,000 participants attend professional development and personal enrichment classes each year. The College has graduated more than 64,000 students. SCF consistently provides high-quality instruction as demonstrated by SCF graduates' proven success in careers and performance at the university level. As the College looks forward, SCF remains committed to being flexible and responsible to the needs of our community.

SCF Locations

SCF Bradenton is in southwest Manatee County close to Sarasota Bay. The 100-acre, full-service campus is 10 miles from Interstate 75 and can be reached using Exit 217.

SCF Venice is on U.S. 41 in south Sarasota County, 42 miles south of SCF Bradenton. The 100-acre, full-service campus is easily accessible from Venice, Englewood and North Port. The campus is eight miles from Interstate 75 and can be reached using Exit 191.

SCF Lakewood Ranch is in northeast Sarasota County at 7131 Professional Parkway, Lakewood Ranch Corporate Park. The campus is two miles from Interstate 75 and can be reached using Exit 213.

SCF Mission Statement

SCF's mission is student success. Through high-quality, open-access education, we create pathways that empower students to achieve prosperity, transform lives, and strengthen their communities.

SCF Vision Statement

SCF's vision is to be a national leader in student success and paths to graduation, driving transformation across communities and industries.

SCF Institutional Values

To drive student success, SCF has committed to the following values:

- **Accountability** - SCF meets our commitments with honesty, integrity, and transparency, owning our outcomes and continuously improving.
- **Excellence** - SCF emphasizes high standards and consistent delivery to prioritize excellence in teaching and learning.
- **Belonging** - SCF is a community where every student and employee is welcomed and supported.
- **Teamwork** - SCF works as one college, building trust and partnership to find solutions and achieve shared goals.
- **Community Connections** - SCF forges strong community relationships to create educational opportunities that generate lasting impact.

SCF Strategic Priorities

1. Student Success.
2. Academic Excellence.
3. Institutional Effectiveness.

State College of Florida Foundation, Inc.

History

In 1978, a dedicated group of concerned community leaders united around a common goal: to make certain that the first and largest public college of the Manatee and Sarasota region could meet the daunting challenges of higher education emerging in the 21st century.

Their imagination and vision created a foundation that would make a great college better, provide deserving students with an opportunity to earn a college education through scholarships, and raise funds to better equip classrooms and energize faculty development. The founders visualized a foundation contributing to the cultural and economic heritage of the greater community and empowering the College through financial flexibility.

The Foundation provides more than $1.8 million in annual scholarship support to students and more than $1 million annually in faculty, program and equipment support to the College.

Role of the Foundation

The Foundation is incorporated as a charitable 501(c)(3) corporation with a mission that includes the following four major components:

- Public promotion of the College.
- Cultivation, solicitation and stewardship of private gifts.
- Allocation of dollars raised.
- Management of the endowment portfolio.

What the Foundation Provides the College

- Annual scholarships to help students with tuition, fees and books.
- Classroom instructional/laboratory equipment and library resources to equip students with 21st century skills.
- Funding for capital purposes to help with new or renovated building priorities.
- Faculty support to permit the College to expand "high need" programs by hiring more faculty.
- Program support to help establish new and innovative programs.

Information on opportunities to participate in any of the Foundation's programs is available online at SCF-Foundation.org.

Lifelong Learning and Workforce Development

SCF's Lifelong Learning and Workforce Development (LLWD) provides quality learning and training opportunities for people of all ages. LLWD provides industry-driven, workforce training and non-credit classes conducted at SCF campuses and off-site locations. Thousands of people annually take classes and attend events at the College, local businesses and online.

LLWD administrative offices are in Building 8 on the Bradenton campus. Schedules are updated regularly and are available on the College's website at SCF.edu/Training.

Workforce Training

SCF.edu/Training

Workforce Training enhances the technical, leadership, management and interpersonal skills of employees and organizations throughout Manatee and Sarasota counties. It is committed to individual and organizational success and has the flexibility and resources to provide quality organizational development and training where and when it is needed. Workforce Training serves organizations of all sizes, in both the public and private sectors. Training and development services focus on practical skill building and transfer of those skills back to the workplace.

Training topics cover the spectrum of individual and organizational performance, customer service, leadership, computer skills, quality and manufacturing certifications - essentially any area related to success in the workplace. Programs and services are offered in a range of formats including individual consultations, customized training and development programs, and online training classes.

Lifelong Learning

SCF.edu/Training

Lifelong Learning combines professional continuing education training with personal enrichment opportunities. Personal enrichment courses enable people from all segments of the community to clarify values, increase occupational skills and enhance personal growth. Programs are provided to learners of all ages through multiple instructional deliveries. Classes include a broad range of topics: Youth Enrichment, Performing Arts (Music and Theatre), Retirement Planning, Culinary, Community Emergency Response Team (CERT) training, and courses in the English Language Institute.

Admissions and Registration

Admissions Policies and Procedures

SCF.edu/Admissions

General Conditions of Admissions

Any high school graduate or GED recipient interested in additional education is encouraged to apply to SCF. Applicants must provide evidence of a valid standard high school diploma, an equivalency diploma or home school affidavit. Students who have earned a certificate of completion in Florida may be classified as degree-seeking. They may not enroll in some programs requiring special training, i.e., criminal justice, nursing and classroom teaching, until they earn a valid standard high school diploma or GED.

Students who completed high school outside the United States must have their documents evaluated by a member of the National Association of Credential Evaluation Services (NACES) and submit an original copy of the document evaluation showing that the high school coursework is equivalent to a standard high school diploma in the United States. Students who have not earned a high school diploma or equivalency may attend on a limited basis and may not enroll in any degree programs until proof of successful completion of high school or equivalency has been submitted and approved.

The College reserves the right to take up to the first term of degree-seeking enrollment for the high school transcript evaluation to be completed. In most cases, transcripts will be processed within 10to14 business days, once received. An official transcript is required from your secondary institution showing receipt of a standard high school diploma. Failure to do so could delay the evaluation of transcripts, registration and financial aid.

Note: The College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant if determined to be in the best interest of the College, pursuant to S.1001.64 Florida Statutes, DBOT Rule 6HX14- 4.01 and SCF Procedure #4.01.01: Admission Standards.

Admissions Criteria

An official high school transcript bearing the high school graduation date or GED test scores is required as part of a degree-seeking student's admission file. Please note: if an associate or bachelor's degree has been earned from a college or university accredited by a United States Department of Education approved accrediting agency prior to enrollment at the College, the high school transcript may not be required. If the transcript is not received by the College before the start of the term, it will impact financial aid funding and registration for classes. Transcripts received from high schools, colleges and/or universities become the property of the College and are not copied or released to third parties.

State College of Florida, Manatee-Sarasota reserves the right to review individual transfer requests from institutions accredited by a United States Department of Education approved accrediting agency or not. This may include the review of assignments, class contact hours, faculty qualifications, prerequisites, syllabi or other course-related aspects. Upon review, requests of transfer credits may be approved or denied.

Application Process

Individuals desiring to enroll at SCF can apply online at SCF.edu/Admissions. The completed application must be submitted by the deadline for each term noted in the academic calendar. Applications remain on file for one year. If an applicant does not register for any course(s) after one year from the application term, the applicant must reapply to the College and submit all required documentation for admission including residency paperwork.

Enrollment Deposit

A non-refundable enrollment deposit of $20 per application will be assessed for applicants.

Support Services

SCF offers guidance and support services to assist students in finding areas of study best suited to their interests, aptitudes and abilities. College and Career Success on each campus is responsible for providing initial, relevant information about academic opportunities at the College. Interested students can contact a College and Career Success Coach to discuss initial academic plans. The Admissions office coordinates the review of applications for admission to degree and certificate programs. Students who are undecided on their major and/or degree program should visit College and Career Success at SCF Bradenton or SCF Venice soon after their classes start for proper guidance on the selection of a major and/or degree program.

International Students

International students who are on F-1 student status, wish to be on F-1 student status or are on some other type of legal nonimmigrant status, are advised to refer to the section entitled "International Student Admission Requirements."

Entrance Examinations and Placement of Students

SCF wants each student to be successful in achieving his or her educational goals. The College administers the Postsecondary Education Readiness Test (PERT) for placement purposes. Application to SCF is required before assessment. PERT has three (3) subsections: reading, writing, and mathematics. The test has no time limit; however, most students complete all three (3) subsections in approximately 3 to 3.5 hours. To prepare for the placement test and to schedule a testing appointment, go to SCF.edu/Testing. SCF allows students to take the PERT two (2) times per term. SCF has a Fall, Spring, and Summer term. Note: There is a fee to retake each subsection of the placement test.

As of January 2014, and pursuant to Florida Statute 1008.30, and Rule 6A-10.0315, F.A.C., students are required to satisfy one of the following prior to entering SCF as a degree-seeking student:

Students who entered ninth grade in a Florida public school in 2003-04 or thereafter must provide proof of a standard Florida high school diploma.

All others must provide placement test scores taken within the last two years for any of the following:

- American College Testing - Enhanced ACT
- Scholastic Aptitude Test - SAT
- Postsecondary Education Readiness Test - PERT
- College Entry Level Placement Test – Accuplacer

Placement test scores are not required for:

- Active-duty military (at the time of application) or

- Students applying for transfer or readmission status who have satisfactorily completed college-level English, reading and/or mathematics courses.

For additional information, see "Do I need to take the placement test?" at SCF.edu/Testing.

The State Board of Education establishes cutoff scores for placement purposes.

Retaking the Placement Test

All placement test scores remain valid for two (2) years. SCF allows students to take the PERT two (2) times per term. A term is defined as fall, spring and summer per the official academic calendar. Note: There is a retake fee for each subsection of the placement test.

I. Eligible to retake the PERT.

Students are eligible to request a retake of the Florida placement test, PERT, under the following circumstances:

1. Never attempted a developmental education (preparatory) course in the subject area for which they are requesting a retake.
2. Have attempted a developmental education (preparatory) course and did not successfully complete the course. These students must receive written permission from the department chair of the subject area for which they are requesting a retake. The department chair will provide the Assessment/Testing Center with a copy of written permission.

II. Ineligible to request a test retake.

Students are ineligible to retake the Florida placement test, PERT, when their request is based upon, but not limited to, the following reason(s):

1. Students cannot be currently enrolled in the developmental education (preparatory) course for which they base their retest request.

III. Appeal

Students asking to appeal this policy may submit their written appeal to the assistant director of Enrollment Services. The Florida Placement Test (FPT) Retake Appeal Committee will review the appeal request and mail its decision to the student within ten (10) working days after receiving the request. A copy of the letter will be filed in the Assessment/Testing Center. All committee decisions are final.

ACT and SAT

Students who have taken the ACT and/or SAT and have scores that place them into college-level coursework in reading, writing and/or mathematics may use these scores as an alternative to the

corresponding sections of PERT. Students may use the ACT and/or SAT scores if the scores are fewer than two (2) years old and are at the level or above the scores posted on the Assessment/Testing Center website, SCF.edu/Testing, in accordance with Florida Statute 240.321 and SCF Rule 6HX14-4.04. Pursuant to State Board Rule 6A-10.0315.

New SAT Scores (2026)		**Enhanced ACT Scores (2026)**	
Reading	24+	Reading	19+
Writing & Language	25+	English (Writing)	17+
New SAT Scores (2026)		**Enhanced ACT Scores (2026)**	
Mathematics	24-29	Mathematics	19-23

Students who have the required SAT-I or Enhanced ACT scores must submit an official score report to the Office of the Registrar or request them from the testing service electronically. Test scores must be received before making an orientation appointment.

Note: The College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant if determined to be in the best interest of the College, pursuant to S.1001.64 Florida Statutes, DBOT Rule 6HX14-4.01 and SCF Procedure #4.01.01: Admission Standards.

Requirements for Exempt vs. Nonexempt Status

In accordance with Florida Senate Bill 1720, as January 2014, students are classified as exempt or nonexempt to determine if they will be required to take placement tests or developmental education classes. The following criteria will be used to determine classification status:

Nonexempt

The placement test is **required** for new students who:

- Earned a GED or high school equivalency diploma.
- Graduated from a private high school.
- Graduated with a high school diploma as a home-schooled student.
- Graduated from a Florida public high school *without* earning a standard high school diploma.
- Graduated from an out-of-state high school.
- Entered the ninth grade in a Florida public high school before the 2003-2004 academic year.
- Are U.S. military reservist service members or veterans, if applicable. U. S military reservist or veteran will need to see a Veteran Advisor.

All students who are **NOT** classified as exempt will be classified as nonexempt. All nonexempt students are required to take the common placement test. If the test results indicate they are college-ready, they may elect to enroll in ENC 1101 and a math course based on their test score. If the placement test results indicate a need for developmental courses, they may select one, or more, of the developmental strategies offered by the College. Some nonexempt students may provide evidence of achievements that will permit them to enroll in ENC 1101 or a college-level course.

*Note: Nonexempt students will be able to enroll in MAT 1033 with completion of the proper prerequisite course or acceptable math placement scores. These students may enroll in MGF 1130 or MGF 1131 after successful completion of STA 1001 or MAT 1033.

Institutional and transfer policy procedures governing these courses will be as follows:

1. Credit will not be awarded for transfer of any developmental courses after Summer A, 1984.
2. Only institutional credit will be permitted for developmental courses beginning with the Summer B, 1984 term. These courses cannot be used to graduate with either an A.A. degree, an A.S. degree or a certificate.
3. The grades of A, B, C, D, F and WF will be used in developmental courses.
4. Students may repeat any previous credit course, that is now developmental, to improve their grade point averages under the "Forgiveness Policy," that is, to forgive previously earned poor grades, but credit will not be awarded. (Catalog policy states only a D or F may be repeated.)

Exempt

The college reserves the right to take up to the first term of degree-seeking enrollment for the high school transcript evaluation to be completed. In most cases, transcripts will be processed within 10-14 business days, once received. An official transcript is required from your secondary institution showing receipt of a standard high school diploma. Failure to do so could delay the evaluation of transcripts, registration, and financial aid. Pursuant to s.1008.30, F.S. and Rule 6A-10.0315, F.A.C., you are exempt from the requirements of common placement testing and developmental education. This exemption enables you to enroll in any college credit course that does not require a college-level prerequisite. You may opt to take the common placement test. Regardless of your placement test scores, you will not be required to enroll in developmental education. You may opt to enroll in developmental education to improve your skills before enrolling in college level courses. Your advisor can provide additional information on developmental education options. You will be marked as conditional exempt once the transcript is received, and

you meet statute requirements. The final exemption will be completed once the high school transcript is processed.

The placement test is **optional** for new students who:

- Entered the ninth grade at a Florida public high school during the 2003-2004 school year or any year afterward AND graduated with a Florida standard high school diploma.
  OR
- Are a U.S. military active duty service member at the point of application. U.S. military reservists are not classified as U.S military active duty service members.
  OR
- Have taken and submitted SAT, ACT or PERT test scores within the last two years.

Selective Admissions/Limited Access

SCF's two-year health professions and certain bachelor's programs are limited access and require a program application in addition to the general college admissions application. An application to the specific program (including fee) is required. Consult detailed program information in the catalog for physical and mental examination documentation, drug testing and county residency documentation that may be required for specific programs.

Degree-Seeking Admissions

A. Applicants are eligible if they possess a valid standard high school diploma. Other high school diploma recipients, including special diploma, home school or certificate of completion students, may be considered for admission. Official high school transcripts are required. Please note: if an associate or bachelor's degree has been earned from a college or university accredited by a United States Department of Education approved accrediting agency prior to enrollment at the College, the high school transcript may not be required.

B. Applicants are eligible if they have satisfactory high school level GED exam results through a state or DSST test. An official copy of the test results is required.

C. As of January 2014, and pursuant to Florida Statute 1008.30, and Rule 6A-10.0315.F.A.C., placement testing requirements for first-time-in-college, degree-seeking students changed. Refer to the Assessment Testing Center's "Do I need to take the placement test?" website for additional information.

D. International students who are seeking an F-1 student visa or any other type of visa, refer to the International Student Admission Requirements section.

Nondegree-Seeking Admissions

A. Most students are not limited to the number of credits that can be earned. Depending upon the student's high school diploma and/or placement test score, a nondegree student must register and enroll the next term in appropriate college-level or college prep courses in English, mathematics and reading until the college prep sequence is completed. In addition, no student will be admitted to courses designed for restricted programs. Prerequisites for courses will not be waived, and placement test scores will be required for English, mathematics and reading courses.

B. High school and/or college transfer transcripts are not required, and if submitted, will be evaluated unless a baccalaureate degree has been earned.

C. The following limitations or exemptions may apply to this classification of admission: This type of student may not receive financial aid, veteran benefits or scholarships.

D. If, at some time during this type of admission, a student wishes to become degree-seeking, the student must reapply and submit all documentation required of a degree-seeking student to the Admissions office at SCF.

Transfer: Degree-Seeking

Failure to report all previous college-level work attempted constitutes a falsification of the admissions application and will result in disciplinary sanctions according to the Student Code of Conduct as outlined in the College Catalog. Before the first term of enrollment, students must provide official transcripts from each previously attended post-secondary institution accredited by a United States Department of Education approved accrediting agency.

State College of Florida, Manatee-Sarasota reserves the right to review individual transfer requests from institutions accredited by a United States Department of Education approved accrediting agency or not. This may include the review of assignments, class contact hours, faculty qualifications, prerequisites, syllabi or other course-related aspects. Upon review, requests of transfer credits may be approved or denied.

Students who attended a college or university outside the United States must list any and all colleges and universities attended outside the U.S. Students will be asked to proceed in submitting their credentials to any credential evaluation company who is a member of the National Association of Credential Evaluation Services (NACES). Note: a course-by-course evaluation will be necessary to determine if credit will be applicable to any SCF program. Students should be prepared to provide this information along with a certified English translation. Only original credentials will be accepted for consideration by the College for official transfer credit.

Upon receipt of transcripts/credential evaluations, the Office of the Registrar will prepare a transfer evaluation report, and an email will be sent to the student's SCF email account. The report identifies course credits accepted and the academic standing with which the student begins at SCF. Official transcripts are required from each previously attended post-secondary institution by

a United States Department of Education approved accrediting agency. Failure to do so could delay the evaluation of transcripts, registration and financial aid. **Please allow 10 -14 days upon receipt of official transcripts for a complete evaluation to be completed.**

Transfer students who have earned an Associate in Arts (A.A.) degree or higher may not earn another A.A. degree at SCF. Comparable transfer courses, with a grade of C or higher will be accepted in transfer. Furthermore, SCF considers a S or P grade as comparable to a C or higher. If a degree has not been earned, all lower division coursework that is comparable at SCF, with a grade of C or higher, will be added to the student's SCF academic record. Because SCF does not have a +/- grading system, only the letter grade will be reflected as the transferable grade placed on the student's academic record.

Transfer students are admitted with the academic standing, initial good standing, regardless of grade point average (GPA). If, after the first term, the overall GPA or the College GPA is below 2.0, transfer students are placed on academic warning and subject to the academic standing rules and procedures of the College. Courses with earned grades of C or higher cannot be repeated.

The universities and state/community colleges in Florida's state systems share a common course numbering system that facilitates transfer. Some private colleges also participate in this system. Transfer of any successfully completed course from one participating college or university accredited by a United States Department of Education approved accrediting agency, may receive credit if the course is taught at the transferring institution. For example, SYG 1010 is offered at a state/community college; the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at a state/community college or SYG 2010 at a state university is guaranteed to receive transfer credit at SCF. Transfer credit will be awarded for successfully completed equivalent courses and used by SCF to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. However, it is the prerogative of SCF to offer transfer credit courses successfully completed that have not been designated as equivalent.

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of SCF.

A. Courses in the 900-999 series (e.g., ART 2905)

B. Internships, practical or clinical experiences and study abroad courses.

C. Performance or studio courses in art, dance, theatre and music.

D. Skills courses in criminal justice.

E. Graduate courses.

F. Developmental and vocational preparatory courses may not be used to meet degree requirements.

Upper Division Transfer Credits Applied to Baccalaureate Degrees

All transfer students pursuing a bachelor's degree must earn at least 25% of the credits required for the degree as a matriculated student in residence at State College of Florida. The College may accept transfer coursework from a college or university accredited by a United States Department of Education approved accrediting agency, including upper division courses (courses numbered at the 3000- and 4000-level) for transfer credit. The percentage of upper-division transfer credits to be used will be determined by each program. Transfer students must in all cases meet the same requirements as State College of Florida native students in each program. For example, if a particular course in the major area of study must be passed with a grade of "C" or better, transfer students will be required to meet that standard. Additionally, programs may have additional requirements, such as licensure or accreditation, that may not allow certain courses to have a transfer equivalency.

Course Transfer Repeat Policy

Regardless of whether a prior degree has been awarded to the student, if a course was repeated at a previous institution(s) with two or more grades of C or higher, the first attempted course grade (C or better) will count in the SCF GPA. The last highest attempted grade (C or better) will be reflected in the GPA but will not count as additional credit hours. (Example: CGS 1000; First attempt - Grade = C; second attempt - Grade = B; first attempt (C grade) counted in both cumulative hours and cumulative GPA; second attempt (B grade) counted only in cumulative GPA).

Request Review of Transfer Credit

SCF may accept transfer credit from a college or university accredited by a United States Department of Education approved accrediting agency. Students who transfer to SCF from institutions that are not members of a college or university accredited by a United States Department of Education approved accrediting agency, and who wish to have credits transferred to their SCF academic record, must provide the Office of the Registrar with an official transcript from the sending institution; course descriptions, a syllabus and faculty credentials for each course for which they are requesting credit; and any other information the College deems necessary to conduct a proper course evaluation. In addition, most credit earned through an organization will follow under this policy.

If sufficient information is not provided, the College reserves the right to request additional documentation to support the acceptance of the credit. The Office of the Registrar will review each request in conjunction with the academic departments responsible for that discipline. The credit hours must be applicable to the degree/certificate the student is seeking at SCF. If the credit is accepted, the courses will be placed on the student's SCF transcript with the letter grades as they appeared on the transcript from the sending institution. Once the evaluation is complete, the Office of the Registrar will prepare a transfer evaluation report that will be sent to the student's SCF

email account. The report identifies course credits accepted and the academic standing with which the student begins at SCF.

Schools that have been approved on a course-by-course basis by the Florida Department of Education may have coursework that is transferable, and official transcripts are still required.

State College of Florida, Manatee-Sarasota reserves the right to review individual transfer requests from institutions accredited by a United States Department of Education approved accrediting agency or not. This may include the review of assignments, class contact hours, faculty qualifications, prerequisites, syllabi or other course related aspects. Upon review, requests of transfer credits may be approved or denied.

Note: Not all transfer credits may be accepted, and SCF has the discretion as to the acceptance of any transferable credits.

Awarding Credit for Exams

If a student achieves a sufficient score listed on an Advanced Placement program (AP), Cambridge Advanced International Certificate of Education (AICE), International Baccalaureate program (IB) or College Level Examination Program (CLEP) transcript, credit is awarded for the course or course numbers listed. Students can receive up to 45 credits from credit-by-exam programs.

Transfer Credit Through the Advanced Placement Program (AP)

Superior high school graduates who scored a 3, 4 or 5 on the College Entrance Examination Board's Advanced Placement program and are admitted to SCF may earn credit hours through AP exams upon presentation of test scores.

SCF awards credit for the following AP exams:

Transfer Credit Through the Advanced Placement Program (AP)

Exam	**AP Exam Score of 3**	**AP Exam Score of 4**	**AP Exam Score of 5**
2-D Art and Design	ART 1201C	Same as 3	Same as 3
3-D Art and Design	ART 1203C	Same as 3	Same as 3
Art History	ARH 2000	ARH 2050 and ARH 2051	Same as 4
Art History **(exams taken after 5/16/2018)**	ARH 2000	ARH 2000 and ARH 2050 or 2051	Same as 4

Biology	BSC 1005C	BSC 2010/2010L	BSC 2010/2010L and BSC 2011/2011L
Calculus AB	MAC 2311	Same as 3	Same as 3
Calculus BC	MAC 2311	MAC 2311 and MAC 2312	Same as 4
Capstone Research	IDS 1999	Same as 3	Same as 3
Capstone Seminar	IDS 1350	Same as 3	Same as 3
Chemistry	CHM 1020C	CHM 2045/2045L	CHM 2045/2045L and CHM 2046/2046L
Chinese Language and Culture	CHI 2000	CHI 2000 and CHI 2001	Same as 4
Computer Science A	CGS 1075	Same as 3	Same as 3
Computer Science AB **(exam discontinued in 2009)**	CGS 1076	Same as 3	Same as 3
Computer Science Principles	COP 1000	Same as 3	Same as 3
Drawing **(previously Studio Art: Drawing Portfolio)**	ART 1300C	Same as 3	Same as 3
Economics: Macro	ECO 2013	Same as 3	Same as 3
Economics: Micro	ECO 2023	Same as 3	Same as 3
English Language and Composition	ENC 1101	ENC 1101 and ENC 1102	Same as 4
English Literature and Composition	ENC 1101	ENC 1101 and ENC 1102	Same as 4
Environmental Science	EVR 1001 (prior to September 2025, exam equivalent to ISX 1051)	Same as 3	Same as 3
European History	EUH 1009 **(is unique to this exam and will**	EUH 1000 and EUH 1001	Same as 4

	count as elective only.)		
French Language and Culture	FRE 2000	FRE 2000 and FRE 2001	Same as 4
French Literature	FRW 2000	FRW 2000 and FRW 2001	Same as 4
German Language and Culture	GER 2000	GER 2000 and GER 2001	Same as 4
Government and Politics: Comparative	CPO 2002	Same as 3	Same as 3
Government and Politics: United States **(students who achieve the passing score and receive credit, will have met the course and assessment requirement for civic literacy.)**	POS 1041	Same as 3	Same as 3
Human Geography	GEO 2420	Same as 3	Same as 3
Italian Language and Culture	ITA 2000	ITA 2000 and ITA 2001	Same as 4
Japanese Language and Culture	JPN 2000	JPN 2000 and JPN 2001	Same as 4
Latin: Latin Literature	LNW 2700	Same as 3	Same as 3
Latin: Vergil **(exam discontinued in 2012)**	LNW 2321	Same as 3	Same as 3
Latin	LNW 2321	Same as 3	Same as 3
Music Theory	MUT 1001 if composite score is 3 or higher. MUT 1111 and MUT 1241 if both aural and non-aural sub scores are 3 or higher	Same as 3	Same as 3

Physics B **(exam discontinued in 2014)**	PHY 2053/2053L	PHY 2053/2053L and PHY 2054/2054L	Same as 4
Physics 1	PHY 2053/2053L	Same as 3	Same as 3
Physics 2	PHY 2054/2054L	Same as 3	Same as 3
Physics C: Electricity/Magnetism	PHY 2054/2054L	PHY 2049/2049L	Same as 4
Physics C: Mechanics	PHY 2053/2053L	PHY 2048/2048L	Same as 4
Precalculus	MAC 1140	MAC 1114 and MAC 1140	Same as 4
Psychology	PSY 2012	Same as 3	Same as 3
Spanish Language and Culture	SPN 2000	SPN 2200 and SPN 2201	Same as 4
Spanish Literature	SPW 2000	SPW 2000 and SPW 2001	Same as 4
Statistics	STA 2023	Same as 3	Same as 3
United States History **(students who achieve the passing score and receive credit for AMH 1010 and 1020, will have met the course and assessment requirement for civic literacy.)**	AMH 1000	AMH 1010 and AMH 1020	Same as 4
World History: Modern	WOH 1022	Same as 3	Same as 3

Transfer Credit Through the College Level Examination Program (CLEP)

The SCF Assessment/Testing Center is an open CLEP testing site. SCF will allow credit for satisfactory scores earned in the comprehensive and subject examinations offered by the College Entrance Examination Board. SCF will award credit hours through CLEP based on presentation of test scores. The student must score at or above the 50th percentile of the national norms unless otherwise noted. No credit will be allowed if the student has earned college credit in a similar course.

The table below represents CLEP subject exams, qualifying scores and credits awarded. Successful completion of foreign language CLEP exams meet the foreign language requirement.

SCF will accept credits from other accredited collegiate institutions and from the United States Armed Forces Institute (USAFI) provided criteria specified above has been met. Special consideration for CLEP approval can be granted to high school students who have been dually enrolled at SCF.

Students must request that official CLEP scores be sent to the Office of the Registrar for evaluation and awarding of credit.

CLEP Subject Examination Table

Exam	**Scale Score of 50 for Passing**
Algebra, College	MAC 1105
American Government **(students who achieve the passing score and receive credit, will have met the course and assessment requirement for civic literacy.)**	POS 1041
American Literature	AML 2010
Analyzing and Interpreting Literature	LIT 2000
Biology **(no lab credit)**	BSC 1005C
Business Law, Introductory	BUL 2131
Calculus	MAC 2233
Chemistry **(no lab credit)**	CHM 1025
College Composition	ENC 1101* and ENC 1102*
College Composition, Modular	ENC 1101* and ENC 1102*- must include essay portion
Educational Psychology, Introduction to	EDP 1002
English Literature	ENL 2010*
Financial Accounting	ACG 2021

French Language	FRE 1120 FRE 1120 and FRE 1121 with a Score of 59
German Language	GER 1120 GER 1120 and GER 1121 with a Score of 60
History of the United States I: Early Colonizations to 1877	AMH 1010
History of the United States II: 1865 to Present **(students who achieve the passing score and receive credit, will have met the course and assessment requirement for civic literacy.)**	AMH 1020
Human Growth and Development	DEP 2004
Humanities	HUM 2250*
Information Systems	CGS 1070
Macroeconomics, Principles of	ECO 2013
Management, Principles of	MAN 2021
Marketing, Principles of	MAR 2011
Mathematics, College	MGF 1130
Microeconomics, Principles of	ECO 2023
Precalculus	MAC 1140
Psychology, Introductory	PSY 2012
Sociology, Introductory	SYG 2000
Spanish Language	SPN 1120 with a Score of 50 SPN 1120 and SPN 1121 with a Score of 63

Spanish Language with Writing	SPN 1120 with a Score of 50 or SPN 1120 and SPN 1121 with a Score of 65
Western Civilization I: Ancient Near East to 1648	EUH 1000
Western Civilization II: 1648 to Present	EUH 1001

*Meets part of the Gordon Rule requirement.

International Baccalaureate (IB) Program

The IB program is an advanced level, two-year curriculum for high school students offered at select high schools. SCF will award IB diploma students credit hours of IB credit upon presentation of test scores.

Students must request that official IB exam scores and high school transcripts be sent to the SCF Office of the Registrar for evaluation and the awarding of credit per SBE Rules 6A-10.024(8). SCF awards credit based on the following subjects and exam scores.

*Meets part of the Gordon Rule requirement.

International Baccalaureate (IB)

Exam	IB Score of 4. Minimum 3 credits per exam.	IB Score of 5-7. Minimum 6 credits per exam. If courses listed do not equal 6 credits, institutions must give elective credit or assign own numbers.	Notations
Biology	BSC 1005C	BSC 1005C and BSC 2010/2010L	
Biology (SL)	BSC 1005C	BSC 1005C and BSC 2010/2010L	
Biology (HL)	BSC 1005C and BSC 2010/2010L	BSC 1005C and BSC 2010/2010L	
Business and Management	GEB 1011	GEB 1011	
Chemistry	CHM 1020C	CHM 1020C and CHM 2045/2045L	
Computer Science	CGS 1000 (3 credits)	CGS 1000 and COP 1000 (6 credits)	
Design Technology	ETI 1420 (3 credits)	ETI 1420 and ETI 1999 (6 credits)	

Economics	ECO 2023	ECO 2013 and ECO 2023	
Ecosystems & Societies	EVR 1017 (3 credits)	EVR 1017 and EVR 1018 (6 credits)	
Environmental Systems and Societies (SL)	EVR 1001 (3 credits)	EVR 1001 (3 credits)	
English Language A: Language and Literature	ENC 1101	ENC 1101* and ENC 1102*	
English Language A: Literature	LIT 2000	ENC 1141 and LIT 2000	
Environmental Systems	EVR 1001 (3 credits)	EVS 1001 and ISC 1999 (6 credits)	
Film Studies	FIL 1000	FIL 1000 and FIL 1420	
French	FRE 1121 (3 credits)	FRE 1121 and FRE 2200 (6 credits)	
Further Mathematics (Adv. Math.)	MGF 1130	MGF 1130 and STA 2023	
Geography	GEA 2000	GEO 1200 and GEO 2420	
German	GER 1121 (3 credits)	GER 1121 and GER 2200 (6 credits)	
Global Politics (SL)	INR 2002	INR 2002	
Global Politics (HL)	INR 2002	INR 2002 and INR 9999	
History	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	
History (SL)	WOH 1030	WOH 1030	Effective for exams taken after 5/16/2018.
History (HL): History of Africa and the Middle East	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	Effective for exams taken after 5/16/2018.
History (of the Americas)	AMH 1010 (3 credits)	AMH 1010 and AMH 1020	

History (HL): History of Asia and Oceania	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	Effective for exams taken after 5/16/2018.
History (HL): History of Europe	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	Effective for exams taken after 5/16/2018.
Information & Tech for Global Society	ETG 2931 (3 credits)	ETG 2931 and CGS 1100 (6 credits)	
Islamic History	ASH 1001 (3 credits)	ASH 1001 and ASH 1002 (6 credits)	
Italian	ITA 1121 (4 credits)	ITA 1121 and ITA 2200 (7 credits)	
Latin	LAT 1121	LAT 1121 and LAT 2200	
Literature and Performance (SL)	THE 2300	THE 2300	
Marine Science	OCE 1001 or OCB 1000C (3 credits)	OCE 1001 and OCB 1000C (6 credits)	
Math Analysis and Approaches (SL)	MGF 1130	MGF 1130 and MGF 1131	
Math Analysis and Approaches (HL)	MAC 1105	MAC 1105 and MAC 1140	
Math Applications and Interpretations (SL)	MAC 1105	MAC 1105 and MGF 1130	
Math Applications and Interpretations (HL)	MAC 1140	MAC 1114 and MAC 1147	
Math Methods	MAC 1105	MAC 1105 and MAC 1140 or MAC 1140 and MAC 2233	Exam discontinued.
Mathematical Studies	MAT 1033	MAT 1033 and MGF 1130	
Mathematical Studies (SL)	MAC 1105	MAC 1105	Effective for exams taken after 5/16/2018.

Mathematics	MAC 1140	MAC 1140 and MAC 2233	
Music	MUL 2010 (3 credits)	MUL 2010 and MUT 1001	
Philosophy	PHI 1010	PHI 1010 and PHI 2100	
Physics	PHY 1020C	PHY 2053/2053L and PHY 2054/2054L	
Physics (SL)	PHY 1020C	PHY 2053/2053L and PHY 2054/2054L	Effective for exams taken after 9/23/2020.
Physics (HL)	PHY 1020C and PHY 2053/2053L	PHY 1020C and PHY 2053/2053L	Effective for exams taken after 9/23/2020.
Psychology	PSY 2012	PSY 2012 and PSY 2930	
Social and Cultural Anthropology	ANT 2410	ANT 2410 and ANT 2000	
Spanish	SPN 1121 (3 credits)	SPN 1121 and SPN 2200	
Theatre Arts	THE 2000	THE 2000 or THE 2020 and one semester (3 credits) in Theatre History, performance, stagecraft, theory or literature depending on student's strengths.	
Theatre (SL)	THE 2000	THE 2000	Effective for exams taken after 5/16/2018.
Theatre (HL)	THE 2000	THE 2000 or THE 2020 and one semester credit in THE, TPA, or TPP depending on student's strengths.	Effective for exams taken after 5/16/2018.
Visual Arts	ART 1999	ART 1999 and ART 2999	
World Religions (SL)	REL 2300 (3 credits)	REL 2300	

*Meets part of the Gordon Rule requirement.

Cambridge AICE (British AS-Level and A-Level)

The Cambridge Advanced International Certificate of Education (AICE) program is an international, advanced secondary curriculum and assessment program equivalent to the British system of "A-levels." It is a "group" certificate that requires the study of subjects drawn from the three curriculum areas.

Students must request that an official certificate be mailed to the Office of the Registrar for evaluation. SCF awards credits based on the following exams and exam scores:

Cambridge AICE (British AS-Level and A-Level)

Exam	**Passing score of A, B, C, D, E (grades are not based on the American A - F grading scale).**
Accounting (AS-Level)	ACG 2001
Accounting (A-Level)	ACG 2022 and ACG 2071
Applied ICT-Information Communication Technology (AS-Level)	CGS 1100 (3 Credits)
Applied ICT-Information Communication Technology (A-Level)	CGS 2998 and CGS 2999 (6 credits)
Art and Design (AS-Level)	ART 1201C
Art and Design (A-Level)	ART 1201C and ART 1203C
Biology (AS-Level)	BSC 1005C
Biology (A-Level)	BSC 2010/2010L and BSC 2999 (7 credits)
Business (AS-Level)	GEB 1011
Business (A-Level)	GEB 1011 and GEB 2350
Chemistry (AS-Level)	CHM 1025/1025L
Chemistry (A-Level)	CHM 1025/1025L and CHM 2045/2045L

Classical Studies (AS-Level)	CLA 1010 (3 credits)
Computing (AS-Level)	CGS 0073 (3 credits)
Computing (A-Level)	CGS 0073 and CGS 0074 (6 credits)
Computer Science (AS-Level)	COP 1000 (3 credits)
Computer Science (A-Level)	COP 1000 and COP 2220 (6 credits)
Design & Technology (AS-Level)	ETI 1482C
Design & Technology (A-Level)	ETI 1482C and ETI 1930
Divinity (AS-Level)	REL 2210
Divinity (A-Level)	REL 2210 and REL 2240
Economics (AS-Level)	ECO 2000 (3 credits)
Economics (A-Level)	ECO 2013 and ECO 2023
English (AS-Level) - English Language or Language & Literature in English	ENC 1101*
English (AS-Level) - Literature in English	ENC 1101* or ENC 1102*
English (A-Level) - Literature in English	ENC 1101* and ENC 1102* or ENC 1102* and ENL 2010* or ENL 2022* (6 credits)
English (A-Level)	ENC 1101 and ENC 1102
Environmental Management (AS-Level)	EVR 1001
French Language (AS-Level)	FRE 2200
French Literature (AS-Level)	FRW 2000 (3 credits)
French (A-Level)	FRE 2201 and FRE 2999 (6 hours)

Further Mathematics (A-Level)	MAC 2311 and MAC 2312
General Paper	IDS 1110 (3 credits)
Geography (AS-Level)	GEA 2000
Geography (A-Level)	GEO 1200 and GEO 2420
German Language (AS-Level)	GER 2200
German (A-Level)	GER 2201 and GER 2999 (6 credits)
Global Perspectives (AS-Level)	ISS 1011 (3 credits)
Global Perspectives Pre-U Independent Research II (A-Level)	ISS 1011 and ISS 1012 (6 credits)
History- The History of the USA, c. 1840-1968	AMH 1042 (3 credits)
History- Modern European History, 1789-1939	EUH 1002 (3 credits)
History- International History, 1945-1991	WOH 1040 (3 credits)
History, US History, c. 1840-1941 (AS-Level)	AMH 1029 (3 credits)
History, US History, c. 1840-1990 (A-Level)	AMH 1029 and AMH 1020 (6 credits)
History, European History, c. 1789-1917 (AS-Level)	EUH 1031 (3 credits)
History, European History, c. 1789-1941 (A-Level)	EUH 1031 and EUH 2999 (6 credits)
History, International Relations/History, c. 1871-1945 (AS-Level)	WOH 1040 (3 credits)
History, International Relations/History, c. 1871-1991 (A-Level)	WOH 1040 and WOH 1043 (6 credits)
Latin (AS-Level)	LAT 1120 (3 credits)
Marine Science (AS-Level)	OCE 1001

Marine Science (A-Level)	OCE 1001 and OCB 2000
Mathematics (AS-Level)	MAC 1114 and MAC 1140
Mathematics (A-Level)	MAC 2311 and MAC 2999 (6 credits)
Media Studies (AS-Level)	DIG 2000
Media Studies (A-Level)	DIG 1001 and 2000 (6 credits)
Music (AS-Level)	MUH 1001 (3 credits)
Music (A-Level)	MUH 1001 and MUH 1011 (6 credits)
Physics (AS-Level)	PHY 1020C
Physics (A-Level)	PHY 2053/2053L and PHY 2054/2054L
Psychology (AS-Level)	PSY 2012
Psychology (A-Level)	PSY 2012 and PSYC 2999 (6 credits)
Sociology (AS-Level)	SYG 2000
Sociology (A-Level)	SYG 2000
Spanish Language (AS-Level)	SPN 2200
Spanish Literature (AS-Level)	SPN 2999 (3 credits)
Spanish (A-Level)	SPN 2200 and SPN 2201 (6 credits)
Thinking Skills (AS-Level)	PHI 2103 (3 credits)
Thinking Skills (A-Level)	PHI 2103 and PHI 2001 (6 credits)
Travel & Tourism (AS-Level)	HFT 1000 (3 credits)
Travel & Tourism (A-Level)	HFT 1000 and HFT 1700 (6 credits)

*Meets part of the Gordon Rule requirement.

DSST Exams

DSST (formerly DANTES Subject Standardized Tests) are credit-by-examination tests originated by the United States Department of Defense's Activity for Non-Traditional Education Support (DANTES) program. DSST measures earned achievement in specific college courses and in calculated credit hours. No duplicate credit can be earned nor will grades be assigned to credits earned.

SCF awards credits based on the following exams and exam scores. Students must request that official DSST scores be sent to the Office of the Registrar for evaluation and awarding of credit.

DSST Examination Program

Exam	Course Number (3 credits per exam)	Passing Score
A History of the Vietnam War	AMH 1059	44
Art of the Western World	ARH 2000	48
Astronomy	AST 1002	48
Business Ethics & Society	GEB 1441	400
Business Law II	BUL 2242	44
Business Mathematics	QMB 1001	48
Computing and Information Technology	CGS 1000	45
Criminal Justice	CCJ 1000	49
Environment & Humanity	EVS 1001	46
Environmental Science (Formerly Environment and Humanity)	EVR 1002	400
Ethics in America	PHI 2630 (3 hours)	46
Foundations of Education	EDF 1002	46
Fundamentals of College Algebra	MAT 1033	47
Fundamentals of College Algebra (effective for exams taken after 5/16/2018)	MAC 1105	400
Fundamentals of Counseling	PCO 1202	45
Fundamentals of Cyber Security	CIS 1350	400
General Anthropology	ANT 2000*	47

Here's to Your Health	HSC 1100	48
History of the Soviet Union	EUH 1066	45
Human Resources Management	MAN 2300	46
Human/Cultural Geography	GEO 2400	48
Introduction to Business	GEB 1011	46
Introduction to Law Enforcement	CJE 1000	45
Introduction to Modern Middle East	ASH 1044	47
Introduction to World Religions	REL 2300	48
Lifespan Developmental Psychology	DEP 2004	46
Math for Liberal Arts	MGF 1130	400
Management Information Systems	ISM 1000	46
Money & Banking	BAN 1501	48
Organizational Behavior	INP 1002	48
Personal Finance	FIN 1100	46
Physical Geology	GLY 1000	46
Principles of Advanced English	ENC 1101	400
Principles of Finance	FIN 1000	46
Principles of Financial Accounting	ACG 1001	47
Principles of Physical Science I	PSC 1121	47
Principles of Public Speaking	SPC 1600	47
Principles of Statistics	STA 2014	48
Principles of Supervision	MNA 1345	46
Substance Abuse	HSC 1140	49
Technical Writing	ENC 2210*	46
The Civil War and Reconstruction	AMH 1056	47

*Meets part of the Gordon Rule requirement.

Excelsior College Examinations

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program) are developed by Excelsior College in Albany, New York, using national committees of faculty consultants and national studies. Excelsior College Examinations are approved by the American Council on Education and Excelsior College is accredited by the Middle States Association of Colleges and Schools (MSACS). Students must request that an official transcript from Excelsior College be sent to the Office of the Registrar. SCF awards credits based on the following exams and reexam scores.

Excelsior College Examinations			
Exam	**Course Number (3 credits per exam)**	**Passing Score**	**General Education Area**
Abnormal Psychology	CLP 2140	C	Elective
Anatomy and Physiology	BSC 1084		
Calculus	MAC 2311 (4 credits)		
College Writing	ENC 1101		
Contemporary Mathematics	MGF 1106		
Earth Science	ESC 1000	C	V
English Composition	ENC 1101* or ENC 1102*	C	I
Ethics: Theory and Practice	PHI 1630	C	Elective
Foundations of Gerontology	GEY 2000	C	AS credit only
General Chemistry	CHM 1020		
Human Resources Management	MAN 2300	C	Elective
Introduction to Computer Programming Using Java	COP 2250		
Introduction to Microeconomics	ECO 2013		

Introduction to Music	MUH 1011	C	IV
Introduction to Philosophy	PHI 2010		
Introduction to Sociology	SYG 2000		
Juvenile Delinquency	CCJ 1500		
Labor Relations	MAN 2400	C	AS credit only
Life Span Developmental Psychology	DEP 2004	C	Elective
Managerial Accounting	ACG 2071	C	Elective
Microbiology	MCB 2000	C	V
Physics	PHY 1020		
Political Science	POS 1001		
Precalculus Algebra	MAC 1105		
Principles of Marketing	MAR 2011	C	Elective
Psychology of Adulthood and Aging	DEP 2401 or DEP 2402	C	Elective
Spanish Language	SPN 1120 and 1121 (4 credits)		
Statistics	STA 2023		
Weather and Climate	MET 1010		
Workplace Communication with Computers	OST 2335	C	Elective
World Conflicts Since 1900	WHO 2040	C	Elective

*Meets part of the Gordon Rule requirement.

Credit for other exams:

Contact the Office of the Registrar at 941-752-5060 or Registrar@SCF.edu for information about course credit that might be given for exams or exam versions that are no longer administered.

UEXCEL Examinations			
Exam	**Course Number**	**Passing Score**	**General Education Area**
Calculus	MAC 2311 (4 credits)	C	II
College Writing	ENC 1101* (3 credits)	C	I
Spanish Language	SPN 1120 (4 credits)	C	Foreign Language

*Meets part of the Gordon Rule requirement.

Credit for other exams
Contact Office of the Registrar at 941-752-5060 or Registrar@SCF.edu for information about course credit that might be given for exams or exam versions that are no longer administered.

Transfer Credit for USAFI and Armed Forces School Courses

In accordance with Florida Statute 1004.096, current and former members of the U.S. Armed Services will receive some college credit for certain military experience, training, or coursework. Once military credit is evaluated and awarded it cannot be removed from the student record. All students using VA Education Benefits are required to submit military transcripts. Academic credit acquired while in the military will be awarded based on recommendations by the American Council on Education (ACE) in its *Guide to the Evaluation of Education Experiences in the Armed Services* credit.

Academic credit earned through the Community College of the Air Force (CCAF) is evaluated through the standard transcript-review process. CCAF transcripts are also required of any student using VA Education Benefits. Students will have the use of their VA Education Benefits temporarily suspended at SCF if military transcripts are not received and evaluated within two semesters, from the date of initial admission.

Maximum Credit Allowed

At least 25% of the hours of course credit required for a degree or certificate must be completed at SCF, regardless of the number of credits accepted by transfer. For example, students transferring 30 term hours from CLEP, AP and USAFI, plus traditional transfer credits, still must complete 25% of the program/certificate at SCF, even if the total credits exceed degree requirements.

Transient Approval for SCF Students

A student who wishes to earn transient credit at another college or university must obtain prior permission and approval of courses from the Office of the Registrar, or the credit, without transient approval, may not be accepted by SCF. Transient study may be appropriate for SCF students

spending a summer or term outside the service district, or for students moving to a senior institution before completion of the A.A. degree. In the latter case, students still must complete 25% of the hours of course credit required for the degree/certificate at SCF. Transient students must be in good academic standing and must meet all prerequisite requirements for the course(s) for which they are requesting approval as a transient student. Permission will be given only for courses that meet the student's minimum program requirements.

Transient Approval (Nondegree-Seeking Non-SCF Students)

Students working toward a degree at a Florida college or university may enroll at SCF upon completion and approval through FloridaShines (FloridaShines.org). Students working toward a degree at an out-of-state college or university may enroll at SCF by completing the application for admission (see Cost and Fee Information). Transient students are encouraged to receive advance approval from their home institution before registering for classes at SCF.

Note: Electronic transient approval forms are available online for all Florida public institutions at FloridaShines.org.

Readmission Policy

Former students who have not been in attendance for one year, three consecutive semesters, or more must apply for readmission and provide all documentation regarding residency requirements to the Admissions office.

Students have the option of graduating under the Catalog in effect at the time they register with the College, or the Catalog in effect at the time they complete requirements for a degree provided they maintain continuous enrollment of at least one credit per academic year. If continuous enrollment is broken, they must graduate under the Catalog in effect when they reregister or the Catalog in effect at the time they complete requirements for a degree. Additionally, if a student changes his or her major during their continuous enrollment, their catalog year will be updated to reflect the first term in the new program.

Any former student who withdrew after attempting 12 term hours or more, with a cumulative or overall average of less than 2.0, will be readmitted in accordance with current academic standing rules.

Students seeking readmission after academic suspension or dismissal must follow the procedures in the Academic Standing section of the Catalog.

Students seeking readmission who were previously suspended or expelled from SCF must:

- Provide reason(s) for readmission, including documentation that all previous issues, activities and/or violations of the College Standards of Student Behavior have been rectified/resolved.

AND

- Have their request for readmission reviewed and approved by the College admissions committee.

Auditing Students

Students may take courses for audit but must be admitted in the same manner as credit students. An application for admission must be completed, application fee paid and students must register and pay for classes during the time period indicated in the College Academic Calendar.

International Student Admission Requirements

International students are defined as those students on any type of visa category. SCF is authorized to admit nonimmigrant alien students. Students on an F-1 student status must be enrolled full time each term. Students on a nonimmigrant status other than F-1 do not need to comply with the financial requirements titled "Financial Resources," listed later in this section, and they do not need to be enrolled full time. However, they do need to submit a copy of their visa and/or I-94 card showing legal status. All students must have sufficient command of the English language.

ENGLISH PROFICIENCY FOR ADMISSION: Sufficient command of the English language to study at the college level is required and one of the following requirements must be met before the application for admission can be processed.

1. Official TOEFL score: minimum score of 61 iBT
   (Computer-Based test- 173; Written-Based test - 500) Visit TOEFL.org (the SCF TOEFL code number is 5427).
2. Official IELTS score: minimum overall band score of 5.5.
3. Duolingo English Test (EnglishTest.DuoLingo.com/Applicants): minimum score: 95

   The Duolingo English Test is an online English proficiency test that can be taken online, on demand, in under an hour. The test is taken via a computer with a camera and includes a proficiency score, video interview and writing sample which are shared with SCF when students receive the results.

4. Attend one of the designated US English Language Centers/Institutes and complete the required level or attend an ELS Language Center and complete level nine (9) successfully.
5. Pearson PTE Academic minimum score of 46.
6. Graduate from an American high school, earn the GED taken in English or successfully complete secondary education from a school outside the United States that teaches the entire curriculum in English.

Students who completed high school outside the United States must provide their documents in English by a member of the National Association of Credential Evaluation Services (NACES) and

submit an original copy of the evaluation showing that the high school education is equivalent to graduation from an accredited high school in the United States.

FINANCIAL RESOURCES FOR F-1 VISA STUDENTS: Because SCF has no financial aid program for international students, they must have at their disposal $35,000 (equitable to U.S. dollars). This is to cover tuition, fees, books, supplies, rent, utilities, food, transportation, personal expenses and required health insurance. This is the minimum amount required and does not include travel expenses or support for dependents, if any. In case of unforeseen tuition increases, the $35,000 may be increased without notice. An official financial statement/official letter from a financial institution, with official signatures certifying available funds (in U.S. dollar equivalence) is required.

Other International Student Responsibilities and Requirements

PLACEMENT TESTING: Once a student proves proficiency in English, they will be required to take a placement test. The topics of the test are reading, writing and mathematics. The placement test can be taken online (for a small fee) or at SCF Bradenton or SCF Venice by appointment after the student arrives in the local area and a few weeks before classes start. Official ACT or SAT scores taken within the last two years can also be used in lieu of the placement test.

HOUSING: SCF has no dormitory system, nor does it supervise housing in any way. For this reason, international students must make their own living arrangements and should allow sufficient time to locate housing before the beginning of the term.

RESIDENCY FOR TUITION PURPOSES: An international student who is in the United States on an F-1 student visa may not claim Florida residency for tuition purposes and must pay nonresident fees.

Only upon receipt and review of the SCF admissions application, application fee payment, proof of proficiency in English, financial statement of support and proof of successful completion of secondary education will the College issue a United States Student and Exchange Visitor Program (SEVP) Form I-20 to the accepted student.

Delinquency in supplying any of the requested items may disqualify the applicant from enrolling in any credit course.

All international students who have been admitted to SCF and have been issued a Form I-20 must arrive in the local area and report to Office of the Registrar at SCF Bradenton or SCF Venice a minimum of five (5) business days before the start of classes. If a student cannot arrive five or more business days prior to the start of classes, they will be required to notify the Office of the Registrar and defer their arrival until the next term. Once SCF is notified of the delay or deferral, a new I-20 for the next term will be issued.

SEVIS requires that all students attending SCF on an F-1 student status must inform the College of any changes regarding their enrollment for the duration of their enrollment. The College must immediately be notified of any changes in a student's street address, telephone number, email

address, program, degree or major and any health or financial problems. Failure to notify the College of any of these changes could cause reporting problems and may result in termination of a student's status.

All the SCF forms listed above, an application for admission and additional information may be obtained by visiting the College's international student website at: SCF.edu/International.

Admission Summary (For All Students)

1. Complete an online application for admissions at SCF.edu.
2. Request from high school, GED office and/or college(s) attended that all transcripts be sent to the Office of the Registrar. Applicants previously attending one or more colleges must request that an official transcript from each institution attended be sent as well. Students should request an unofficial college transcript for personal use to aid in the advisement process. Failure to report all previous college-level work attempted constitute a falsification of the admissions application and will result in disciplinary sanctions according to the Student Code of Conduct as outlined in the College Catalog.
3. The placement test is **required** for new students who:

    - Earned a GED or high school equivalency diploma.
    - Graduated from a private high school.
    - Graduated with a high school diploma as a home-schooled student.
    - Graduated from a Florida public high school *without* earning a standard high school diploma.
    - Graduated from an out-of-state high school.
    - Entered the ninth grade in a Florida public high school before the 2003-2004 academic year.
    - Are U.S. military reservist service members.

    The placement test is **optional** for new students who:

    - Entered the ninth grade at a Florida public high school during the 2003-2004 school year or any year afterward AND graduated with a Florida standard high school diploma.
    - OR
    - Are currently a U.S. military active-duty service member at the point of application. U.S. military reservists are not classified as U.S. military active-duty service members.
    - (Note: Students who will be using the GI Bill will not be eligible to receive VA educational benefits for any developmental course if placement testing is optional.)
    - OR
    - Have taken and submitted SAT, ACT or PERT test scores within the previous two years.

Transfer students who have completed college English, mathematics and/or reading do not need test scores for placement.

Upon receipt of all the above items, students can proceed to orientation, advisement and course registration. Orientation is mandatory for all new degree-seeking students and is available online or in person by appointment.

Residency Requirements

Florida Resident Information and Requirements

All applicants for admission to SCF, degree-seeking or nondegree-seeking, full time or part time, are required to declare a Statement of Residence. If the applicant is younger than 24 and unmarried, the statement also must be signed by a parent or guardian. These guidelines implement Section 1009.21, Florida Statutes, and Rule 6A-10.044 and Rule 6A-20.003, Florida Administrative Code, for the purpose of determining residency status for tuition purposes in public community colleges and universities. For access to the statute and rule, go to SCF.edu/Admissions and click on Florida Residency.

A "Florida resident for tuition purposes" is a person who has, or a dependent person whose parent, guardian or any person in a parental relationship to a student has, established and maintained legal residence in Florida for at least twelve (12) months before the deadline for submission of residency information as outlined in the academic calendar for the term in which residency status is sought. In addition, a person who physically resides in this state may be classified as a resident for tuition purposes if they marry a person who meets the 12-month residency requirement under subsection (2) and who is a legal resident of this state. Anyone not establishing residency by the required date must apply for reclassification the following term.

Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incidental to enrollment at an institution of higher education. Other persons not meeting the 12-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. All other persons are ineligible for classification as a Florida resident for tuition purposes.

To qualify as a Florida resident for tuition purposes, it is necessary to be a U.S. citizen, a permanent resident alien, a legal alien granted indefinite stay by the Department of Homeland Security, or a dependent child who is a United States citizen regardless of the immigration status of his or her parent. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence in Florida must be for the purpose of establishing a permanent home and not merely incidental to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed twelve (12) months before the deadline for submission of residency documentation as outlined in the academic calendar of the term for which a Florida resident classification is sought.

A copy of the most recent tax return or other documentation may be requested to establish dependence/independence. A dependent is defined as a person for whom 50% or more of his or her support is provided by another as defined by the Internal Revenue Service.

Documentation for Proof of Residency

The burden of proof rests on the student to establish and prove Florida residency status. All documents supporting the establishment of legal residency must be submitted to the Admissions office, and be dated, issued or filed twelve (12) months prior to the deadline for the term for which a Florida resident classification is sought. A copy of the student's most recent tax return and/or parent's or legal guardian's tax return or documentation may be required to establish dependence/independence.

To qualify as a Florida resident for tuition purposes, a student must be a U.S. citizen, legal permanent resident, hold a visa status approved by the Florida Legislature, or be a dependent child who is a United States citizen regardless of the immigration status of his or her parents. Living in or attending school in Florida does not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

A "Florida resident for tuition purposes" is a person who, or a dependent person whose, parent, guardian or any person in a parental relationship to the student, has established and maintained legal residence in Florida for at least twelve (12) consecutive months immediately preceding their first enrollment at SCF. If the student was initially classified as a non-Florida resident for tuition purposes (for example: the student was previously enrolled in a Florida institution of higher education as a non-Florida resident and paid non-Florida resident tuition and fees; or, upon admission to SCF, the student signed the statement indicating they were a non-Florida resident) the student, or a dependent student's parent or guardian, must have established and maintained legal residence in Florida for at least twelve (12) consecutive months immediately preceding the deadline for submission of residency documentation of the term for which reclassification to Florida Resident for tuition purposes is sought. Students who have not registered for classes for one year or more are considered inactive and will be required to reapply to the College and submit new residency documentation to prove Florida residency.

Definitions

(A) DEPENDENT STUDENT: If you are younger than 24 and 50% or more of your support is provided by another as defined by the Internal Revenue Service, you will be classified as a dependent student. A copy of your parent's or guardian's most recent federal tax return may be required to establish dependency.

(B) INDEPENDENT STUDENT: If you meet any one of the following criteria, you will be classified as an independent student.

- You are 24 or older before the deadline for submission of residency documentation.
- You are married (copy of marriage certificate required).
- You have a child who lives with you and receives his or her support from you (copy of the most recent federal tax return listing the child as the dependent required).
- You have other dependents who live with you and receive their support from you (copy of the most recent federal tax return listing the person(s) as your dependent required).
- You are a veteran of the United States Armed Forces (copies of military documents required).
- Your parents are deceased and you are, or were until age 18, a ward of the court (copies of court documents required).
- You can provide documentation that you are not claimed by your parent/guardian as a dependent under the federal tax code and can document that you provide at least 50% of your own support for the cost of attendance as defined by the SCF Financial Aid office (copy of your most recent tax return required).

Per s. 1009.21(3)c, Florida Statutes, the residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents identified below. No single piece of evidence shall be conclusive.

A. Claimant must provide at least one of the following of their personal documentation:

- Florida Voter Registration Card
- Florida Driver License
- Florida State Identification Card
- Florida Vehicle Registration
- Proof of permanent home occupied as a primary residence for 12 consecutive months before the student's enrollment. (Required: document such as a deed or other evidence of title to property used as primary residence, a homeowner's policy, a title insurance policy, evidence of property tax payment on the primary residence, multiple leases reflecting a Florida address, or a lease of multiple years' duration.)
- Proof of a homestead exemption in Florida. (Required: document from the county tax collector demonstrating the application of a homestead exemption to the claimant's primary residence.)
- Official transcripts from a Florida high school for multiple years (2 or more), if the Florida high school diploma or GED was earned within the last 12 months.
- Proof of permanent full-time employment in Florida for at least 30 hours a week for a 12-month period. (Required: pay stubs or W-2 form for past 12 consecutive months and/or verification from employers, and/or an Internal Revenue (IRS) 1099 with verification of employment for the past 12 consecutive months from an employer.)
- Student is a qualified beneficiary under the terms of the Florida Prepaid Postsecondary Expense program. In this case, the student would only need to provide documentation from Florida Prepaid to claim Florida residency.

B. Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above):

- Declaration of domicile in Florida in accordance with s. 222.17, Florida Statutes
- Florida professional or occupational license
- Florida incorporation
- Document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization
- Any other documentation that supports the request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments or an official state, federal or court document evidencing legal ties to Florida.

Examples of documents that CANNOT be used: hunting/fishing licenses, library cards, shopping club/rental cards, birth certificates and/or passports.

Note: Birth certificates or marriage/divorce documents may be requested to prove a name connection to the student claiming Florida residency.

Reclassification to Florida Resident

An individual who is initially classified as a nonresident for tuition purposes (example: upon admission to SCF, signed the statement indicating the individual was a non-Florida resident and paid non-Florida resident tuition and fees) may become eligible for reclassification as a Florida resident by presenting acceptable documentation and completing the Request for Residency Reclassification for Tuition Purpose form.

The evidentiary requirement for reclassification goes beyond that for an initial classification. An individual who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual, or their parent if that individual is a dependent, presents clear and convincing documentation that supports permanent legal residency in this state for 12 consecutive months. A student, or their parent if that student is a dependent, may become eligible for reclassification by presenting a minimum of three documents identified on the Documentation for Claimant Page.

All documentation submitted must show clear and convincing evidence and the documentation must be credible, trustworthy and sufficient to indicate that the student, or their parent if that student is a dependent, has established legal residency in Florida and that it is not solely for the purpose of pursuing an education, and has relinquished residency in any other state for a minimum of twelve (12) consecutive months prior to residency classification.

An individual who is classified as a nonresident for tuition purposes and who marries a legal resident of the state and later becomes a legal resident may become eligible for reclassification by submitting proof of their legal residency, evidence of their marriage to a legal resident, and evidence of their spouse's legal residence in Florida for at least twelve (12) consecutive months immediately preceding the application deadline for reclassification. The individual does not have to satisfy the requisite 12-month qualifying period.

Required Documentation:

To satisfy documentation requirements, the student, or their parent if that student is a dependent, must provide photocopies of a minimum of two documents identified in Step 2 on the Statement of Florida Residency for Tuition Purposes Reclassification to Florida Resident form. One document must come from the Physical Presence section. The additional document must be dated at least twelve (12) consecutive months before the deadline for submission of residency documentation for the term for which residency is sought (photocopies must be attached and submitted with the Statement of Florida Residency Reclassification to Florida Resident form).

*The Florida ID card can be used only if there is no evidence of ties to another state and substantial evidence is presented signifying Florida residency; i.e., the claimant cannot possess a valid driver license from another state.

Residency Appeal Process

Once a residency status has been determined by SCF personnel and if a student believes that his or her residency classification is incorrect, they may submit a Residency Status Appeal form and attach all supporting documentation to the Office of the Registrar. The appeal is reviewed by the Residency Appeal Committee.

The student will receive a letter in the mail and notification via SCF email indicating the final decision of the committee. No further appeal is allowed. The Residency Appeal Committee has final authority.

To view the complete "Guidelines on Florida Residency for Tuition Purposes," go to SCF.edu/Residency or FLVC.org.

Registration

SCF.edu/Registrar

Registration is the process of selecting and enrolling in courses. To register, students must have completed the admissions process with the following documents on file with the College:

- SCF application for admission.
- Florida residency statement and documentation.

- Official high school transcript or GED test scores, if required.
- Official college transcript, if applicable.
- Placement test scores, if required.

Before registration, the following steps must be taken:

- If a student intends to apply for financial aid, a declared major, an official copy of a student's high school transcript or GED test scores and all college transcripts must be on file.
- If first-time-in-college and degree-seeking, complete new student orientation.
- Additionally, all students are encouraged to seek advisement by visiting with a College and Career Success Coach or program manager.

All students must register by the end of the add/drop period. Classes have different add/drop/withdrawal dates based on calendar dates. Refer to the online class search and the term on the academic calendar page.

It is essential that students select their courses carefully, ensuring that course work fulfills the requirements of their selected degree or certificate program. College and Career Success Coaches are available to assist students in planning a program of study that meets their educational and career goals.

Web registration: My.SCF.edu

Registration Holds

A student record may have a hold that prevents registration for classes. Typical reasons for a hold include financial obligations to the College or an incomplete student file. To find out what type of hold is on a record, students can view students can view holds by logging in to My.SCF.edu and selecting Student Profile, then View Holds.

Registration Priority Dates

Registration dates are published in the academic calendar on the SCF website. As per Florida statute 1004.075, student veterans, active-duty military or any individual entitled to and using Veteran educational benefits will be grouped in the earliest priority group.

Area of Interest

An area of interest (meta-major) is a collection of academic programs that have common or related content (*per s. 1008.02 (3), F.S.S.)*. The academic pathways were created to provide Florida College System institutions a method to advise students of the gateway courses aligned with their intended

academic and career goals. Six areas of interest were identified in rule 6A-14.065, Florida Administrative Code (F.A.C.):

1. Arts, Humanities, Communication and Design
2. Business
3. Education
4. Health Professions
5. Science, Technology, Engineering and Mathematics
6. Social & Behavioral Sciences & Public Safety

Students will select an area of interest at the point of application. Degree-seeking students will be advised into an academic pathway based upon their declared interests.

Adding and Dropping Courses

Students who wish to add or drop a course for a term may do so via MySCF, using the same procedures as regular registration. Add/drop deadlines appear in the add/drop/withdrawal schedule on the SCF website. Some classes may have different start and end dates, and therefore, may have different add, drop and withdrawal dates. These dates are posted on the website each term with the academic calendar and the add/drop/withdrawal schedule.

Any tuition paid for a course dropped by the deadline will be refunded to the student. The course will not appear on the student's transcript.

Students must follow regular withdrawal procedures to withdraw from a course after deadlines that are published on the SCF website each term, in the academic calendar, add/drop/withdrawal schedule.

Login Information

All students must have a user ID and password to register on MySCF and access their grades and academic records online. A system-generated password is created upon admission to the College and students are notified via College communication as to their unique User ID and password. Students should remember to protect their login credentials as this information grants access to their confidential student records. SCF uses a multi-factor authentication login process for the protection of students and the institution.

Student Email

SCF has designated email as an official method of communication with students regarding topics of an academic or administrative nature. Upon application and acceptance to the College, the College will assign and activate an email account to each student and expects students to be responsible for all information sent to them via their College email account. Students can access their email accounts via MySCF.

Dropping of Classes Due to Nonpayment of Tuition and Fees

Following registration, students are responsible for payment of all term tuition and fees by the deadlines published in the College Catalog and on the SCF website. **Students who fail to pay tuition and fees by the posted deadlines will have courses dropped for non-payment from their schedules for the term.** Students can attempt to re-register for courses online on a space-available basis during the regular add/drop period for those courses. A student reinstated in classes is obligated to pay all tuition and fees on the day of registration, or the courses will be canceled again from the student's schedule.

Overrides for Courses

An override is an electronic departmental approval to add a student to a course section that is full.

Permits and overrides to courses are rarely granted but may be considered if a student provides evidence of major, verifiable extenuating circumstances. Requests should be presented in writing to the respective department chair for consideration. Contact information follows.

Department Contact Information	SCF Bradenton	SCF Venice	SCF Lakewood Ranch
Business and Technology	941-752-5281		
Visual Arts and Humanities	941-752-5251	941-408-1476	
Music and Theatre	941-752-5351	941-408-1476	
Language and Literature	941-752-5242	941-408-1476	941-363-7268
Mathematics	941-752-5224	941-408-1484	941-363-7268
Natural Sciences	941-752-5341	941-408-1484	941-363-7268
Social and Behavioral Sciences	941-752-5314	941-408-1476	941-363-7268
Occupational and Physical Therapy	941-452-5346	941-408-1300, ext. 65346	
Radiography and Dental Hygiene	941-752-5245	941-408-1300, ext. 65245	
Nursing	941-752-5209	941-408-1300, ext. 65209	

For specific contact information, refer to the employee directory on the SCF website.

Course Loads

Minimum Course Load: The minimum course load to be enrolled as a student at the College is one credit hour (degree credit or developmental credit) for a term. Financial aid minimum loads and veterans' benefits minimum loads are described in the Student Financial Aid section of the Catalog.

Maximum Course Load: The maximum course load to be enrolled as a student at the College is 18 credit hours (degree credit or developmental credit) for a term (Fall, Spring or Summer) except for certain programs requiring a heavier load.

Request for Overload: A student wishing to take additional hours beyond the 18 credit hours is required to submit a request for an overload. For details, refer to the overload policy in the Office of the Registrar portion of the Catalog.

Orientation

Orientation is part of the enrollment and advisement process at SCF and is mandatory for all new first time in college and degree-seeking students (part- and full-time). New student orientations are held each term and are designed to provide students with information on programs, services and facilities to allow them to make successful, informed decisions during the advisement process.

Following completion of the admissions application process and placement testing, students can register for an orientation program. Students will have an orientation hold on their student registration account until attendance at an orientation program has been recorded.

Identification (ID) Card

Each student will be issued a free identification card (ID card) when all tuition and fees are paid for the term of enrollment. The card is a picture ID issued by the College and is required of all students. The card is essential for most transactions and check-writing identification in the bookstore, library lending privileges, security purposes and general identification for various administrative offices. ID cards may be obtained in the Office of Public Safety at SCF Bradenton or SCF Venice and can be replaced for $10 each.

Permits for Prerequisite/Corequisite Courses

A permit is an electronic departmental approval for a student to enroll in a course based on previous academic work, test scores or other approval when a prerequisite has not been met.

A prerequisite is a course that must be completed with a grade of C or higher before registering for the next sequential course.

A corequisite is a course that must be taken at the same time as another course, and they are linked together for proper enrollment.

Note: Depending on the academic area, the department chair may provide permits for transfer and transient students with supporting transcripts and/or grade reports for the first term of enrollment only.

Advisement and permits based on unofficial transcripts and/or grade reports may be subject to revision following completion of an official transfer course evaluation by the Office of the Registrar.

Online Services for Students

SCF provides prospective and enrolled students with a full range of online services, including the College Catalog and class schedule. Students can request information, apply for admission and financial aid, register and withdraw from classes, pay online, order official transcripts and enrollment verifications and complete a degree audit. In addition, students can review their financial accounts and academic records (including grades and unofficial transcripts). Information concerning services to students with disabilities, library services, career information, scholarship search, activities, campus security and online courses also is available at SCF.edu.

FloridaShines

FloridaShines is a web-based guidance assistance tool for students that provides information about Florida colleges and universities. The website contains information about degree programs, admission requirements, degree audits and services. Students can access FloridaShines at FloridaShines.org or through a link on SCF.edu.

College Source

College Source is an online service that provides access to college and university catalogs throughout the United States. In addition to course catalogs, it provides access to websites and accreditation information. SCF catalogs from 1959 through the current year are accessible at CollegeSource.org.

Cost and Fee Information

Fees are current at time of Catalog publication. Any changes in fees will be posted on the website, SCF.edu/Tuition.

Per Credit Hour	Florida Resident	Non-Florida Resident
Two-year program courses	**$102.48**	**$ 386.52**
Baccalaureate courses	**$112.08**	**$ 442.08**

SCF fees are governed by the Florida Legislature and the SCF District Board of Trustees. Fees are subject to change without notice whenever conditions dictate. Course fees are due and payable by the deadline published on the SCF website.

Fees for developmental courses are assessed by developmental credits equivalent in time to degree credits. Audit students pay the same fees as credit students.

Continuing workforce education fees vary by course, but the applicable tuition/out-of-state fees will comply with Section 1011.80, Florida Statutes, which provide that the amount of fees assessed and collected must be equal to at least 50% of the total expenditures of the program. These course fees are approved annually by the District Board of Trustees.

Fee Assessment for Third Attempt

The Florida Legislature passed House Bill 1545, effective July 1, 1997, and amended effective July 1, 1999. This bill requires that students enrolled in the same undergraduate college credit course or developmental course more than two times shall pay fees at 100% of the full cost of instruction. (For purposes of this assessment, the Florida Legislature considers 100% of the full cost of instruction to be equal to the non-Florida resident fee, which is not subsidized by state monies.)

To administer this requirement, colleges in Florida began "counting" student attempts beginning with the Fall 1997 term, regardless of the number of previous attempts.

If a student is forced to withdraw because of documented extenuating circumstances or documented financial hardship, a student may apply for a one-time exception for each class, according to policy set by the SCF Board of Trustees. The procedure forms to request an exception to the assessment of the full cost of instruction are available in the advising center on each campus.

The appeal form process (waiver of third attempt fees) must be completely processed by the posted deadline for the term to which it applies. After that date, no waiver of fees will be granted for any reason.

Some performance-based and fine arts courses are exempt from the third-attempt policy. More information is available by contacting the department chair.

Additional Fees

Access Fee	$40.00 per term, nonrefundable
Credit for Experiential Learning (C.E.L.) Application Fee	$5.00 nonrefundable
Credit Card Convenience Fee	1.25% nonrefundable[1]
College Admission Application Fee	$20.00 nonrefundable[2]
Duplicate Diploma Fee	$15.00 nonrefundable

(Payable before the application for graduation is processed, for each degree.)

Health Professions Programs

Application Fee	$20.00/$35.00 nonrefundable[3]

(One-time fee, payable before application can be processed for admittance to each health profession program, except for ASN Nursing.)

Health Occupations Basic Entrance Test (HOBET V)	$50.00 nonrefundable
Test of Essential Academic Skills (TEAS)	$50.00 nonrefundable
Annual Insurance Fee (courses requiring controlled materials or off-campus training)	up to $15.50 nonrefundable
International Student Application for Admission Fee	$75.00 nonrefundable
Late Fee	$50.00 nonrefundable
Inactive OneCard Replacement Fee	$10.00 nonrefundable
Parking Decal (one per student)	No Charge

All students enrolled at SCF who drive and park a motorized vehicle at SCF Bradenton, SCF Venice and SCF Lakewood Ranch are required to have a parking decal and display it on their vehicle at all times.

Parking Violations:

Improperly parked in a handicapped space or blocking handicapped ramp	$250.00
Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over line	$30.00
No current SCF decal, improper decal or no decal showing	$20.00
Parking in reserved or visitors space or in a motorcycle space	$30.00
Moving violations (College student court)	$20.00 minimum

Reinstatement Fee $50.00 nonrefundable

Returned Check Fee $20.00 nonrefundable

A minimum of $20 will be charged for NSF (nonsufficient funds) checks. The maximum charge permitted by law is the greater of $40 or 5% of the face amount of the check. The check writer also is responsible for costs associated with collection.

Student ID Card Replacement Fee $10.00 nonrefundable

[1]Effective January 1, 2022
[2]Effective for Spring 2022 application submitted on and after October 1, 2021. Prior application fees are applicable toward tuition.
[3]Effective for Spring 2022 application submitted on and after October 1, 2021, the application fee for all health professions program will be $35.00.

Testing Fees: nonrefundable	SCF Student	Non-SCF Student
CLEP	CLEP test fee + $15.00 administration fee	CLEP test fee + $15.00 administration fee

Proctored Exams	-0-	$25.00 per test up to three hours in length. $50.00 per test more than three hours in length.

Testing Fees: nonrefundable	SCF Student
PERT-Reading	-0-
PERT-Writing	-0-
PERT-Math	-0-
PERT-Retake*	$10

NOTE: PERT = Postsecondary Education Readiness Test

* The PERT nonrefundable retest fee is $10.00 per section. If PERT scores are more than two years old, no retest fee is charged.

Transcript Fee (For each transcript, payable with each request. One free official transcript is mailed to each student upon graduation from SCF.)	$7 nonrefundable

State Employee Fee Waiver

Pursuant to Section 1009.265 of the Florida Statutes, students may request permission to register for up to six credit hours without payment of tuition if they qualify as state employees under the guidelines.

These students are responsible for paying regular admission application fees (if applicable), completing all admissions requirements, placement testing, submission of transcripts, and proving completion of all prerequisite courses. Students must pay any applicable special fees. State employees must register between the end of the first day and the last day of the add/drop period for classes on a space-available basis only. Tuition waivers are for a maximum of six credit

hours each term, are for college credit or vocational credit only and cannot be audited. The waiver is not applicable to noncredit (continuing education) courses.

State employees must complete the registration form and submit, along with the original State Employee Tuition Waiver Program Participation form (provided by the employer), to the Office of the Registrar. The Office of the Registrar will verify the student's employment status, and Cashiering will waive applicable fees provided all documentation is complete. The employment verifications will become a part of the student's permanent academic records file.

Classroom Teacher Tuition Waiver

Pursuant to Section 1009.26 of the Florida Statutes, students may request permission to register for up to six credit hours without payment of tuition and fees if they qualify as a public classroom teacher under the state guidelines. These students are responsible for paying regular admission application fees (if applicable), completing all admissions requirements, placement testing, submission of transcripts and proving completion of all prerequisite courses. Students must pay any applicable special fees. Florida public classroom teachers must register between the end of the first day and the last day of the add/drop period for classes on a space-available basis only. Tuition waivers are for a maximum of six credit hours each term, are for college credit and must be courses related to special education, mathematics or science. The waiver cannot be used for courses scheduled during the school district's regular school day. The waiver is not applicable to noncredit (continuing education) courses.

Florida public school classroom teachers must complete and submit an SCF Classroom Teacher Tuition Waiver Approval Form and submit a letter of verification on school district letterhead that signifies full-time teaching status.

Noncredit Course Fees Through Lifelong Learning and Workforce Development

Fees for continuing workforce education and other noncredit courses, e.g., for recreation and leisure, are designed to cover, at a minimum, the expense of conducting the course, and they vary from course to course. These course fees are approved annually by the District Board of Trustees.

Library, Parking and Other Fiscal Obligations

Future registrations for classes may be blocked for unpaid financial obligations.

Special Programs

Special programs of varying duration may be offered, as appropriate, to the needs of the community. Fees will be detailed in program brochures and in all cases will be in addition to those incurred as a student enrolled in regular degree courses listed in the Catalog.

Personal Expenses

Room, board and transportation expenses are not included in student course costs. Students wishing to live in the vicinity must arrange their own living accommodations.

Method of Fee Payment

SCF offers a variety of payment options (online, in person, or by mail), including payment plans. Visit the SCF website for details, SCF.edu/StudentServices/Tuition/PaymentOptions.asp.

Payment and Financial Obligations

Students at SCF should know and understand their responsibilities regarding the payment of financial obligations.

The following is a summary of the student's basic financial responsibilities:

1. A student is ultimately responsible for the payment of tuition, fees, books and any other expenses incurred while attending SCF, irrespective of any financial assistance provided by parents, relatives or others.
2. If a student is permitted to register based on eligible, authorized financial aid, the first funds of that financial aid disbursed to students will be used to pay any and all charges on the student's account. These charges may include, but are not limited to, tuition, fees, books, fines and prior term balances. No refunds will be issued until all such charges are paid in full, regardless of other financial aid that may later be available to pay those charges.
3. A student may incur expenses such as tuition, fees, books and other costs that are paid by a third-party agreement (e.g., Department of Vocational Rehabilitation). Those expenses must be authorized by the third party in advance of the student enrolling at SCF. If a student incurs charges not authorized by the third party, those expenses will be the responsibility of the student.
4. A student who owes money to the College will be notified of the indebtedness by one or more means (i.e., email, mail, text or phone call) at the discretion of the College and may have academic and financial records placed in a hold status until the amount due is paid in full. If a student's record is placed on hold, the student will not be permitted to register for future classes (credit or noncredit), may not receive their grades, may not have a transcript released and may not receive any diplomas or certificates to which he or she may otherwise be entitled until such debt is settled with the College. Failure to pay will result in the

account being forwarded to a collection agency. The student will then be responsible for the debt to SCF plus collection costs and his or her credit rating will likely be adversely affected.

5. Per Florida Statute Section 1009.27 Deferral of fees, any veteran or other eligible student who receives benefits under chapter 30, chapter 31, chapter 33, chapter 35 of Title 38 or chapter 1606 of Title 10, U.S.C. is entitled to one deferment each academic term and an additional deferment each time there is a delay in the receipt of benefits. Veteran Administration benefits under chapter 30, 35 and 1606 are paid directly to the eligible student. Students receiving benefits under these chapters are responsible for payment of tuition and fees to the College before the expiration of the deferment. Students receiving benefits under chapter 33, Post 9/11 who are eligible for less than 100% benefits and military members using Federal Tuition Assistance are responsible for paying any outstanding balance not covered by their benefit prior to the expiration of the deferment.
6. A student is responsible for adhering to the College's requirement for the acceptance of personal checks and the returned check policy.

If a check is returned by the College's bank for nonpayment, the following will occur:

1. If classes have not started, the student will be purged from classes.
2. The student's file will be placed on hold status.

If a student has had one personal check returned to the College by the bank due to nonpayment (NSF, account closed, etc.), any subsequent payments to the College for tuition and fees, books and other expenses must be made by cash, cashier's check, money order or credit card.

Any unpaid check that has not been redeemed by the student is classified as a delinquent financial obligation and will be handled as described in No. 4 above. NSF checks will be sent to the College's collection agency and/or attorney for collection. Should it be necessary to collect a student obligation through a collection agency or attorney, the debtor will be responsible for paying all costs of collecting the obligation, including those of the collection agency and reasonable attorney fees whether collected by suit or otherwise.

All financial obligations owed to the College are to be paid when due. A delinquent student account is sufficient cause to prevent future registration for classes at the College and may prevent issuance of a diploma or certificate to which the student may otherwise be entitled or the release of transcripts to the student or a third party on the student's behalf.

The College may defer tuition and fees for students receiving financial aid from a federal or state assistance program when the aid is delayed in being transmitted to the student through circumstances beyond the student's control. The failure to make timely application for the aid is an insufficient reason to receive a deferral of fees.

If a third party is paying for a student's tuition and fees through direct payment to the College, the student should take a letter of authorization signed by the third party to the Financial Aid office. The College will not accept a letter of authorization that is contingent upon the student achieving a passing grade or completing the course.

The College will attempt to collect delinquent obligations for a reasonable period of time to allow students the opportunity to settle those debts. After every avenue of collection has been pursued by the department involved and the cashiering and/or accounting department, the matter shall be forwarded to the collection agency that has been selected by the Vice President, Chief Financial Officer, and approved by the Board of Trustees to assist the College in the collection of past due accounts. Should the collection efforts be unsuccessful, the Vice President, Chief Financial Officer, may contact the College attorney for the purpose of undertaking legal action in those instances where further action would be of economic benefit to the College.

Refund Policy

Nonrefundable Fees: Application fees, credit card convenience fee, duplicate diploma fees, ID card replacement fees, insurance fees, late fees, reinstatement fees, returned check fees, testing fees, transcript fees and access fees.

Refunds During Posted Add/Drop Period: Course and special fees associated with the course are refundable when a student drops a course before the end of registration for the term (end of the posted add/drop period). A drop with a refund is completed when a student logs on to MySCF, drops the class and submits the changes online.

The basis for refunds of refundable fees: Refunds of 100% (less nonrefundable fees) will be made until 11:59 p.m. on the last day of registration (end of the posted add/drop period). SCF has partnered with BankMobile, to process refund disbursements to students. Refunds are processed after the posted add/drop date of the term and sent via the selected refund preference with BankMobile. If the fees were paid by a financial aid fund, the refund will be returned to the financial aid program that initially paid the fees. Students who register for accelerated or short-term classes will follow the same procedures but may have separate add/drop refund deadlines.

Refunds During the Withdrawal Period: Students who withdraw from a course based upon a documented College error after the close of registration (end of posted add/drop period) may petition the College Refund Committee for a refund of fees. No other requests for refunds will be permitted. A documented College error is one wherein the student can definitively show that an error on the part of SCF resulted in the student's course withdrawal. Applications that contain documented proof will be considered by the Refund Committee based on these guidelines and the decision will be final. Applications are available in the Financial Aid Office at SCF Bradenton and SCF Venice and must be submitted no later than the last day of the following semester for which the student is requesting a refund.

Fee Waiver: A fee waiver may be awarded to repeat a class or classes that a student was forced to withdraw from after the add/drop period due ONLY to extreme circumstances outside of the student's control. To request a fee waiver, a refund application, including appropriate hospital admission and discharge documentation if applicable, or other documentation must be submitted to the College Refund Committee through the Financial Aid office at SCF Bradenton or Venice and must be submitted no later than the last day of the following semester for which the student is requesting a waiver.

BankMobile (Financial Aid and Tuition Refund Disbursement)

SCF partners with BankMobile to process refund disbursements to our students. Financial aid and tuition refunds are disbursed to SCF students via their selected refund preference with BankMobile. For more information about BankMobile, visit this link: BankMobileDisbursements.com/RefundChoices.

Student Financial Aid

SCF.edu/FinancialAid

This section is designed to provide information and application procedures for student financial assistance awarded through the Financial Aid office.

The purpose of financial aid at SCF is to provide assistance to students who have demonstrated financial need or who possess academic or special talent. Awards may come from grants, scholarships, loans or part-time employment.

Financial Aid Application Procedure

Free Application for Federal Student Aid (FAFSA)

SCF considers the FAFSA to be the College application for need-based assistance.

The information from your FAFSA application is used to determine eligibility to receive funds from federal programs and select state and institutional aid programs. Students should check requirements for each aid program for which they wish to be considered. Application procedures vary with the type of aid. The FAFSA should be submitted online at StudentAid.gov. Applicants receive an acknowledgment from the U.S. Department of Education when the FAFSA is successfully submitted. This is the FAFSA Submission Summary, which is sent to the email you provided on the FAFSA application.

You must add SCF's Federal School Code: 001504.

Financial Aid Eligibility Criteria

Your financial need determines your eligibility for financial aid. Generally, to qualify for federal, state and/or institutional assistance, you must:

- Demonstrate financial need (for need-based programs).
- Be a U.S. citizen or an eligible noncitizen.
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia or the Republic of Palau).
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program; financial aid will be authorized only for the specific classes required for a declared program of study.
- Be enrolled at least half-time at time of disbursement to be eligible for Direct Loan Program funds.
- Maintain satisfactory academic progress.
- Show you're qualified to obtain a college or career school education.
- Sign statements on the FAFSA stating that:
    - You are not in default on a federal student loan and do not owe money on a federal student grant; and
    - You will use federal student aid only for educational purposes and show you're qualified to obtain a college or career school education by having a high school diploma or a recognized equivalent such as a GED certificate or completed a high school education in a home school setting approved under state law.

Federal aid is available for up to 30 remedial credits. Once a student attempts 30 remedial credits, federal aid will be awarded for college-level credits only.

Official transcripts from all prior higher education institutions must be received and evaluated by SCF by the end of the first semester to remain eligible to receive financial assistance. In order to be degree-seeking at SCF, students must have a high school diploma, GED, or approved ATB Test.

Deadlines

Priority deadlines for each term are provided for student financial planning. The dates for each term can be found in the academic calendar. If all required paperwork is not submitted by the term deadline, students are responsible to secure funding for classes. A student's financial aid will be available when funding is finalized and is subject to change based on new and/or updated information.

Students can check their financial aid status by going to My.SCF.edu.

Disbursement of Aid

A financial aid award (other than Federal Work-Study) may be used toward fees for the specified term(s). Any balance on the account will be credited to the student unless otherwise specified by a private scholarship donor. Refunds of any credit balance will be disbursed to the student's selected refund preference with BankMobile based on the disbursement dates specified on the academic calendar.

Students who are employed under the Federal Work-Study program will be paid biweekly for the hours they worked.

Attending Hours: A class must begin before being considered as attending, following the no-show reporting period. Student loans will not disburse to a student until they have at least six attending hours.

Financial Aid Terminology

Grants
Awards are generally based upon financial need and usually do not require repayment.

Scholarships
Awards are generally based upon merit and need and usually do not require repayment.

Loans
May be need-based or non need-based. Repayment is likely required.

Types of Financial Aid

Federal Pell Grant

This is the primary Title IV aid. Qualified students may be awarded up to $7,395 for the standard 2026-2027 academic year at SCF. Additional eligibility for summer may be applied.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal program. These funds are limited and awarded based on zero (or less) SAI and date FAFSA is completed.

Florida Student Assistance Grant (FSAG)

This program is sponsored by the state of Florida and is designed to provide assistance to qualified students who demonstrate financial need. To apply, a student must file the FAFSA form. For eligibility rules refer to FloridaStudentFinancialAidSG.org.

State Financial Aid Programs

The Florida Office of Student Financial Assistance administers several scholarships, work and loan programs. Information on these programs, application procedures, criteria and deadlines are available at FloridaStudentFinancialAidSG.org.

Scholarships

Many local organizations, businesses and individuals offer scholarships to students. Organizations may choose their own recipients and have their own application process. Others are administered by the SCF Financial Aid office or the SCF Foundation. Scholarship information is available online.

Agency Assistance

State and federal agencies offer educational support for those who qualify. Such agencies include Vocational Rehabilitation, Blind Services, Workforce Investment Act, Children and Family, and Health and Rehabilitative Services. Students who may qualify should contact the proper agency directly.

Reasons for Financial Aid Repayments

The following actions may require repayment of any grants or scholarships that have been received, including money that has been used for tuition/fees, books and supplies, and living expenses.

1. The student registers and does not attend one or all of the classes they have registered for and does not drop the classes during add/drop period. Due to reduced eligibility, the student may be required to repay any grants and/or scholarships that were received.
2. The student registers for a class and changes his or her status from credit to audit. Due to reduced eligibility, the student may be required to repay any grants and/or scholarships that were received.
3. The student registers for classes and drops all of them during add/drop but does not return books and/or supplies that were purchased through the use of a scholarship or grant. Due to reduced eligibility, the student will be required to repay any grants and/or scholarships that were received.
4. The student receives a grant or scholarship that requires full-time attendance but is carrying less than 12 load hours because a class was canceled, or the student never

attends a class or changes status from credit to audit. Due to reduced eligibility, the student will be required to repay any grants and/or scholarships that were received.

5. The student completely withdraws prior to completing 60% of a term and received federal student aid.

On-Campus Employment Federal Work-Study (FWS) Program

Federal Work-Study (FWS) is a federally funded program that enables students to work on campus. FWS students must have completed the FAFSA. Eligibility is determined by the student's demonstrated financial need as determined by the FAFSA.

This is an institutional work program that enables students to work part time, up to 15 hours a week, in administrative and departmental offices, libraries and laboratories. Interested students must maintain a minimum grade point average of 2.0 throughout employment. Priority is given to students enrolled in a minimum six (6) credit hours and be a matriculating student at SCF in order to work as a student assistant. Students also should be aware that the amount of Federal Student Loan dollars may be affected by the amount of FWS funds already awarded. For additional information on how FWS could affect your student loan eligibility, please contact the Financial Aid office.

Students interested in employment off campus may contact the Financial Aid Office at AskFinAid@SCF.edu.

Federal Loans

William D. Ford Federal Direct Loan Program

Direct Loans are low-interest loans for students and parents to help pay for the cost of the student's education. The lender is the U.S. Department of Education rather than a bank. Financial aid awarded in the form of loans must be repaid. For this reason, these federal loans are considered to be a "self-help" form of assistance.

Direct Subsidized and Unsubsidized Loans

Direct Subsidized and Unsubsidized Loans are available to eligible students who are accepted for admission as a regular student, are enrolled at least half time (six credit hours) and are coursework compliant at SCF during the time of disbursement. Eligibility to receive the Direct Subsidized and Unsubsidized Loans is based on the information reported on the FAFSA.

No interest is charged on the Direct Subsidized Loan while the student is enrolled at least half time. Interest is charged on the Direct Unsubsidized Loan from the time the loan is disbursed. Entrance and exit counseling sessions, as well as a master promissory note, are required to be completed by

the student. These tasks can be completed at StudentAid.gov. First-time, freshman Direct Loan borrowers will not receive their first loan disbursement until at least 30 days after their classes begin.

Changes in law based on the "One Big Beautiful Bill Act" (OBBBA) dictate that loans will begin to be prorated as of July 1, 2026, though details on the full rules are not available upon publication. "Legacy borrowers" who have an originated loan prior to July 1, 2026 will not be subject to the new rules while they remain enrolled in their current program, up to three academic years. Students who are new borrowers and attending less than full-time (12 credit hours per semester) should expect to not be eligible to receive the annual loan limits per grade level as published in prior years.

Direct PLUS Loans

Direct PLUS Loans are available to parents of dependent students. The interest rate on this loan is fixed, and the interest will begin at the time of disbursement. Parents have the option of contacting the loan servicer to request a deferment and/or inquire about repayment options. This loan can be applied for by the parent of the student at StudentAid.gov. A credit check will be performed during the application process. If the parent is not approved for this loan, the student may be eligible for an additional Direct Unsubsidized Loan.

As with student borrowers, OBBBA allows "legacy parent borrowers" to continue to borrow for their student for up to three academic years while the student remains enrolled in their current program at the same institution. New parent borrowers are limited to $20,000 per academic year, and $65,000 per dependent student.

Financial Aid Refund and Repayment Policy

Refunds and Repayments

Important: If you are a financial aid recipient, consult the Office of Financial Aid before dropping classes or withdrawing from the College.

A 100% refund of fees (less nonrefundable fees) will be made if a student withdraws on or before the last day of add/drop registration as described in the College catalog for the academic year. Exceptions to the 100% refund provision are made pursuant to federal regulations for the return of federal funds policy. If a student registers for short-term or weekend classes, they will follow the same procedures but may have separate add/drop refund deadlines.

Title IV funds (excluding Federal Work-Study and student loans) and scholarships will be refunded 100% to the appropriate federal account or scholarship if the student drops classes before the end of the drop/add period. All aid awarded but not disbursed will be refunded 100% to the appropriate

account (excluding Federal Work-Study and student loans) if the student withdraws before funds are disbursed.

Any federal aid recipient who completely withdraws before the 60% point in the term will be required to repay a portion of the federal funds received under the Return of Title IV Funds policy. If a recipient registers for a short-term class, or changes from credit to audit, they may be required to repay the full balance of the federal funds received. The return of Title IV funds policy applies to all other recipients of federal funds who completely withdraw prior to completing more than 60% of the term.

Awards in excess of fees due (balance checks) for all continuing, eligible students will be disbursed when funds are available.

No-Show Policy

Students are not eligible to receive financial assistance for classes for which they are reported as a "no show." The student's financial assistance will be adjusted based on the enrollment status.

Official/Unofficial Withdrawals

Students who wish to withdraw must follow SCF's official withdrawal process. Students who wish to withdraw completely from SCF will be subject to loan exit counseling. If a student officially withdraws or stops attending all courses, the student may be required to repay all or part of the financial aid disbursed in that term. This will be determined by the return of Title IV funds policy.

Students receiving federal funds may be required to repay aid determined to be "unearned." The earned/unearned calculation is based on the percentage of days the student attended during the term in which they withdrew. The amount of aid the student has earned is determined on a prorated basis. For example, if the student completed 30% of the term, the student earns 30% of the aid received.

The difference between the earned federal aid and total aid received equals the amount of "unearned" federal funds. Unearned federal funds are subject to repayment. Federal regulations require Title IV aid to be refunded in the following order:

1. Direct Unsubsidized Loan, Direct Subsidized Loan, Direct PLUS Loan
2. Federal Pell Grant
3. Federal Supplemental Education Opportunity Grant (FSEOG)

If the student does not receive a passing grade (includes grades of I, W, WF, and F grades) at the end of the term, the amount of aid the student has earned will be determined after grades are posted for the term and it will be assumed the student unofficially withdrew at the 50% point of that term or based on the last day the student attended class as reported by the instructor.

SCF will notify the student when a refund calculation is performed due to an official or unofficial withdrawal. The student may be billed for any outstanding obligations by the student failing to earn Title IV funds, for which federal funds were disbursed. Students are not eligible for further aid until all repayments have been made.

Financial Aid Standards of Satisfactory Academic Progress

Federal regulations require that all students receiving Title IV financial aid (Pell Grants, FSEOG, Federal Work-Study and Direct Loans) maintain Satisfactory Academic Progress (SAP), which is reviewed at the end of every term (Fall, Spring and Summer).

The SAP policy consists of three requirements: Minimum financial aid cumulative GPA of 2.0, successful completion rate of 67%, and maximum time frame of 150% of the current program.

Note: The financial aid GPA is a cumulative GPA of all courses on your transcript, including remedial coursework. This is not the same as the academic GPA.

For complete policy, go to SCF.edu/about/SCF-Policies/Procedures.

Coursework Compliance

Federal regulations mandate that students declare a valid program of study and matriculate towards the degree/certificate they are pursuing. Federal student aid will pay only for classes applicable toward a program of study. In order to ensure eligibility, students should meet with their College and Career Success Coach or program manager and declare their major. Further, students should review their academic plan through Degree Works and enroll in valid courses toward their degree.

Veterans' Information

SCF is authorized by the State Approving Agency to certify VA educational benefits for all eligible veterans, dependents, members of the selected reserve, and active-duty personnel.

Students who are eligible for VA or military educational benefits are strongly encouraged to contact Veteran Services at SCF Bradenton or SCF Venice as early as possible. The SCF Veteran Services web page has detailed information regarding the policies and procedures for the initiation, transfer, and certification of VA educational benefits. The webpage may be viewed at SCF.edu/Veterans. It is the student's responsibility to remain informed of VA regulations and SCF policies regarding the use of their VA or military educational benefits. Generally, SCF will only certify courses that satisfy

requirements outlined for their degree or program of study as published in the student's Catalog year of admission. Students pursuing the Associate in Arts degree must complete their Gordon Rule, international/intercultural, and any required foreign language courses as part of their 36 general education or 24 elective hours. Students transferring to SCF with credits from colleges outside Florida should meet with their veteran advisor to verify completion of requirements.

Detailed information about the administration, eligibility requirements and payment rates for all VA educational programs can be found on the GI Bill website.

Satisfactory Academic Progress for GI Bill Benefits

Students utilizing VA educational benefits must maintain satisfactory academic progress toward their academic goals, as defined by the institution in which they are using their VA educational benefit (38 CFR § 21.4277-1). Failure to adhere to the published standards below will result in probationary status being reported to VA.

SCF Veteran Services recognizes four academic classifications that apply to students using educational benefits administered under the VA:

- Good Standing
- Probation 1
- Probation 2
- VA Suspension

Good Standing

A student is considered in Good Standing when the term and cumulative GPA are 2.0 or above, and they maintain an overall completion ratio of 50%, or is on initial Good Standing during the first semester after transfer from another college or university.

Probation 1

A student using VA educational benefits is considered on Probation 1 when either the term GPA, the institutional GPA, or the overall cumulative GPA is below 2.0, or the completion ratio drops below 50%. The student will be notified of their Probation 1 status at the end of term.

Probation 2

A student using VA educational benefits is considered on Probation 2 when they have completed a previous semester under Probation 1 and the institutional GPA or the overall cumulative GPA remains below 2.0, or overall completion ratio remains below 50%. The student will be notified at the end of the semester.

VA Suspension

A student is considered on VA Suspension when their institutional GPA or the overall cumulative GPA remains below 2.0 after being on Probation 2 for one semester. The student may resume the use of their VA educational benefit if their overall GPA or term GPA is 2.0 or higher. Although a student may be allowed to enroll in courses while on VA suspension, because they are classified as "continued probation" with the Office of the Registrar; that student, could not have their courses certified with VA until they have achieved successful academic standing (a GPA of 2.0 or higher). Under certain circumstances, if a student's completion ratio and GPA are close to minimum standards they may be granted continued VA Probation 2 status under the discretion of their veteran advisor.

Suspension of Chapter 31 benefits is under the jurisdiction of the appropriate Vocational Rehabilitation and Employment (VR&E) and office of the VA.

A student also could have the use of their VA benefits suspended at SCF if they are found to be in violation of the student Code of Conduct. If a student's VA benefits have been suspended due to conditions related to conduct, they may have their VA benefits reinstated only after an appropriate SCF judicial review.

Waiver of Out-of-State Tuition

Many active duty personnel and veterans, as well as dependents, who are receiving Transfer of Entitlement benefits under the Post 9/11 GI Bill may be eligible for a waiver of the out-of-state portion of their tuition and fees. Contact your veteran advisor for details and requirements.

Waiver for Purple Heart or Superior Combat Decorations

Florida Statute 1009.26(8) provides a fee waiver to a recipient of the Purple Heart or other combat decoration superior in precedence if the recipient is enrolling in a Florida state college or university, and provided they meet specific criteria:

1. The student is admitted as a full-time, part-time or summer school student in an undergraduate program of study leading to a degree or certificate;
2. The student is currently, or was at the time of the military action that resulted in the awarding of the Purple Heart or other superior combat decoration, a resident of Florida;
3. The student submits the College DD Form 214, issued at the time of separation from service, as documentation that they have received a Purple Heart or other combat decoration superior in precedence.

Contact your Veteran Advisor for details.

The combat decorations that would qualify students for the provisions of the Purple Heart or Superior Combat waiver include:

Purple Heart
Bronze Star (must be "V" designation or device)
Distinguished Flying Cross
Legion of Merit (must be "V" designation or device)
Silver Star
Air Force Cross
Navy Cross
Distinguished Service Cross
Medal of Honor

Limitations of the Purple Heart or Superior Combat Decorations:

- This waiver is only applicable for 110% of the number of required credit hours of the degree or certificate program for which the student is enrolled.
- Fees are limited to those inherent in the cost of tuition and charged to every student regardless of the course(s) in which they are enrolled.
- This waiver is considered "countable aid" for student financial aid purposes.

Military Activations

Military veterans, reservists and members of the National Guard who are attending SCF may receive orders for active duty, redeployment or relocation. Dependents of military personnel who receive orders also may be affected in a similar manner. In such cases, the College must receive a copy of the student's or military personnel's activation, redeployment or relocation orders issued from the military in order to proceed with the dropping of courses for the term of activation.

Activation documentation may be submitted to SCF Veteran Services.

Deferments

A deferment of tuition and fees will be issued for all students who are using VA educational benefits. This deferment will be issued only if the student has submitted an SCF Request for Certification form, DD214 and/or VA Certificate of Eligibility (COE). Once the VA Deferment is in place on the student account SCF will not:

- Prevent the student's enrollment, if not on VA or academic probation/suspension;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

Policies and Procedures for the Office of the Registrar

Office of the Registrar will only conduct business in person or through SCF Student email. Minimal information can be discussed via telephone to protect the student's record.

Educational Definitions

Credit Hour	One credit hour represents 50 minutes of class for 16 weeks (including final examinations), four hours per week for 12 weeks, or eight hours per week for six weeks. Most courses carry three credits and meet for three hours per week for 16 weeks.
Degree Credits/Degree Term Credits	Credits carried by courses that can be used to meet degree requirements and that count toward the GPA, in contrast to developmental credits.
Developmental Credits	Credits carried by developmental courses that serve to prepare students for degree credit courses. When dictated by placement test scores, students must earn appropriate developmental credits before advancing to degree credits. Developmental credits cannot be used to meet degree requirements and do not count toward the GPA. Developmental credits do contribute to student-time status (part time, full time), and are covered by most forms of financial aid, except the Bright Futures scholarships. Part-time degree-seeking students may complete 12 degree credits before developmental courses become mandatory.
Institutional Credits	Institutional credits cannot be used to meet degree requirements and do not count toward the GPA. These credits are applicable only toward the Educator Preparation Institute program and English for Academic Purposes courses.
Load Hours	Total number of credits in which a student is enrolled for a given term.
Freshman	A student who has earned fewer than 30 degree term credits (excluding developmental credits) and/or fewer than 60 grade points.
Sophomore	A student who has earned 30 or more degree term credits (excluding developmental credits) and at least 60 grade points.

Full Time	A student who is registered for 12 or more credits - including degree credits and developmental credits - for a Fall, Spring or Summer term.
Part Time	A student who is registered for 11 or fewer credits - including degree credits and developmental credits - for a Fall, Spring or Summer term.
Minimum Load	The minimum load to be enrolled as a student is one credit hour - degree credit or developmental credit - for a term. Financial aid minimum loads and veterans' benefits minimum loads are described in the Student Financial Aid section of the Catalog.
Maximum Load	A maximum class load is 18 term credit hours (degree and developmental credits) per Fall, Spring or Summer term (with the exception of certain programs requiring a heavier load).
Overload	A request for an overload above the 18 credit hours each term is required. Requests must be acquired from and approved by the Dean of Academic Affairs. Students are limited to 21 total credit hours for a single term.

Grading System

Grading of Courses That Carry Degree Credit

Each faculty member will explain the grading system employed in each course. Each student is asked to be responsible for obtaining a clear understanding of the grading system.

Grades		**Quality Points (QP)**
A	Excellent	4 QP per term hour
B	Good	3 QP per term hour
C	Average	2 QP per term hour
D	Poor	1 QP per term hour
F	Failure	0 QP per term hour

The scholastic GPAs are computed by dividing the total number of quality points earned by the number of term hours for which grades were received, excluding:

I	Incomplete
S	Student passed the course satisfactorily
U	Student did not pass the course satisfactorily
P	Student passed lab satisfactorily
NP	Student did not pass lab satisfactorily
W	Withdrawn passing; course is not calculated into the GPA
X	Audit (no credit earned)

Three GPAs are computed for each student:

1. Term Average - GPA for courses attempted during any given term.
2. Institutional Average - cumulative GPA for courses attempted while in attendance at SCF.
3. Overall Average - cumulative GPA on all work attempted since entering college, including work from all previously attended institutions.

Class Attendance and Grading

SCF students will be graded on academic achievement. Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course.

Specific attendance and grading requirements for each course are stated in the respective course syllabus. These requirements may vary from course to course, and it is the student's responsibility to seek any needed clarification from the instructor.

Pursuant to F.S. 1002.21; 1006.53; 1001.64, SCF shall attempt to reasonably accommodate the religious observance, practice and belief of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments. Students must provide the instructor(s) with advance notification of the purpose and anticipated length of any absence. At that time, the instructor and the student will agree upon a reasonable time and method to make up any work or tests missed.

Dean's List and President's List

The Dean's List and the President's List are honors that may be earned each term. Students who complete six or more degree credits in a term (excluding developmental credits) with a GPA of 3.5 or above are named to the Dean's List, and students who complete 12 or more degree credits in a

term (excluding developmental credits) and achieve a term GPA of 3.8 or above are named to the President's List. Both honors are denoted on the student's transcript for the term.

Grading of Developmental Courses

Remedial courses that carry developmental credit do not meet degree requirements and the grades are not calculated into students' GPAs. These credits do count toward a student's time status (full time, part time, etc.) and are billed at the same rate as degree credits. Each faculty member will explain the grading system for each course. Developmental grades (indicated by a period following the letter grade) of A., B., and C. signify successful completion and allow students to advance to the next course. Grades of D., F., N., W., and X. signify successful completion was not achieved, and the course needs to be repeated.

Grading of Institutional Credit Courses (Educator Preparation Institute (EPI) subject classes)

Institutional credit (EPI) courses do not meet degree requirements and grades are not calculated in the GPA. Institutional credit course grades (indicated by a colon following the letter grade) of A:, B:, and C: signify successful completion of a course and students are allowed to advance to the next sequential course. Grades of D:, and F: signify that successful completion was not achieved and the course needs to be repeated.

Incompletes

At the instructor's discretion, a grade of I (incomplete) may be given due to unforeseen or extenuating circumstances such as a death in the family, serious illness, etc. The student must clearly document the circumstances and show that they have satisfactorily completed a significant portion of the course requirements and have a reasonable chance of making a passing grade.

It is the student's responsibility to make the necessary arrangements with an instructor for removal of an I grade. If the instructor is not available, arrangements must be made with the dean or department chair.

If, within six weeks from the first day of classes during the next term (exclusive of Summer session), the instructor has not informed the Office of the Registrar of a grade change, the I will be changed to an F on the student's permanent record.

W Grade

A grade of W (withdrawn) is not calculated into the GPA, but the course does count as an attempt for fee assessment. W grades are recorded only for the first two attempts of a course when the

course withdrawal is completed before the withdrawal deadline. The stated withdrawal policy is described in the withdrawal policies section of the Catalog.

Time Limit for Grade Change

Requests for corrections of course grades must be made within one calendar year of the date the grade was assigned to the course. It is the responsibility of the student to bring any errors to the attention of the faculty member as soon as the errors are detected within the one-year period.

Accessing Grades Online

SCF does not send grades in the mail. Students who have no holds on their records may view their grades online beginning on the grade posting date published in the academic calendar, in the Catalog and on the SCF website.

Students can follow these steps to view grades and unofficial transcripts:

1. Go to My.SCF.edu
2. Enter username and password; click **Login.**
3. Select **Student** tab.
4. Go to Registration Tools.
5. Go to transcript.

Audit Policy

A student may change from credit to audit status in any course before the posted deadline or the end of the add/drop period for short-term/late start courses. The student initiates this option by completing the Student Request to Change Course to Audit/Credit form available online at SCF.edu/Admissions/Registrar. Class Tests or examinations are not required of the student auditing the course, however, class attendance is expected. Students must meet the same prerequisite requirements as degree-seeking students for specific courses. Students will receive a grade of X for any courses they audit. Audit courses will not affect the GPA, academic standing or previously earned credits.

Courses taken on an audited basis may not be counted when calculating eligibility for veterans' benefits, financial assistance, or certification of enrollment by outside agencies. Audited courses do not count in the total attempts for grade forgiveness but do count as an attempt of a course.

No student may audit more than six hours of credit courses in a term except by special permission by the assistant dean in the appropriate division. Tuition and fees for audit courses are the same as courses for credit.

Grade Forgiveness (Repeat) Policy

A student may repeat a course, up to a maximum of two repeats per course (for courses that count toward the GPA), in which the student earned a grade of D or F, provided a degree has not yet been awarded or as otherwise noted in the course description. Courses with earned grades of A, A., A:, B, B., B:, C, C., or C: cannot be repeated. The GPA will be adjusted so that only the last attempt at the repeated course will be included in the overall calculation. The original grade will be marked with an E (excluded in the GPA) to indicate that the course was repeated, an I (included in the GPA), or an A (course calculated in GPA but no earned credits) on the student's transcript. All grades will remain on the student's official transcript.

If a student transfers to another institution, public or private, it is the responsibility of the student to learn what the receiving institution's policy is regarding acceptance of "forgiven" courses in the computation of the student's grade point average.

Per Florida Statute 1009.285 and Florida Administrative Code 6A-14.0301 repeat enrollment in courses in which a grade of C or above has been earned is prohibited. However, exemptions may be granted under very special circumstances. Examples are: a need for teacher recertification, specifications of a regulatory agency, licensure, program requirement or credit earned through examination, (e.g. AP scores).

Both the initial and subsequent grades will appear on the student's academic transcript and the most recent included in hours and GPA. Registration for a course without prior approval will be canceled, the course dropped, and fees refunded. Some stipulations may apply to older coursework. Approval for the Request to Retake Course with a C or Better Grade does not guarantee program acceptance.

Note for students intending to make an application to any health professions program:

1. Approval and grade improvement does not guarantee admission to a program.
2. No more than two program-required or prerequisite courses can be repeated.
3. No more than one retake will be allowed per course.
4. The most recent grade will be used for program admission requirements.

The Request to Retake Course with a C or Better Grade form is available in the Office of College and Career Success or Academic Departments. The form must be completed by the student, including the reason for request and any additional documentation in support of the request for a retake. The form must be reviewed by the following based on intended degree program.

ASN and BSN: Dean, Nursing

All other Health Professions: Dean, Academic Affairs or Program Director

Third Attempt

The Florida Legislature passed House Bill 1545, effective July 1, 1997, and amended effective July 1, 1999. This bill requires that students enrolled in the same undergraduate college credit course or developmental course more than two times shall pay fees at 100% of the full cost of instruction. (For purposes of this assessment, the Florida Legislature considers 100% of the full cost of instruction to be equal to the non-Florida resident fee, which is not subsidized by state monies.)

In order to administer this requirement, colleges in Florida began "counting" student attempts beginning with the Fall 1997 term, regardless of the number of previous attempts.

Students with documented extenuating circumstances or financial hardship may initiate a third attempt fee appeal process through Cashiering/Fee Payment Office.

Fourth Attempt

Students may attempt a course only three times, including original grades, repeat grades, withdrawals (after the drop/add period), and audits unless noted differently in the course description. Upon the third attempt, the student receives a final grade and can no longer withdraw. In accordance with the Florida State Board of Education Rule 6A-14.0301 students with extenuating circumstances may petition for a fourth attempt appeal through the office of the Associate Vice President, Academic and Faculty Affairs via email at AcademicAndFacultyAffairs@SCF.edu.

Overload

Students are permitted to enroll in up to 18 credit hours per each term - Fall, Spring and/or Summer without special approval. Overload requests up to 21 credit hours per term may be approved by the Dean of Academic Affairs for eligible students.

Overload Request Eligibility Requirements:

- Cumulative GPA of 3.0 or greater
- Enrollment of 15-credits or more in the last two consecutive terms
- Term GPA of 3.0 or greater in the last two consecutive terms

Should the request to exceed 18 credit hours per term be denied, a student may appeal by submitting a request to the Associate Vice President of Academic and Faculty Affairs. Should a student want to enroll in more than 18 credit hours in a subsequent semester, a new request must be submitted. Dual Enrollment and Early College students should direct inquiries to the Early College Coordinator. Associate in Science and baccalaureate students should direct inquiries to

the respective academic departments for the completion of an overload request to be submitted to the Academic Dean.

Withdrawal Policies

A withdrawal is a change in the student's course schedule where one or more courses are withdrawn before the end of the term. Withdrawn courses appear on the student's transcript as a W and are classified as attempts. No refunds are permitted for withdrawn courses.

Withdrawal from a Course or Complete Withdrawal from the College (No Refund)

Withdrawing from a course(s) - Course withdrawal is defined as withdrawal from one or more classes for a term but not complete withdrawal from the College. **Failure to completely process a withdrawal or drop a class online may result in the student being assigned a grade of F.**

Financial Aid Impact - Withdrawing from one or more courses during the semester, without complete withdrawal from the College, may have an impact on both the amount of aid received for the semester and a student's academic eligibility to continue receiving financial aid for future enrollment. Students should contact the Office of Financial Aid for further information regarding the impact of withdrawing from one or more courses.

Withdrawal Grading - SCF encourages the student to discuss a withdrawal with the instructor, Financial Aid, and a College and Career Success Coach before withdrawing from a course. A student enrolled may withdraw without academic penalty at any time prior to the withdrawal deadline specific to the course.

Appeal of the Withdrawal Policy - A student may appeal for a withdrawal by completing a Request to Appeal the Withdraw Policy form. Appeals are only considered if a student can provide documentation that demonstrates major verifiable extenuating circumstances clearly beyond the student's control that led to their missing the withdraw deadline and inability to successfully complete the course. The SCF Core Care Team has final authority for this appeal. If the appeal is granted, the academic grade would be changed to a W without GPA consequences.

Students are allowed a maximum of three attempts per course. An "attempt" is defined as registration in a class after the end of the registration period. All withdrawal policy statements apply to part-time as well as full-time degree-credit and developmental students.

Withdrawing from the College - Withdrawal from the College is defined as a complete separation from State College of Florida for a particular semester. A student can withdraw from a course or several courses online. Students withdrawing from ALL courses are encouraged to see the impact of the withdrawing from the College with a representative from Financial Aid and College and Career Success. Students must complete the activities by the withdrawal deadline as published in

the Academic Calendar, Catalog, or on the SCF website. **Failure to follow this procedure may result in a grade of F being assigned for each course for which the student is registered**. No additional fee beyond normal course tuition and fees is charged for withdrawals from the College.

Financial Aid Impact - Federal financial aid Title IV policy requires colleges to calculate how much aid a student has earned if they withdraw or stop attending prior to the completion of a semester. If the withdrawal date is less than 60.1% of the semester, the student may have to return a portion of the aid received, as well as owe the SCF a portion of the tuition and fees. A student who remains enrolled beyond the 60% point, has earned all aid for the semester for which the aid was awarded.

If a student stops attending or a student's academic transcript reflects unsuccessful completion of all courses in a term, SCF will calculate aid based on the latter date from one of the following academic related activities: 50% completion date of the term or official documented last date of attendance/activity.

Faculty No-Show Reports

Following the last day to add/drop courses for the term, faculty are required to verify student attendance. Student attendance can be verified by attending class, completing coursework, or making and completing arrangements with the instructor's approval to attend class or make up missed assignments. Failure to attend class, complete coursework, or make and complete approved arrangements with the instructor within the first week of the term will result in the student's attendance not being verified and they will be deemed a "no-show." The result of being a no-show will be a "W" for the course. Fees are applied for all courses accordingly.

Return of Federal Financial Aid Upon Withdrawal from the College

Students who receive federal financial aid funds and who withdraw from all classes may be required to return all or a portion of these funds to the federal government. Students should consult with the Financial Aid Office before completely withdrawing from the College.

Academic Standing

Academic standing is determined by the student's grade point average (GPA). To complete degree and certificate programs, students are required to earn a minimum GPA on a 4.0 scale. Students with a cumulative GPA lower than a 2.0 are no longer considered in Good Academic Standing. State College of Florida, Manatee-Sarasota (SCF) acknowledges five (5) academic categories that apply to all students: Good Academic Standing, Academic Warning, Academic Probation, Academic Suspension and Academic Dismissal.

Good Academic Standing

A student is considered in Good Academic Standing when the student's cumulative grade point average (GPA) is 2.0 or above.

Academic Warning*

A student is considered on Academic Warning when the student has an overall cumulative GPA that is below 2.0. A student is informed of the Academic Warning standing at the end of the applicable semester through their SCF student email and their mailing address of record. The student's academic record will reflect the Academic Warning status. A student on Academic Warning must immediately seek assistance from the Office of College and Career Success to develop a plan to increase their GPA and meet their individualized educational goals.

A student who is placed on Academic Warning is strongly encouraged to seek counseling from the Financial Aid Office, if they are utilizing federal, state, or institutional aid.

*Note: Earning a semester GPA below 1.0 will immediately place a student on Academic Probation.
A student is removed from Academic Warning, and their academic status is designated as Good Academic Standing, if the student's cumulative GPA after the following semester reaches 2.0, or greater. If the student's cumulative GPA is less than 2.0, but the student' s semester GPA is 2.0 or greater, the student will remain on Academic Warning. If the student fails to reach a semester GPA of 2.0 or greater, the student will be placed on Academic Probation.

Academic Probation

A student is considered on Academic Probation when one or more of the following conditions apply:

1. Their Academic Warning semester GPA is less than 2.0.
2. At the end of any semester, the student has a semester GPA of less than 1.0

A student is informed of the Academic Probation standing at the end of the applicable semester through their SCF student email and their mailing address of record. The student's academic record will reflect the Academic Probation status.

A student is removed from Academic Probation, and their academic status is designated as Good Academic Standing, if the student's cumulative GPA after the following semester reaches 2.0, or greater. If the student's cumulative GPA is less than 2.0, but the student's semester GPA is 2.0 or greater, the student will remain on Academic Probation. If the student fails to reach a semester GPA of 2.0 or greater, the student will be placed on Academic Suspension.

Academic Suspension

A student is considered on Academic Suspension when the Academic Probation status has not improved to a Good Academic Standing classification. A student is informed of the Academic Suspension standing at the end of the applicable semester through their SCF student email and their mailing address of record. Academic Suspension prevents a student from registering for classes. The student's academic record will also reflect the Academic Suspension status. The Academic Suspension will be for one semester unless successfully appealed.

After the semester, the student may re-enroll in the College but will be placed on Academic Probation.

Academic Dismissal

A student who has not earned a 2.0 semester GPA following an Academic Suspension will be Academically Dismissed. A student is informed of the Academic Dismissal standing at the end of the applicable semester through their SCF student email and their mailing address of record. Academic Dismissal impacts the registration status of a student and does not permit registration. The student's academic record will also reflect the Academic Dismissal status.

The Academic Dismissal will be for one calendar year (three consecutive semesters = one calendar year) unless successfully appealed. After the year, the student may re-apply to the College for possible readmission. Students desiring to return from Academic Dismissal must meet with the Academic Reinstatement Committee.

Academic Suspension or Academic Dismissal* Appeal Process

Students will have an opportunity to appeal dismissal status. Appeals should be sent to the Director of College and Career Success within five business days of notification of the dismissal status. The appeal documentation will be forwarded to the admissions committee for a final decision. Students may appeal an Academic Suspension or an Academic Dismissal by completing an Academic Standing Appeals Form found on the Office of the Registrar Forms page of the SCF website. An appeal from Academic Suspension or Academic Dismissal will be reviewed by the Academic Reinstatement Committee.

All documentation for an Academic Suspension or Academic Dismissal Appeal must adhere to the following deadlines:

- June **1** to return for the Fall Semester
- January **2** to return for the Spring Semester

Appeals received after the posted deadlines will not be accepted.

The decision of the committee will be documented and sent to the student, and an electronic copy will be placed in the student's record. Students with approved appeals will be placed on Academic Probation for the next semester.

Students on Academic Probation, as a result of an approved appeal, who earn a 2.0 cumulative GPA will be considered in Good Academic Standing. Students on Academic Probation, as a result of an approved appeal, who do not earn a 2.0 cumulative GPA or 2.0 semester GPA will be on Academic Suspension for the following semester, with no option to appeal. The student will be unable to attend SCF for one semester.

Decisions of the Academic Reinstatement Committee are final. Additional consideration may be allowed **only** if you are able to present new documentation not previously available for consideration in your initial appeal. This does not imply a guarantee of a positive outcome. Consideration of the new evidence will be made by the Associate Vice President of Academic and Faculty Affairs, or designee, and will only be granted under exceptional circumstances. If denied, the decision of the Associate Vice President of Academic Affairs is final and cannot be further appealed.

*Note: This is not a Financial Aid appeal.

Academic Record Changes/Requests

Name Changes

The student may initiate a legal name change by completing the Change of Name electronic form on the Office of the Registrar webpage, SCF.edu/Admissions/Registrar. Official name changes require submission of an official copy of a court-issued document, social security card or valid Florida driver license verifying the legal name change.

Address Changes

Students can verify and update the mailing address that appears on their education record by logging on to My.SCF.edu. Go to the Student Profile, My Personal Information (on the left-hand navigation panel), Personal and Emergency Information, Address(es) and Phone(s). The accuracy of this information is crucial in the event of an urgent situation involving a student.

International students on an F-1 student visa status must inform the College of an address change as soon as possible as failure to notify SCF could result in termination of a student's status.

Emergency Contact Changes

Students can verify and update emergency contact information by logging on to My.SCF.edu. Go to the Student Profile, My Personal Information (on the left-hand navigation panel), Personal and Emergency Information, Address(es) and Phone(s). The accuracy of this information is crucial in the event of an urgent situation involving a student.

Program/Major Changes

Upon admission, each student selects a desired degree and program status. If a student wants a change, a change of major/program/degree form will be required to be completed by the student. The form is available on the Office of the Registrar webpage and must be signed by the student before the change is made to the student's official academic record. There is a deadline for changes each term. Any change made after the deadline will be effective with the following term. For deadlines, refer to the Academic Calendar.

Upon changing the major, the student's official catalog year term will be updated effective with the new program. Students are strongly encouraged to select a major/program and degree status early in their enrollment with the College. International students and students who receive financial aid must be classified as degree-seeking for various reporting requirements. Students should consult with a College and Career Success Coach before making a final decision.

Note: Any nondegree seeking student who wishes to become degree-seeking will be required to reapply for admission to the College.

Transcript Requests

All official transcript requests can be made online at SCF.edu/Transcripts. Former students must order online. Online requests can often be processed faster provided all information can be verified electronically. Email requests for transcripts cannot be processed.

A transcript fee (see Cost and Fee Information) is required at the time of the request and can be paid by credit/debit card. If paying the fee by credit card, a billing address and credit card expiration date must be included. Students must be in good standing with the College (including fulfillment of all financial obligations) before the transcript request will be processed.

Official transcripts are sent by SCF partner, Parchment, electronically or U. S. Postal Service to Florida state schools and third parties as requested. Unofficial transcripts can be obtained from the Florida Virtual Campus (FLVC) website at FLVC.org or by logging on to My.SCF.edu.

In accordance with Florida Statute 1009.26, SCF will waive the transcript fee for a person who is on active military duty or an honorably discharged veteran of the United States Armed Forces and his or her spouse and dependents. If you feel you qualify under these categories, please complete the Transcript Request form and submit to Registrar@SCF.edu. Please include in the subject line

"United States Armed Forces Transcript Waiver." Once your request is received, the Veteran Services Office will verify eligibility and, if eligible, the transcript will be processed at no charge.

Unofficial transcripts are available to current students only and may be obtained by the student by logging on to My.SCF.edu.

Degree/Enrollment Verifications

Verification is designed to confirm a student's enrollment or degree status based on full-time, half-time, or less-than-half-time status for a given term or graduation date. Students who need a verification of degree or enrollment can complete a request on the SCF website at SCF.edu. Enrollment verifications can be completed for current or previous terms only. Verification for subsequent terms cannot be made until the end of the add/drop period for that term. Verifications also can be processed by submitting a request for verification letter through the National Student Clearinghouse.

Excess Hours Advisory Statement

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a bachelor's degree at a Florida state university. It is critical that students, including those entering Florida state colleges, are aware of the potential for additional course fees.

"Excess hours" are defined as credit hours that go beyond 115% of the credit hours required for a bachelor's degree. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 138 credit hours (120 times 115%).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

Graduation Requirements and Procedures

SCF.edu/Graduation

Students have the option of graduating under the Catalog in effect at the time they first enroll as a degree-seeking student at SCF or the Catalog in effect at the time they complete requirements for a degree, provided they maintain continuous enrollment of at least one credit per academic year. If

continuous enrollment is broken, they must graduate under the Catalog in effect when they reregister or the Catalog in effect at the time they complete requirements for a degree. For students who change their major or enter a limited-access program, their official catalog year will be updated to reflect the term they began enrollment in the new program.

The steps in the graduation process apply to ALL degree/certificate programs:

1. Students must apply for graduation by submitting an application form, which is available online at SCF.edu/Graduation. The deadlines are posted in the Academic Calendar on the website. The application form must be completed and signed by the student.
2. An overall and institutional GPA of 2.00 must be achieved in the student's total credit program. The overall grade point average includes work attempted at previously attended institutions. Satisfactory completion, with a grade of C or better, on English and Mathematics General Education courses are required for the Associate in Arts, Associate in Science, and all bachelor's degrees as well as the overall 2.00 GPA.
3. At least 25% of the hours of course credit required for the degree/certificate must be completed at SCF.
4. All candidates eligible for the one-year certificate, advanced technical certificate, Associate in Science, Associate in Arts and all bachelor's degrees are urged to attend the Traditional Commencement ceremony or Grad Walk.
5. Students are reminded that, regardless of their receipt of a degree, a D grade might not transfer depending on the regulations of the college or university they plan to enter.
6. All Associate in Arts students enrolled in any Florida state college for the first time after Jan. 1, 1983, are required to complete 4 writing courses with a grade of C or better and are required to complete a minimum of six credit hours of mathematics with a grade of C or better in each course. (State Board of Education Rule 6A-10.030.) This requirement is detailed in the section "Gordon Rule Requirements." If a student transfers a course and it was converted from quarter to semester hours, the course requirement will be marked complete; however, the student will need to ensure the difference in hours is made up by unused courses and/or taking additional hours at SCF.
7. Associate in Arts Foreign Language Requirement: Pursuant to s.1007.25 F.S. and Rule 6A-10.02412, students who are first-time-in-college students in Fall 2014 or later must demonstrate foreign language competency as specified in s.1007.25 F.S. (See Associate in Arts Degree Requirements Summary.)
8. The Office of the Registrar will review the student's course requirements and notify the student by email to their MySCF account of degree-completion requirements.
9. SCF provides a digital diploma to graduates roughly four to six weeks after the end of the semester. If a physical copy of the diploma is desired, it must be ordered through the Parchment storefront. Delivery can take up to eight weeks. SCF diplomas are unique documents for each graduate, and the college does not retain copies. The diploma fee is $15.00 plus a $2.40 Parchment administrative fee.

Automatic Degree and Certificate Awarding

To promote student success, at no additional cost to the student, State College of Florida, Manatee-Sarasota (SCF) is committed to formally recognizing earned student accomplishments. Students may be awarded any degree or certificate that they qualify to receive at the discretion of SCF. Students who qualify to graduate from a program that is not listed in SCF records as that student's program of study may automatically have the additional program added to SCF records. Students can elect not to participate in this process by notifying the Office of the Registrar via email at Graduation@SCF.edu by the date on which Graduation Applications are due for the semester. If you have questions about automatic degree and certificate awarding, please contact Graduation@SCF.edu.

Graduation Ceremonies

The College holds graduation ceremonies in May and December for graduating students. Students who complete their requirements for graduation during the Summer term will officially graduate and the degree or certificate will be awarded during the summer. There will be no negative impact on a student's ability to transfer with a degree. All students who complete degree/certificate requirements during the summer are invited to participate in the December graduation ceremony.

Students who have received notification and approval to graduate from the Office of the Registrar and wish to participate in the graduation ceremony are required to submit a separate RSVP notice. Graduates will be emailed when the RSVP option opens. All guests of graduates attending graduation must have a ticket for entrance into the auditorium. Tickets are given to the graduates based on seating capacity and the number of attendees at the ceremony.

Graduation Ceremony Attendance Policy

Only students who successfully complete the following, by all posted deadlines, may participate in the graduation ceremony:

1. Submit the graduation application and take the graduation survey.
2. Have a student status of degree-seeking.
3. Receive an initial approval email from the Office of the Registrar during the first review.

Initial approval will be determined in the first round of the review process, and students will be informed that they are initially approved or are missing requirements to graduate via their SCF student email accounts. Students who are missing any requirements will not be permitted to walk in the graduation ceremony. Students who are missing requirements must register to fulfill the course requirements in the graduation semester and/or correct the issues, and email Graduation@SCF.edu to notify the Office of the Registrar that they are ready to be reviewed and considered for initial approval again. Students graduating in the Spring semester are invited to

the spring graduation ceremony; students graduating in either the summer session or the Fall semester are invited to the Winter graduation ceremony. Only students who meet the priority deadline are guaranteed the maximum number of tickets and their name in the graduation ceremony program.

Graduation Honors

Each student graduating from SCF will, if achievement warrants, be recognized in the graduation program and ceremony based on current GPA and have final honors posted on the permanent record according to the following schedule:

1. Overall grade point average 3.90 to 4.00 = summa cum laude
2. Overall grade point average 3.70 to 3.89 = magna cum laude
3. Overall grade point average 3.50 to 3.69 = cum laude

For students who have attended only SCF, the cumulative GPA is used. For transfer students, the overall GPA is used to determine honors at graduation.

Honors Convocation

The primary purpose of SCF Honors Convocation is to recognize undergraduate students for their exceptional academic initiatives and achievements during the previous academic year. Honors Convocation is held annually at SCF Bradenton and SCF Venice one week prior to Spring graduation exercises. Honorees are encouraged to bring guests to the program. Students may obtain information about this program in the Office of College and Career Success at SCF Bradenton or SCF Venice.

General Education 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.

The bill charges the State Board of Education (SBOE) and the Board of Governors (BOG) for the State University System (SUS) to jointly appoint faculty committees to identify the competencies within the general education core that demonstrate career readiness and will result in the award of a "verifiable and interoperable nationally recognized digital credential." These badges must be awarded and recognized by every public postsecondary institution in the Florida College System (FCS) and SUS.

The first digital badge titled, "Fundamentals of Written Communication," became available for students beginning in fall 2022 for the 2022-2023 academic year.

Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An eligible student under FERPA is a student who is 18 or older or who attends a postsecondary institution, whether in person, online or any other means of attendance.) FERPA applies to all current and former students including students enrolled in distance education and dual-enrollment programs. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day SCF receives a request for access. A student should submit to the Office of the Registrar, a written request that identifies the record(s) the student wishes to inspect. The College official, or designee, will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

An eligible student who wishes to ask SCF to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If SCF decides not to amend the record as requested by the student, the College will notify the student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include

a volunteer or contractor outside of the College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled.

4. 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 Ave., SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the college's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-

supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any federal, state, or local law or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is younger than 21. (§99.31(a)(15))

Directory Information

Directory information means information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, SCF has established the following as directory information:

- Student name
- Degree of study

- Participation in officially recognized Florida College System Activities Association (FCSAA) activities
- Weight and height of members of athletic teams
- Terms of attendance
- Degrees, awards and/or certificates received

Although directory information may be available for release, SCF does not routinely release such information to third parties. FERPA states that each student has the right to inform the College that any or all the information is not to be released. The College will honor the student's request to restrict the release of directory information as stated previously. To withhold directory information, a student should notify the Office of the Registrar in writing prior to the add/drop period each term and complete the Directory Disclosure Release Authorization form available in the Office of the Registrar. The status of disclosure at the last registration period is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student.

Nondirectory Information

Nondirectory information is personally identifiable information (PII) such as grades, transcripts, GPA and academic standing. SCF does not release this information without written authorization from the student or as may be required by law. If a student wishes to have any PII regarding their educational record released, a Third-Party Release form must be completed by the student. The forms are available in the Office of the Registrar.

Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which students' education records and PII contained in such records - including Social Security number, grades, or other private information - may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or State and local education authorities (Federal and State authorities) may allow access to records and PII without consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to a student's education records and PII without consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect,

compile, permanently retain, and share without consent PII from a student's education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Notification of Rights Under FERPA for Elementary and Secondary School Students Enrolled at SCF and/or State College of Florida Collegiate School (SCFCS)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day SCF or SCFCS receives a request for access.

   Parents or eligible students of SCFCS should submit to the head of school (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

   Parents or eligible students of SCF should submit to the Office of the Registrar a written request that identifies the records they wish to inspect. The College official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask SCFCS to amend a record should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed. If SCFCS decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

   Eligible students who wish to ask SCF to amend a record should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed. If SCF decides not to amend the record as requested by

the eligible student, the school will notify the eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student when notified of the right to a hearing.

3. The right to provide written consent before SCF/SCFCS discloses PII from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception that permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by SCF/SCFCS as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Trustees. A school official also may include a volunteer or contractor outside of SCF/SCFCS who performs an institutional service of function for which SCF/SCFCS would otherwise use its own employees and who is under the direct control of SCF/SCFCS with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCF/SCFCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave., SW.
   Washington, DC 20202

   See the list below of the disclosures that elementary and secondary schools may make without consent.

   FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires

the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities, such as the state educational agency in the parent or eligible student's state. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Notification of Social Security Number Collection and Usage

In compliance with 119.071(5), Florida Statutes, this document serves to notify students of the purposes for the collection and usage of their Social Security number (SSN) by SCF. SCF will assign a unique student/employee identification number. This unique ID number is used for most associated employment and educational purposes at SCF.

SCF collects and uses a Social Security Number only for the following purposes in performance of the College's duties and responsibilities. In an effort to protect your identity, SCF will safeguard an SSN from unauthorized access and will never release an SSN to unauthorized parties.

Upon application to the College, all students are required to acknowledge that they have read and understand the Social Security Number Collection and Usage policy.

Office of the Registrar

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the IRS. This requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College, but the IRS is then authorized to fine the student in the amount of $50.

In addition to the federal-reporting requirements, the public school system in Florida uses SSNs as a student identifier as well as assigning a Florida ID (FLEID) number to each student in the state. At the time a school district assigns the FLEID, the school district may not use the SSN as a student ID number in their respective management information systems (Section 1008.386, Florida Statutes). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All SSNs are protected by federal regulations under FERPA and are never released to unauthorized parties.

Lifelong Learning and Workforce Development

Because of Florida state education reporting requirements, students who enroll in Lifelong Learning and Workforce Development classes are required to submit their SSNs. For professional development and licensing classes, SSNs are used for state licensure reporting requirements. For continuing workforce education as well as grant-funded programs, SSNs are used as an identifier for program enrollment and completion.

Financial Aid Office

The Financial Aid office at SCF requires students to submit their SSNs on various forms in order to correctly identify applicants, match each applicant's financial aid record with the student record and help coordinate state and federal aid programs. SCF also collects students' SSNs on certain institutional scholarship applications for student files.

The United States Department of Education's (USDOE) FAFSA requires all applicants to report their SSN to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition, the SSN is required in order for the Department of Homeland Security to investigate citizenship status; for the Federal Work Study Program, the Veterans Affairs Administration, and the National Student Clearinghouse; and is required on all loan applications for use by the USDOE.

If a student is a recipient of a state of Florida grant or scholarship such as the Florida Student Assistance Grant or Bright Futures, the Florida Department of Education will require the use of the SSN on its grant/scholarship disbursement website and for reporting purposes.

Statutory or Regulatory Authority

- Collection uses are required by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092
- Required by 38 USC 3471 for VA educational benefits usages
- Required by 34 CFR 668.16 for administrative usages
- Required by 34 CFR 668.33 for residency verification usages
- Required by 34 CFR 668.36 for FAFSA verification usages
- Required by 34 CFR 668.32(i) and 34 CFR 668.36 for Federal Work Study usages
- Authorized by 26 CFR 1.6050 for issuance of Form 1098E, a tax form used to report student loan interest

Human Resources and Payroll Offices

The College's Human Resources and Payroll offices collect SSNs for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and

payments; data collection, reconciliation, tracking, benefit processing, and tax reporting. SSNs are also used as a unique numeric identifier and may be used for search purposes.

Providing your SSN is a condition of employment at SCF.

The State College of Florida Foundation, Inc.

The State College of Florida Foundation, Inc. collects SSNs for the following purposes: as a unique numeric identifier and for reporting scholarship recipients to the Department of Education and the Florida Community College Foundation. SSNs also are required by certain scholarship donors in accordance with their trust or scholarship agreements.

Outreach Programs

The College Reach-Out Program (CROP) collects SSNs to track students for outcome data.

College and Career Success

College and Career Success collects SSNs for identification and verification and tax reporting.

Institutional Research Office

The Institutional Research office uses SSNs for data collection and required annual state reporting.

Public Safety and Security Office

The Public Safety Office collects SSNs when necessary for fingerprint submissions to the Florida Department of Law Enforcement.

Federal and State Regulations

Tracking uses are authorized by SBE Rule 6A-1.0955(3)(e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e1)).

Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A.

Registration uses are authorized by 119.071(5), F.S.

Issuance of Form 1098T for tuition payment reports are authorized by 26 USC 3402, 6051.

CROP uses are authorized by 1007.34(4)(F)(1), F.S.

Solomon Amendment

Under rules adopted by the United States Department of Defense, the College, if requested, must provide to the U.S. military the student's name, address, telephone number, date and place of birth, level of education, current major and degrees received.

If the student places a hold on their record through FERPA, information will not be given to the military. However, the student then would need to authorize, in writing to the Office of the Registrar, each individual disclosure of any information.

Student Services and Campus Life

- Advisement
- Assessment/Testing Center
- Disability Resource Center
- Office of the Registrar
- Health Services
- Lost and Found
- SCF Neel Performing Arts Center
- Public Safety and Security
- The SCF Store
- Student Government
- Student Organizations
- Title IX and the SCF Harbor Initiative

Advisement

SCF.edu/College-Career-Success

Academic Advisement

Academic advisement is an essential key to the success of each student. Therefore, academic, career and educational services are provided by College and Career Success Coaches at SCF Bradenton, SCF Venice and SCF Lakewood Ranch.

College and Career Success Coaches provide developmental advising, including life, career and education planning, interpretation of assessments, strategies to address academic difficulties, programs to develop student success skills, and preparation for university transfer and work-force preparedness.

The purpose of academic advising at SCF is to direct students toward exploring and achieving their educational, career and life goals. To accomplish this mission, College and Career Success Coaches assist students in exploring career interests, values and goals to ensure meaningful course selection and educational program planning. SCF is committed fully to the belief that a fundamental component to successful academic advisement is an ongoing coach-advisee relationship where students participate actively in the decision-making process and College and Career Success Coaches serve as facilitators.

Advisement for the Associate in Arts (A.A.) Degree

The College recommends that students planning to obtain an Associate in Arts (A.A.) degree meet with a College and Career Success Coach each term to ensure proper course selection.

Students planning to transfer to another college or university should check with the transfer institution to determine specific admissions/degree requirements as they prepare for a particular major. It is important that students who plan to transfer make plans early to ensure a smooth transition into the university program. College and Career Success Coaches are available to meet with students Monday through Friday throughout the Fall and Spring terms. Summer and evening hours may vary.

Advisement for the Associate in Science (A.S.) Degree and Certificates

For students pursuing an Associate in Science (A.S.) degree or certificate at SCF, academic advisement is available through the Office of College and Career Success. Program managers can guide students through course selection and work in coordination with the Office of College and Career Success in providing information and services on career exploration. CTE staff are also available at all three campuses, by appointment to provide student advisement for A.S. degrees and certificates. You can reach the A.S. College and Career Success Coach by calling 941-752-5562 or email Advisor@SCF.edu.

Advisement for Bachelor's Degrees

For students pursuing bachelor's degrees at SCF, academic advisement is coordinated in conjunction with individual program directors. Students should check the SCF bachelor's program website, SCF.edu/Bachelors, for information concerning individual programs.

Advising for Student Success

Student success advising is provided by College and Career Success Coaches who offer students comprehensive academic, career, educational and personal/social advising to facilitate the fulfillment of students' academic and personal goals. College and Career Success Coaches specialize in planning and implementing learning support services for student cohorts to enhance the learning and success of the designated groups.

College and Career Success Coaches provide:

- Career advising. College and Career Success Coach can help students examine career and life goals, assess interests, values and skills, make occupational decisions and select

educational programs and majors. Career planning and placement advising is available through classes, workshops and individual appointments.

- Transfer advising. College and Career Success Coach provide students with resources to assist them in making a successful transition to other higher education institutions. It is never too early to begin the process of making strategic decisions about transfer options.
- Crisis intervention. College and Career Success Coach are available to assist with referrals to the student assistance programs, community resources and professionals.
- Personal/social concerns. Students are provided with the opportunity to explore resources to assist them in developing decision-making strategies and goal-setting skills for personal growth.

Online resources include:

- ULifeLine
  Online support for college and university life and emotional health: ULifeLine.org
- United Way 2-1-1 Manasota
  Comprehensive directory and connections to human services in Manatee, Sarasota and DeSoto counties: UnitedWaySuncoast.org or call 2-1-1.

Keys to Successful Transfer

Students are advised to:

- Meet with an SCF College and Career Success Coach periodically to discuss educational and career goals.
- Utilize FloridaShines at FloridaShines.org, Florida's online advising system, which includes planning outlines for each major as well as information on admission, financial aid, scholarships and special programs.
- Check foreign language requirement(s) of the intended transfer institution. Some institutions have special requirements regarding course selection, admission and program entrance.
- Submit an application for transfer admission as early as possible. Many colleges and universities suggest applying at least one year in advance. Submit official copies of all transcripts (high school and college) along with the admissions application. Check with the transfer institution on priority admission application deadlines and additional requirements/documentation.
- Visit the campus of the intended transfer institution. Check into housing, food and parking options.
- Pass the exit exam, achieve a minimum score on a national standardized exam or demonstrate successful remediation and achieve a minimum cumulative GPA of 2.5.
- Apply to graduate online at SCF.edu/Graduation by the posted deadline. Apply to participate in the graduation ceremony at SCF.edu/Graduation.

The University Advising Center provides SCF students who are interested in pursuing bachelor's degree programs at other colleges or universities with detailed program information. One-on-one advising sessions help SCF students gather important transfer information as they prepare for the next step of their education plan. Hours of operation may vary by term and location.

Assessment/Testing Centers

SCF.com/Testing

The Assessment & Testing Center locations at SCF are closed test sites-providing SCF students with placement tests, SCF make-up exams, accommodated tests, the nursing entrance exam (TEAS) and the CIVIC LIT EXAM (FCLE). (See Cost and Fee Information.) Assessment/testing is an important phase of the enrollment process.

Assessment/test results are treated as confidential information and are used in the best interests of the student.

College and Career Success offices at SCF Bradenton, SCF Lakewood Ranch and SCF Venice are staffed with professionals who interpret test scores in individual conference meetings with the students.

College and Career Success

SCF.edu/College-Career-Success

Help Deciding on a Major

College and Career Success offers several self-assessment programs to help students decide on the careers most suitable to their values, skills and interests. Web-based career assessment programs and research materials help students identify potential careers. Students can meet with a College and Career Success Coach to discuss options and job search techniques.

Preparing for a Job Search

College and Career Success can provide information and guidance with résumés and cover letters for students preparing for a job search. Online and print resources such as Optimal Résumé can be utilized to prepare these documents and practice for interviews. Students can view on and off-campus job postings and access other resources through Handshake.

Working on Campus

Working on campus can provide job experience with the added benefit of convenient scheduling to accommodate class schedules. The institutional work program enables students to work part time, up to 20 hours per week, in administrative and departmental offices, libraries and laboratories. All students interested in working on campus must complete the FAFSA. In order to work as a student employee, successful applicants must have a minimum GPA of 2.0, be enrolled in a minimum of six (6) credit hours, be a degree-seeking student at SCF, and be eligible for Federal Work Study funds. Inquiries may be made at College and Career Success. Interested students should be aware that the amount of federal student loan dollars a student is eligible to receive is directly affected by the amount of work study already awarded and vice versa. For additional information on how student loans could affect Federal Work Study eligibility, students should contact the Financial Aid Services office or College and Career Success. Information and applications for College departments with opportunities for student employees are available online through Handshake.

Associate in Science and Baccalaureate Capstone Internships

College and Career Success facilitates Associate in Science and baccalaureate capstone internship opportunities for SCF students enrolled in specific associate and bachelor's degree programs. Students interested in an internship must first confirm their eligibility with their Associate in Science and Baccalaureate program manager and then meet with a College and Career Success Coach for placement assistance and to process required paperwork. The student's work experience must meet identified learning outcomes to get course credits.

The Associate in Science and baccalaureate capstone internships are courses where students gain practical work experience in a position related to their major. It can be paid or unpaid, short-term or project-based and usually lasts one term. The internship is an excellent way for students to enhance their marketability and build their résumé in terms of work experience, networking contacts and job references.

Disability Resource Center (DRC)

SCF.edu/DisabilityResourceCenter

DRC@SCF.edu

SCF Bradenton
941-752-5295
Student Services Center (Bldg. 1, Rm. 219)

SCF Venice
941-408-1448
Student Services Center (Bldg. 100, Rm. 162)

The DRC is committed to ensuring equal access to College programs, services and activities for qualified students with disabilities. The DRC assists students with disabilities through the provision of reasonable accommodations, information, resources, services and skill development. The DRC promotes student self-advocacy through collaboration with faculty, staff and campus resources.

SCF is committed to the spirit and the letter of the Americans with Disabilities Act (ADA), the ADA Amendment Act (ADAAA) and the Rehabilitation Act of 1973. SCF has instituted various administrative policies, procedures and practices to provide meaningful access for individuals with disabilities.

The DRC has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Examples include note taker services, testing accommodations, assistive technology, American Sign Language interpreting, course substitution and equipment loan (tape recorders, personal amplification systems, calculators, reading pens, etc.). Students must provide sufficient documentation of a disability, meet with the DRC coordinator to develop an individual accommodation plan and work collaboratively with faculty and DRC staff.

For more information, contact the DRC office.

Reasonable Substitutions/Modifications for Individuals with Disabilities

Per the provisions outlined in the State College of Florida, Manatee-Sarasota Procedure 4.015.01 a Substitution Panel will convene to carefully review student requests for course substitution. The Panel meets twice during the Fall and Spring terms and once in the Summer. Contact the Disability Resource Center for specific dates. Panel decisions are sent by mail to the student by the Executive Vice President and Provost.

Please note that persons denied substitution/modification of one or more requirements may appeal within 10 business days of receipt of the written decision. All appeals should be directed to the Vice President of Student Services and Enrollment Management. The Vice President of Student Services and Enrollment Management will review the petition packet, consult with the Coordinator of the Disability Resource Center and disability expert, and render a final decision. This final decision will be communicated to the student by mail within 10 business days after receipt of the written appeal.

In the event the student is denied by the Substitution Panel and Vice President of Student Services and Enrollment Management, the student has the option to re-petition with updated documentation. In such cases, the student must provide an updated personal statement with signature and current date, copies of all documentation to include the updated information, and a

copy of their unofficial transcript. Once received, the Panel will review the new submission at the next scheduled meeting and make a decision based on the new information provided.

Steps for student course substitution requests:

1. Complete the Course Substitution Petition. This letter must be typed by the student, printed, signed, and dated.
2. Provide a copy of all disability documentation. Refer to the Documentation Guidelines and Guidelines for Math Course Substitution for specific requirements.
3. Provide a copy of the Unofficial SCF Transcript (print from MySCF).
4. Deliver the petition packet to the Disability Resource Center: the petition must contain the signed personal statement form, disability documentation, and unofficial transcript.

Office of the Registrar

SCF.edu/Registrar

The Office of the Registrar is the main contact area for current and new students and provides services in key areas related to registration, transcripts, grades, graduation and name and address changes. The office serves as the College department that administers and ensures compliance with all requirements of FERPA.

The Office of the Registrar is located at SCF Bradenton, Building 1, on the second floor of the Student Services Center, 941-752-5060. Students can email Registrar@SCF.edu or visit SCF.edu/Registrar for specific needs.

Health Services

SCF provides emergency medical services at SCF Bradenton and SCF Venice 24 hours a day, seven days a week.

SCF Bradenton maintains a first aid station in the Student Union, Building 14, Room 120. Employees and students may receive first aid when required. Emergency number: extension 65550; if life-threatening, call 911.

SCF Venice maintains a first-aid station in the Student Union, Building 500, Room 504. Emergency number: extension 61550; if life-threatening, call 911.

SCF Lakewood Ranch security can be reached at 941-363-7155, Building 2, Room 102.

Lost and Found

The Department of Public Safety is responsible for all lost and found items. At SCF Bradenton, the office is in the Student Union, Building 14, Room 120. During normal working hours, the office can be reached at extension 65550; evenings or weekends, 941-752-5550.

At SCF Venice, the department of Public Safety and Security is in the Student Union, Building 500, Room 504. During normal working hours, the office can be reached at extension 61550; evenings or weekends, 941-408-1550.

At SCF Lakewood Ranch, the department of Public Safety and Security is in Building 2, Room 105. During normal working hours, the office can be reached at extension 67155 or 941-363-7155.

SCF Neel Performing Arts Center

Since 1966, SCF's Neel Performing Arts Center has served as a cultural center for Manatee and Sarasota counties, hosting both College and community-sponsored events. Remodeled in 1999, with its lobby and facade redesigned in 2010, the auditorium features a 65-foot by 40-foot stage, seating for 837, wheelchair-accessible seating and restrooms. The adjacent music and theatre building was renovated in 2008. The 19,500-square-foot addition features larger music classrooms, rehearsal halls and practice rooms, and the David S. and Anne V. Howard Studio Theatre, the home for SCF's Studio 84 Productions.

Department of Public Safety

SCF is committed to ensuring the safety of students, faculty, staff and visitors through effective policies and procedures, educational programs and community involvement.

SCF is a great place to learn and grow. Fortunately, the College has not experienced a significant number of criminal incidents. But like any community, a college campus has the potential to realize its share of crimes and injuries. As required by the 1990 Campus Security and Crime Awareness Act, campus crime statistics are available upon request through the Department of Public Safety. The College maintains security services 24 hours a day, 365 days a year. SCF Public Safety officers are deployed on campus in motor vehicles and on foot to provide quick response as well as a high degree of visibility and accessibility to the College community.

To assure students receive urgent safety and emergency messages, SCF uses a system that quickly delivers notifications via voice, emails, text messages and TTY/TDD devices. Students are encouraged to keep information updated in their MySCF account. Directions for updating phone and text numbers and email addresses are available at SCF.edu/EmergencyInfo. Note: SCF keeps student information in strict confidence and emergency numbers are used only for emergency messages.

Because no college security plan can attain maximum effectiveness unless everyone contributes to making it work, all members of the College community are encouraged to become involved and alert College citizens and to report any unsafe or dangerous situation. SCF always is looking for ways to ensure that the College is a safe, secure and healthy environment to study and work in. Students are challenged to adopt these as personal objectives while at the College.

The SCF Store

SCF.edu/Store

SCF Bradenton
941-752-5080
Student Union (Bldg. 14)
Mon., 8 a.m.-6 p.m.
Tue.-Fri., 8 a.m.-4:30 p.m.

SCF Venice
941-408-1380
Student Union (Bldg. 500)
Mon., 8 a.m.-6 p.m.
Tue.-Fri., 8 a.m.-4:30 p.m.

Hours are extended at the beginning of each term and shortened for Summer terms. See website for current hours of operation.

The SCF Store is a complete college outfitter that provides new and used textbooks, digital books and textbook rental options, as well as supplemental and optional books requested by the SCF faculty. The SCF Store also carries merchandise including clothing, gifts, school supplies, laptops and backpacks.

Purchases can be made by cash, personal check, or credit card, and via financial aid. Financial aid purchases require a current SCF ID.

The SCF Store also has a year-round buyback program for students who did not opt to rent. Approved used textbooks are bought from students for up to half the purchase price. Books with water damage or ripped pages will not be bought back.

The refunds deadline is two weeks after the beginning of Fall and Spring terms and one week after the start of Summer term. A register receipt is required for all returns and books must be in original condition at time of purchase. Shrink-wrapped books and access codes must be intact and unopened in order to receive full credit. The SCF Store management reserves the right to determine the value of returned items based on sale value and condition.

The SCF Store also offers a Price Match Program in-store at both locations. They will match competitors' prices, whether Amazon or Barnes and Noble, with an additional 10% off. See store for details.

Student Government Association (SGA)

SCF.edu/StudentLife

The SGA serves as the students' voice at SCF and is comprised of all students in the College who are enrolled in credit courses. SGA participates in College policymaking; helps coordinate extracurricular and cocurricular activities; and plans social, cultural and informational programs for the student body. Through open communication with SCF's administration, the SGA acts as a liaison between students and administrators.

Student Organizations

Student organizations and clubs serve a variety of special interests. Consult the Student Life office or web page for information on organizations. A comprehensive listing of all College clubs and organizations can be found in the Student Handbook and Planner.

Title IX and the SCF Safe Harbor Initiative

SCF strives to provide a community where safety, equality, respect and healthy relationships are valued. As such, it is our policy to foster a campus environment that is free from intimidation and one in which students can be educated to their fullest potential. Therefore, SCF will not tolerate sexual assault, dating violence, domestic violence, stalking or any form of sexual harassment from students, faculty, staff, volunteers, visitors or any persons while present on any College campus or sponsored event. SCF also encourages reporting of any incident related to these offenses.

SCF Safe Harbor Initiative

We want SCF to be a safe place to learn so we are working hard to foster a culture of safety, equality and respect on our campuses. the Safe Harbor initiative, SCF is providing training and resources to students on sexual harassment, sexual assault, dating violence, through domestic violence and stalking. For more information, contact the Title IX Student Life Advisor at 941-752-5603.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in any educational program or activity that receives federal financial support. Under Title IX, discrimination based on sex includes sexual harassment, sexual violence and sexual assault. Title IX also prohibits retaliation against individuals who complain about or participate in an investigation regarding an alleged Title IX violation. Title IX works in conjunction with the Violence Against Women Act (VAWA) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to assure that those who are impacted by sexual violence have access to support and services.

Making a Report Under Title IX

We encourage all victims of sexual harassment, gender-based harassment, sexual assault, stalking, or domestic violence to make a report.

In an emergency, call 911

To report suspected abuse or neglect of anyone younger than 18, call 1-800-96ABUSE (1-800-962-2873)

For non-emergency, contact the SCF Public Safety Department:

- 941-752-5550, Bradenton Campus, Building 14, Room 120 (24/7)
- 941-408-1550, Venice Campus, Building 500, Room 504 (24/7)
- 941-363-7155, Lakewood Ranch Campus, Building 2, Room 105 (M-F 7 a.m. -10 p.m.)

Title IX Coordinator: Jaquelyn McNeil
SCF Bradenton, Building 1, Room 122; 941-752-5267

Deputy Title IX Coordinators:

- Employees Contact: **Paul Berkle** at 941-752-5599 or BerkleP@SCF.edu
  Human Resources, SCF Bradenton, Building 7, Room 121
- Students Contact: **Susanne Walters** at 941-752-5603 or WalterS@SCF.edu
  CARE Suite, SCF Bradenton, Building 1, Room 207
- SCF Collegiate School Students Contact: **Karen Peck** at 941-408-1430 or PeckK@SCF.edu
  Collegiate School, SCF Venice, Building 800, Room 809

Title IX Confidential Reporting Resources - If you are 18 years of age or older, you have the right to speak to someone *before or instead of* making a Title IX report. In selecting these resources, no Title IX investigation will take place, unless you decide to report to the Title IX Coordinator or SCF Department of Public Safety.

- Centerstone 941-708-6059
- SPARCC 941-365-1976
- Campus Ministries, Bradenton: 941-752-5607

- Campus Ministries, Venice: 941-408-1523

Resources where students can report anonymously:

- SCF.edu/SafeSCF
- 855-735-3001

Regardless of which reporting method you choose, confidentiality is always a priority!

Statement of Nondiscrimination

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equal Opportunity Officer, 941-752-5599, 5840 26th St. W., Bradenton, FL 34207.

State College of Florida, Manatee-Sarasota no discrimina en base a sexo, embarazo, raza, religión, edad, origen nacional/origen étnico, color, estado civil, discapacidad, información genética o la orientación sexual en cualquiera de sus programas educativos, servicios y actividades, incluyendo la admisión y empleo. Dirija las consultas sobre las normas de no discriminación a: Equal Opportunity Officer, 941-752-5599, 5840 26th St. W., Bradenton, FL 34207.

What types of incidents are included under Title IX?

Sexual Harassment (34 CFR 106)
Sexual Harassment is defined as unwelcome conduct on the basis of sex that a reasonable person would find to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity.

Sexual harassment includes Quid Pro Quo Harassment. Quid Pro Quo is Latin for "this for that". This type of sexual harassment involves an employee conditioning the provision of an aid, benefit or service on unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Sexual harassment can create a hostile environment and interfere with a student's ability to participate in or benefit from an educational program.

Sexual harassment also includes, dating violence, domestic violence, sexual assault and stalking.

Dating Violence (34 U.S.C 12291(a)(10))
Dating violence means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of

the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the people involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or threats of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

Domestic Violence (34 U.S.C 12291(a)(8))
The term ''domestic violence'' includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking (34 U.S.C 12291(a)(30))
The term ''stalking'' means engaging in a course of conduct directed at a specific person that would cause a reasonable person to, (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.
Stalking may involve individuals who are known to one or another, who have a current or previous relationship or who are strangers. Stalking includes cyber-stalking in which electronic media is used to pursue, harass or to make unwelcome contact with another person.

Sexual Assault/Sexual Violence 20 U.S.C 1092 (f)(6)(A)(v)
Forcible or non-forcible sex offense under the uniform crime reporting system of the FBI.

SCF Resources:

SCF Counseling & Support Line	**941-752-5170**

Community Resources:

Safe Place Rape & Crisis Center (SPARCC)	941-365-1976
Hope Family Services	941-747-8499
Centerstone Rape Crisis Services	941-708-6059
Sarasota Sheriff's Office	941-861-5800
Sarasota Police Department	941-366-8000
Manatee Sheriff's Office	941-747-3011, ext. 8401

Bradenton Police Department	941-932-9300
Palmetto Police Department	941-723-4585, ext. 6126
Venice Police Department	941-486-2444
North Port Police Department	941-429-7300

What happens after a report is made at SCF?

SCF will conduct an initial assessment to evaluate the report, the safety of the individual and the campus, the reporting party's preferences for resolution and the need for any interim measures. Interim measures to assure everyone's safety may be put in place during the assessment, including but not limited to, no contact orders, changes in class schedule, adjustments to work schedule and access to campus activities and buildings. When the initial assessment determines that further investigation is warranted, SCF will undertake procedures that may include interviewing the parties involved as well as any witnesses. The parties are allowed to bring an advisor to any of the proceedings. When the procedures are complete, all parties will be notified in writing of the outcome of the disciplinary resolution process and be provided information on the appeals process.

For details, see SCF Procedure 2.44.02 Sexual Misconduct/Sexual Harassment.

Student Code of Conduct

Introduction

All faculty, staff, students, and student organizations of State College of Florida, Manatee - Sarasota (the "College Community") have an obligation to foster an atmosphere of mutual respect and high regard for the welfare and property of the College Community.

It is expected that all members of the College Community will share respect for the law and adhere to the highest ethical and moral standards of conduct. In the event that these high standards are not observed, the College will take action to enforce and protect its interests. Student conduct on campus, at off-campus sponsored activities and facilities, or electronically is expected to be supportive of these interests.

Attendance at State College of Florida, Manatee-Sarasota ("SCF") is a privilege, and as such each student and student organization, by application, registration, and/or enrollment, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Reports of alleged violations can be submitted online, via email, in-person,

or by mail. Students and student organizations who fail to observe College regulations or to maintain acceptable standards of conduct on the campus, at College sponsored functions or facilities or via electronic media, are subject to disciplinary action. SCF reserves the right to discipline a student for activities which take place off campus when those activities are determined by the College to adversely affect the College Community. Disciplinary action by the College may proceed while criminal proceedings are pending and will not be subject to challenge solely on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Purpose:

This Student Code of Conduct sets forth the specific authority and responsibility of the College in maintaining student discipline. It identifies the codes of conduct and appropriate penalties for violations of rules, laws, and regulations by students and student organizations. It outlines the associated student conduct process to be administered by the College and protects the due process rights of students and student organizations throughout the student conduct process.

I. General Expectations of Student Behavior

SCF is dedicated to the advancement of knowledge and learning and has a concern for the development of responsible personal and social conduct. The College's mission includes maintaining high standards to foster a climate of excellence; providing opportunity and access for all; and creating a supportive, safe, personalized environment for maximum student achievement.

By applying to and registering for classes at SCF, students assume an obligation to conduct themselves in a manner compatible with the College ' s function as an educational institution and obey the laws enacted by federal, state, and local governments.

All students are required to obtain and carry a College identification card (ID) at all times, and to present it upon request to any public safety officer or faculty/staff member. Other identification must be shown if such a request is made, and the person questioned does not have an ID card in his or her possession. ID cards are to be surrendered upon dismissal for any reason. Loss of an ID card is to be reported immediately to the Department of Public Safety.

Furthermore, students assume the responsibility for becoming familiar with and abiding by the general rules of conduct. Failure to abide by the code of conduct may lead to disciplinary warning, probation, restitution, suspension, dismissal, or other appropriate and authorized penalty.

SCF expects its students to be mature and responsible citizens at all times and in all places. Whether on or off campus at any time, if the student's conduct is in violation of local, state or federal law; is a public nuisance or deemed improper and/or detrimental to the College; that student may be subject to disciplinary action.

Students are expected to respect the rights and welfare of other members of the College Community and its guests. The College recognizes that a thoughtful and reasoned search for the truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the College Community.

In summary, students are expected to assume full responsibility for their behavior and will be held responsible for their individual and/or collective actions

II. Academic Misconduct

SCF expects all members of the College Community to conduct themselves in a manner recognizing the traditions of honor and integrity. They are expected to assist the College by reporting suspected violations of academic integrity to appropriate faculty and/or administrative staff.

These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every student's responsibility to become familiar with the standards of academic ethics at the College. Claims of ignorance, unintentional error, or academic or personal pressures are not sufficient excuses for violations.

The following is a partial list of the types of behaviors that breach the College academic ethics guidelines and are therefore unacceptable:

- Plagiarism
- Cheating on examinations
- Copyright violations
- Forgery, sabotage, unauthorized collaboration, or falsification of information

Attempts to commit such acts fall under the term "academic dishonesty" and are subject to penalty.

Falsification, misrepresentation of another's work as one's own (such as cheating on examinations, reports, or quizzes), plagiarism from the work of others, or the presentation of substantially similar work for different courses (unless authorized to do so), is academic dishonesty and is a serious offense. Knowingly helping others cheat or plagiarize is also considered academic dishonesty.

No set of guidelines can define all possible types or degrees of academic dishonesty; thus, the aforementioned behaviors should be understood as examples of infractions rather than an exhaustive list. Individual faculty members and the academic deans will continue to judge each case according to its particular circumstances.

Conduct Process for Cases Involving Charges of Academic Misconduct

1. The instructor shall notify the student of the potential misconduct and provide the oppo1tunity for the student to respond. If the misconduct is confirmed, the instructor will consult with the department chair prior to recommending an appropriate sanction.
2. The instructor shall access and complete the online Academic Integrity Report to be submitted and assigned to the appropriate Academic Dean.
3. The Academic Dean will review, conduct any further investigation necessary, and assign a sanction for the Code violation.

Degrees of Disciplinary Sanctions for Academic Misconduct

This listing serves as an example of possible sanctions; not a definitive, comprehensive list of possible sanctions:

1. An oral reprimand.
2. Complete required course on plagiarism.
3. A written reprimand presented only to the student.
4. An assignment to repeat the work, to be graded on its merits.
5. A lower or failing grade on a particular assignment or test.
6. A lower grade in the course.
7. A failing grade in the course.
8. Removal of the student from the course in progress.
9. A written reprimand to be included in the student' s disciplinary file.
10. Disciplinary probation.
11. Suspension or dismissal from the college.

One or more of the disciplinary sanctions listed may be imposed for an incident of academic misconduct.

III. Standards of Classroom Behavior

A. The primary responsibility for managing the classroom environment, whether in person or online, rests with the faculty. Students who engage in any unlawful acts or inappropriate behaviors which result in disruption of a class, may be directed by the faculty member or Public Safety to leave the class for the remainder of the class period. If a disruptive student refuses to leave when the faculty member tells them to do so, the faculty member should contact Public Safety. This provision regarding classroom behavior is not to be used to punish students with differing academic interpretations of course content or viewpoint, but to address behavior that is disruptive within the educational environment, including impact to other students.

IV. Standards of Behavior for Students and Student Organizations

To ensure a respected relationship with the community as well as for the protection of all students and student organizations, certain campus regulations and acceptable standards of personal conduct have been established. Students applying, registering, and enrolling in any of the College's courses or programs are bound by all Campus regulations, which are essential to the effective, and orderly educational process. These Campus regulations are also applicable to student clubs and organizations.

Behavior that is subject to disciplinary action under the Code includes alleged violations of federal, state, or local law that threaten the safety or well-being of the College Community, any act that constitutes violent behavior, and any other behavior that adversely affects the College or its educational programs or mission. Attempts to commit acts prohibited by the Code may also be addressed through the conduct process. Any member of the College Community, students, faculty, and staff may report non-academic misconduct.

A. Examples of Prohibited Conduct

Examples of student behavior that are prohibited include, but are not limited to, the following:

1. Any activity on the part of any individual or group that causes disruption or interference with the operation of the College. Disruption or interference with the regular operation of the College includes but is not limited to: classroom disruption; the occupation of any building or campus area for the purpose of disruption or interference; prevention or attempt to prevent the entrance or exit of student, faculty, administrators, or public safety officers in situations relating to the regular operation of the College; or interference with scheduled interviews for employment, college transfer or military careers.
2. Physical, verbal, or written abuse, bullying, threats, intimidation, coercion, or any other conduct which threatens or endangers the health, safety, or rights of any person.
3. Any type of sexual misconduct on any SCF campus or at any officially sponsored off-campus event.
4. All forms of discrimination and harassment prohibited under College Procedure 2.44.01 Prohibited Harassment and Nondiscrimination (Non-Sexual Misconduct/Harassment).
5. Hazing, which, in accordance with Florida law, includes any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purpose including, but limited to, initiation or admission into, affiliation with or perpetuation or furtherance of a tradition or ritual of any group or organization operating under the sanction of the College. "Hazing" includes, but is not limited to, pressuring or coercing the student into violation state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student. It also includes any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion

from social contract, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the student. "Hazing" also includes the solicitation of others to commit hazing and active involvement in the planning of any act of hazing. The express or implied consent of the victim is not a defense. It is also not a defense to hazing that the conduct or activity prohibited under this sanction was not a part of an official student organization event, not otherwise sanctioned or approved by a student organization, or not done as a condition of membership to the presence of hazing are not neutral acts; they are violations of this rule.

1. This prohibition of hazing applies to students and to College organizations and clubs, including acting through other persons associated with a College organization or club who are not students.
2. Penalties for hazing shall be administered in accordance with College policies and procedures related to student disciplinary actions; subject, however, to any limitations or additional penalties contained in section 1006.63, Florida Statutes.
3. In the case of an organization/club that authorizes hazing in disregard of such rules, penalties also may include rescission of permission for that organization to operate on campus property under the sanction of the College.
4. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Please refer to section 1006.63, Florida Statutes for more information.

6. Disorderly or unlawful behavior on the campus. Additionally, a student' s conviction of a misdemeanor or felony committed on or off campus may be subject to disciplinary action.
7. Defacing, damaging or maliciously destroying College, faculty, staff, or student property.
8. Violations of federal or state criminal statutes, respective county and city ordinances, and all College and SCF District Board of Trustees rules and procedures on College premises or at College-sponsored or supervised activities or off-campus when the conduct would impair, interfere with, or obstruct orderly conduct, processes, and functions of the College.
9. Use, possession, manufacture, sale, attempted sale, barter , exchange, gift, or distribution of narcotic or other controlled substances, or drug paraphernalia on the campus, in any off-campus housing sanctioned by the College, at any College related or sponsored activity or at other locations as may be provided by law. No person who may appear to be under the influence of a narcotic or other controlled substance is allowed on the campus or permitted to participate in any College related or sponsored activity.
    1. *Note: As a recipient of federal funding and to comply with Drug-Free Schools and Communities Act regulations (Education Department General Administrative Regulations-EDGAR Part 86), State College of Florida, Manatee-Sarasota is required to continue to prohibit the use, possession, and distribution of all federally controlled substances, including marijuana. Although state law may permit the use of medical marijuana, federal law prohibits marijuana use or possession. State law does not require State College of Florida, Manatee - Sarasota to acco1mnodate the medical use of marijuana in the classroom, in the workplace, or by individuals attending class or working while under the influence of marijuana. The manufacture,*

selling, dispensation, possession, use, distribution, or being under the influence of marijuana for medical purposes is not allowed on any College property, at any College-sponsored event, or as part of any College activities for any purpose by students.

10. Use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), incendiary devices, smoke devices, dangerous knives, explosives, or other dangerous weapons while on College-owned or controlled property, or at college sponsored or supervised activities, except by police officers and other persons specifically authorized by the College, or as otherwise permitted by law. An exception to this policy is for law enforcement officers legally authorized to carry such weapons officially enrolled in classes or acting in the performance of their duties. As College regulations and their implementation are subject to applicable law, the College will comply with Florida law governing firearms that are securely encased or otherwise not readily accessible for immediate use in vehicles by individuals 18 years old and older.
11. Alcoholic beverages brought, possessed, or consumed on campus, in any off campus housing sanctioned by the College, at any College-related or sponsored activity or at other locations except as may be provided by law. No person who may appear to be intoxicated is allowed on the campus or permitted to participate in any College-related or sponsored activity. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty one (21) years of age.
12. Tobacco use on any campus grounds, parking lots, in any off-campus housing sanctioned by the College, or any SCP-sponsored off-campus events. The use of all types of tobacco and tobacco-like products is prohibited, including smoked and smokeless tobacco, other smokable products and electronic cigarettes.
13. Gambling as prohibited in Chapter 849, Florida Statutes.
14. Failure to comply with directions of College officials or respond to an administrative summons. This includes, but is not limited to, directives to cease all contact or interaction with another individual (i.e., "no contact order").
15. Furnishing false information to any College official, faculty member, or office with the intent to deceive. This includes writing bad checks to the College, The SCF Store, or any College ancillary services. It also includes, but is not limited to, furnishing false information in academic petitions or appeals documents, financial aid documents, residency documentation, student employment documents, financial statements, medical documents, or any other false information provided to intentionally mislead College officials.
16. Students who are parents or who assume a parental role have the responsibility to arrange suitable care for their children while they attend class, labs, or study areas. Children may not be left unattended in any area of the campus. The College reserves the right to protect the safety and welfare of unattended children.
17. SCF maintains a no-pets policy at all of its locations and in any off-campus housing sanctioned by the College. The President or designee can make exceptions to this rule from time to time for special circumstances and/or events. Service animals are not considered

pets for purposes of this rule. SCF follows federal law and state statute regarding the use of service animals or emotional support animals:

1. The Americans with Disabilities Act Amendments Act (ADAAA) provides guidelines regarding use of "services animals."
2. Section 413.08, Florida Statutes, further defines "service animals" and the rights of individuals to their lawful use.
3. Section 760.27 Florida Statutes prohibits discrimination in housing provided to a person with a disability or a disability-related need for an emotional support animal.
4. It is a violation of the Student Code of Conduct to provide false information or other fraudulent misrepresentation regarding the use of a service animal or an emotional support animal.

18. The unauthorized use of electronic or other devices to make an audio, video, or other recording of any person while on College premises without their prior knowledge, or without their effective consent when there is a reasonable expectation of privacy and/or when consent is required by law. A student shall not record or take pictures of another person in a gym, locker room, or restroom without prior consent. A student shall not make a recording in class unless the recording is limited to the class lecture, and the recording is made for the student' s personal educational use, in connection with a complaint to the College, or as evidence in or in preparation for a criminal or civil proceeding. Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. Exceptions may be permitted as an accommodation under the Americans with Disabilities Act (ADA), as amended, but only as authorized through the College's Disabilities Resource Center. A recording of a class lecture may not be published without the consent of the recorded faulty member. A recording of any meeting or conversation between students or between students and faculty is strictly prohibited unless all parties have consented to such recording.
19. Unauthorized or inappropriate use of the College's telephones, fax machines, copier machines, printers, public address systems, or any other office communication devices.
20. The use of mobile devices in the classroom is determined by the faculty member's mobile device use guidelines for that particular class. Students should adhere to the expectations communicated by the syllabus. Failure to do so is a violation of the Student Code of Conduct.
21. Computer and Network Abuse (See Acceptable Use Procedure 2.60.05)
    1. Theft or misuse of College computer and network resources.
    2. Unauthorized entry into College computer systems.
    3. Use of another person' s computing identification and/or password.
    4. Use of College IT Resources to interfere with the work of another student, faculty member, or other SCF employee.
    5. Use of College IT Resources to send obscene or harassing messages.
    6. Interference with the operations of SCF computer systems.
22. Participation in campus demonstration, riot or activity that materially and substantially disrupts the functioning of the College or infringes upon the rights of other members of the

College Community to engage in expressive activities; leading or inciting others to materially disrupt previously scheduled and/or reserved activities occurring at the same time within any campus , building area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

23. Obstruction of the free flow of pedestrians or vehicular traffic on College premises or at College sponsored or supervised events.
24. a. Unauthorized Use of a Restroom or Changing Facility. It is prohibited for any student to willfully enter a restroom or changing facility designated for the opposite sex and refuse to depart when asked by any administrative personnel, faculty member, security personnel or law enforcement personnel, except as otherwise provided in section 553.865, Florida Statutes. b. All students, administrative personnel, faculty members, security personnel, or law enforcement personnel have the right to file a complaint with the Attorney General alleging that the College has failed to meet the minimum requirements for restrooms and changing facilities under s. 553.865(4) and (5), F.S.
25. On occasion, situations may arise not specifically covered by College policies or the Code, but which are harmful to the welfare of the College Community or are obstructive to the orderly processes of the College. The Dean of Students or designee, in consultation with the Vice President, Student Services and Enrollment Management or designee will interpret whether the situation is governed by the Code and will authorize appropriate action.

V. Student Conduct Procedure

A. Student conduct complaints are received and managed through the Dean of Students Office in conjunction with the Department of Public Safety. Allegations of misconduct should be submitted using the online Student Conduct Report Form. Any allegations should be made as soon as possible after the alleged violation takes place, but not later than within fourteen (14) business days, unless otherwise provided by College policy

B. The Dean of Students office will provide timely written notice to students (Respondents) of any alleged violation. The notice will, at a minimum, include a description of the allegations to be investigated, citation to the specific alleged violation of the Code, policy, or law, the process to be used in determining whether a violation has occurred and associated rights, and a request to schedule an appointment to meet and discuss the allegations.

C. The Department of Public Safety may initiate the investigative process once a complaint is filed. This may include interviews with Complainant, Respondent and/or witnesses. The gathering of this data will be a part of the evidentiary process.

D. The Respondent has the right to a presumption that no violation occurred. The College has the burden to prove, by a preponderance of the evidence, that a violation occurred, except if the Respondent accepts responsibility for the charge(s). Preponderance of the evidence means that

the information presented supports the finding that it is more likely that not that the violation was committed by the Respondent.

E. In addition, students, student clubs, and student organizations charged with violating the Student Code of Conduct are entitled to the following:

- The right to an impartial hearing officer and/or Disciplinary Committee member. An impartial hearing officer or committee member is an individual who has not previously been involved in the disciplinary proceedings and who does not have an interest either for or against the Respondent. Hearing officers and/or committee members will be selected by the Vice President, Student Services and Enrollment Services or designee.
- The right against self-incrimination and the right to remain silent.
- The right to present relevant information and question witnesses.
- The right to a College-appointed advisor or advocate who may not serve in any other role in the matter, including as an investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge, or any appeal; or
- The right to an advisor, advocate, or legal representative (at the student's own expense), who is not affiliated with the College to be present during any proceeding, whether formal or informal. Such person may directly participate in all aspects of the proceeding, including the presentation of relevant inf01mation and questioning of witnesses;
- The right to appeal the final decision of a hearing officer as provided herein. Appeals may not be heard by College officials who directly participated in any other proceeding related to the charged violation;
- The right to an accurate and complete record of every disciplinary proceeding on or after July 1, 2021, relating to the charged violation of the Code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student, at their expense; and
- The right to dismissal of any charge brought more than 1 year from the date of the alleged conduct. Such limitations pe1iod may be extended or waived by the College for good cause, such as when the College was not made aware of the alleged conduct until after such limitations period had expired. Good cause determinations shall be made by the Dean of Students in consultation with appropriate College officials.

F. If the alleged conduct warrants disciplinary action under the Student Code of Conduct, the student, student club, or student organization must be provided with written notice of the charges, which must include at a minimum the following:

- Description of the allegations to be investigated;
- Citation to the specific section(s) of the Student Code of Conduct or other policy or law alleged to have been violated;
- Description of the process to be used in determining whether a violation has occurred and associated rights;
- Date, time, and location of the applicable disciplinary proceedings, which may not be held until at least 7 business days after delivery date of the Notice of Charges; and;

- Notice that the student, student club or student organization must be provided with a list of all known witnesses that have provided or will provide the information against the student, club or organization and all known information relating to the alleged conduct (including inculpatory and exculpatory information) at least 5 business days prior to the applicable disciplinary proceeding.

G. The Dean of Students or designee and a representative from the Office of Public Safety will meet with the Respondent for a preliminary review to determine an appropriate course of action. The disciplinary matter may be closed if the alleged conduct does not require disciplinary action under the Student Code of Conduct. However, if the Dean of Students or designee believes the behavior is more likely than not to have occurred, the Respondent may choose one of the following options:

- The Respondent may accept responsibility and move through the informal adjudication process.
- The Respondent may request adjudication through the formal process.

Note: The nature of some violations will automatically require adjudication through the formal process.

H. The Conduct Process (informal or formal) may be chosen by the Respondent unless the alleged violation requires adjudication through the formal process.

a. Informal

i. The Dean of Students or designee may work with the Respondent, and Complainant (if other than the Dean of Students) in creating a resolution through an inclusive, restorative, and educational action plan to facilitate learning from experience.

ii. If a resolution is not reached through this process, it moves to the formal process.

b. Formal

i. The Dean of Students convenes the College Disciplinary Committee for a Conduct Hearing.

I. Conduct Hearing: Once the College Disciplinary Committee is convened, a College official will be designated to preside over the Conduct Hearing. This Hearing Officer will begin by asking whether the Respondent admits or denies responsibility for the charged violation(s).

a. If the Respondent admits responsibility for the charged violation(s), the Hearing Officer and Disciplinary Committee will afford the Complainant and Respondent an opportunity to be heard on the issue of sanctions.

b. If the Respondent denies responsibility of any charge(s), the Committee will afford the Complainant and Respondent an opportunity to be heard on the charged violation(s) and present any relevant information, witness testimony (including w1itten witness statements), and any other documentary evidence supporting the party's respective positions. The

Complainant and Respondent will also be afforded an opportunity to be heard on the issue of sanctions.

c. Upon conclusion of the Conduct Hearing, the Committee will consider all available and relevant information and decide whether the Respondent is responsible for the charged violation(s) based upon a preponderance-of-the¬ evidence standard of review. If the Committee finds the Respondent responsible on one or more charges, the Co1mnittee will also determine the appropriate sanctions, using the SCF Action Plan Framework. The decision of the Committee shall be communicated in writing to the Complainant and Respondent. The decision of the Committee shall constitute the College's final agency action unless the Complainant or Respondent submit a timely appeal as outlined below.

J. Appeal Process

a. If a Respondent admits responsibility or is found responsible on one or more charges, no later than 7 working days after notification of the decision, the Respondent may submit a written appeal of the decision and/or imposed sanctions to the Vice President of Student Services and Enrollment Management or designee by submitting the Student Conduct Appeal Form: https://cm.maxient.com/reportingform.php?StateCollegeFL&layout id=.

b. The Complainant, no later than 7 working days after notification of the decision, may submit a written appeal of the decision to the Vice President of Student Services and Enrollment Management or designee by submitting the Student Conduct Appeal Form: https://cm.maxient.com/reportingform.php?StateCollegeFL&layout id=.

c. Any appeal may only be based upon one or more of the following:

i. improper procedures that materially affected the result;

ii. newly discovered information or evidence that was not reasonably available at the time of the Conduct Hearing through the exercise of diligence by the party, and that would have materially altered the result; or

iii. the sanction imposed was inappropriate for the violation(s).

d. The Vice President of Student Services and Enrollment Management or designee shall consider the merits of an appeal only on the basis of the above listed grounds for appeal. A party's dissatisfaction with the result is not a valid ground for appeal.

e. Any sanctions imposed will not be stayed during the appellate process, as the original result and sanction are presumed correct.

f. Parties may not present any oral argument on appeal unless specifically requested by the Vice President of Student Services and Enrollment Management or designee, who may affirm the original result, alter the finding(s) of responsibility, or alter the sanctions.

g. Within 14 working days of the party's submission of the written appeal, the Vice President of Student Services and Enrollment Management or designee shall inform the party in writing of the outcome of the appeal via the applicable College email address, unless extenuating circumstances that resulted in a delay are communicated in writing to the student. The appeal decision of the Vice President of Student Services and Enrollment Management or designee shall constitute the College' s final agency action.

The administration has the obligation to cooperate with all police authorities. When the protection of life and property and the regular, orderly operation of the College require it, the assistance of these agencies will be requested as a matter of policy, The SCF District Board of Trustees reserves the right to forbid the establishment or continued operation of an SCF chapter of any club, society or other organization whose members have damaged property, interrupted the normal holding of classes, interfered with the rights of others, disrupted operation of the College, or violated any component of the Code of Conduct.

SCF reserves the right to remove any student from the College for circumstances and/or behaviors that may seriously affect the health or well-being of the student or others where physical safety is threatened. Examples of such concerns or behaviors that may pose serious and/or imminent health or safety risks include, but are not limited to, anorexia, substance abuse, life-threatening behaviors, repeated psychotic episodes or violation of discrimination or harassment policies.

VI. Student Conduct Outcomes

When a student accepts responsibility or is determined to be responsible for a violation of the Code of Conduct, SCF subscribes to an inclusive, restorative, and educational conduct process that engages the student in the creation of an action plan. The components of the action plan will be educationally based and flexible to meet the needs of the various types of violations. Action plans may include any of the following either alone or in combination.

SCF Action Plan Framework

1. **Community Engagement**
    1. Attend a campus event.
    2. Join a student club/group.
    3. Volunteer on campus.
2. **Interpersonal Development**
    1. Educational Programming regarding the issue(s) at hand (drug use, alcohol use, etc.).
    2. Treatment
    3. Career Center
    4. Job Training
3. **Form New Habits**

1. Impact Statements
2. Personal Reflection Statement
3. Ted Talk (or other media) review essay
4. Goal Setting
5. Informal Resolution Meeting, Mediation, Restorative Conference

4. **Outside Accountability**
    1. Warning
    2. Apology
    3. Disciplinary probation
    4. Loss of privileges
    5. Removal from College Sponsored Housing (athletes)
    6. Family Notification
    7. Suspension
    8. Dismissal

Complaint Procedure:

Students are encouraged to resolve complaints at the appropriate level of dispute; however, should this approach fail or be inappropriate, students may submit written complaints through an online complaint form. All pertinent information should be listed including date, time, location, parties involved, witnesses, any attempts to resolve the complaint, and desired resolution. Forms submitted without valid contact information will not be processed; anonymous complaints can be submitted through State College of Florida's confidential and anonymous reporting tool or by writing to the Dean of Students office at the address below. Once received, the complaint will be forwarded to the appropriate academic area or administrative unit for review.

Online Complaint Form

Please follow this link to the Online Complaint Form.

Written Complaints

Written complaints should be addressed to:

Dean of Students, Building 1, Room 127
State College of Florida, Manatee-Sarasota, 5840 26th St. W.
Bradenton, FL. 34207

No Reprisal Policy

Complaints are respected and honored. No reprisals or retaliation shall be invoked against any student for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally while preserving the right to pursue a formal grievance.

Confidentiality/Privacy

All submissions will be kept confidential/private to the extent possible given the need to investigate the complaint, maintain campus safety and comply with federal, state, or local mandates. Information related to a complaint will be shared with a limited number of SCF employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires each institution to have student grievance and public complaint policies and procedures that are reasonable, fairly administered, and well-publicized. The College is also required to maintain a log, or a record of written student complaints received by the institution. This record is made available to the Commission upon request. This record will be reviewed and evaluated by the Commission as part of the Institution's decennial evaluation.

Conflict Resolution Procedure:

Academic Code of Conduct Violation

Students who feel they have been penalized erroneously for an academic ethics misconduct infraction or think that the sanction imposed is inappropriate may, within 10 business days of notification of academic sanction, appeal the matter through Procedure 4.14.01: Student Request for Conflict Resolution as Related to Academic Matters.

For a complete copy of Procedure 4.14.01 students should visit the SCF website at SCF.edu or student ombudsman.

All Other Code Violations

Students charged with violation of the Code of Conduct who feel they have been penalized erroneously or that the sanction imposed is inappropriate may, within 10 business days of notification of the sanction, appeal the matter through Procedure 4.14.02: Student Request for Conflict Resolution as Related to Administrative Policies.
For a complete copy of Procedure 4.14.02, students should visit the SCF website or student ombudsman.
Students may request a resource person to assist in either appeal procedure by contacting the Dean of Students office at DeanofStudents@SCF.edu.

Glossary of Terms

Plagiarism - representing the work of others as their own; or submitting written materials without proper attribution or acknowledgment of the source.

Cheating - The unauthorized use of any materials, information, study aids or assistance from another person on any academic assignment or exercise, unless explicitly authorized by the course Instructor.

Copyright violations - Reuses the work of others outside of the limits of copyright law or takes the rights over the work held by a copyright owner without permission.

Warning - A written or verbal notice to the student that continuation or repetition of a specified conduct will be cause for further disciplinary action.

Apology - A statement of regret written by the individual or group and approved by the Dean of Students.

Disciplinary probation - A written reprimand and warning to the student for a repetition of violations as grounds for more serious disciplinary action; also, may include exclusion from participation in student privileges or extracurricular College activities, or temporary/permanent loss of privilege or use of designated College facilities for a specified time as set forth in the notice of disciplinary probation.

Loss of privileges - Student is not permitted to participate in designated privileges or activities for a specified period of time.

Removal from College Sponsored Housing (athletes) - A temporary or permanent exclusion from any College-sponsored housing accommodation without reimbursement of any type of housing allowance, or a mandatory room charge.

Family Notification - Student notifies a family member in the presence of appointed staff member. This contact may be made in person or via telephone.

Suspension - Exclusion from classes and other student privileges or activities as set forth in the notice of suspension pending final determination of an alleged violation.

Dismissal - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply to the College for consideration for readmission.

Academic Support and Opportunities

- Tutoring and Academic Success Center (TASC)
- Library Services
- College Readiness and Developmental Education
- Educator Preparation Institute
- Online Learning & Distance Learning
- Nontraditional Learning Methods
- Special Scheduling
- Middle and High School Programs and Opportunities
- Career Accelerator
- Guided Pathways

Tutoring and Academic Success Center (TASC)

SCF.edu/Tutoring

The TASC is a multipurpose learning facility in Building 5 at SCF Bradenton and in Building 400 at SCF Venice. These large, well-staffed study centers offer drop-in tutoring in many subject areas, including anatomy and physiology, biology, chemistry, physics, mathematics, reading, writing and more. Writing Centers also are housed in each Learning Commons. Group study rooms, academic success workshops, study skills assessments, computer-assisted study, and tutorials on video are available as are multiple learning tools, including reference materials, textbooks and solution manuals, practice tests, mathematics manipulatives, microscopes, anatomical models and bones, and computers. The Learning Commons at SCF Lakewood Ranch is a collaborative effort of the TSRC with the SCF Library and is housed in the Learning Commons. Many of the services offered at the TASCs in SCF Bradenton and SCF Venice also are available at Lakewood Ranch.

Library Services

SCF.edu/Library
AskALibrarian.org/scf
Text: 941-270-9643
Instagram: @SCFLibraries

SCF Bradenton – Dr. Carol Probstfeld Library & Learning Center
941-752-5305 (Bldg. 3)
Mon.-Thu., 7:45 a.m.-9 p.m.
Fri., 7:45 a.m.-4 p.m.
Sat., Closed
Sun. 4 p.m.-9 p.m.
Hours during Summer and between terms vary. Please check website for current operating hours.

SCF Venice - Dr. Bill Jervey, Jr. Library
941-408-1435 (Bldg. 300)
Mon.-Thu., 8 a.m.-7 p.m.
Fri., 8 a.m.-2 p.m.
Sat. & Sun., Closed
Hours during Summer and between terms vary. Please check website for updates.

SCF Lakewood Ranch - Learning Commons
941-363-7250 (Bldg. 2)
Mon.-Tues., 9 a.m.-4 p.m.
Wed.-Thu., 9 a.m.-6 p.m.
Fri.-Sat., 9 a.m.-2 p.m.
Sun., Closed
Hours during Summer and between terms vary. Please check website for current operating hours.

Bring your SCF ID to access all of the library services and resources.

The SCF Libraries provide access to print and electronic sources, including reference materials, journal articles, e-books, streaming movies & documentaries, digital and print magazines and e-audiobooks. Our collections support the curriculum and include Popular Fiction, Young Adult and Graphic Novel genres. Our Library of Things is growing, to find out what we have search at SCF.edu/Library

To login for online resources, use your MySCF ID as the Borrower ID and password.

Your MySCF ID card is your library and printing card. Use it to check out items and for b/w or color copying, printing, and scanning.

SCF Libraries abide by U.S. Copyright laws. The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Any person making photocopies is liable for any infringement

Librarians are available in person and online for research, citation and plagiarism questions. They will save you time and help you to get better grades on your assignments. Walk-ins or appointments (in person or online) are welcome.

All three locations have group study rooms, wireless access and charging stations. A limited number of laptops, MacBooks, scientific calculators, cameras, microphones, headphones, dry erase kits, Lego kits & games and select course textbooks are available on a first come first served basis.

Bradenton has large and small group study rooms, media and sound editing rooms, open collaboration spaces and MS Hubs. It also has additional collaboration, presentation and exhibit spaces, 3D and poster format printers, a 3D scanner and houses the Digital Cinema Production Studio, The Library Café, the Family Heritage House Museum and the Together Manatee Community Rooms.

Venice has small group study and editing rooms, a TruTouch presentation screen, a MakerSpace available for collaboration and group projects.

The Lakewood Ranch Learning Commons has small group study rooms, a TruTouch collaboration screen, A & P models available for study and a limited number of nursing kits. Bone kits available for checkout in Bradenton & Venice.

Group study rooms are a combination of specialty uses and open first come first served; Rooms which are reservable vary depending upon student demand during the semester. To check room descriptions, policies and availability go to SCF.LibCal.com.

Inter-campus requests and Inter-Library Loan services are available. Your MySCF ID card is your library and printing card. Use it to check out items and for black and white or color copying, printing and scanning.

Food and drinks may be brought into all Library locations, with the exception of the Bradenton Visualization Classroom and the College Archives.

Community patrons must obtain an ID card from the Department of Public Safety once they have a Manatee or Sarasota public library card. Cross College Alliance students attending SCF classes have the same library privileges as SCF students. SCFCS students in grades 6th-10th must be accompanied by a parent if after collegiate school hours.

For all Library Policies visit LibGuides.SCF.edu/SCFLibrariesPolicies

College Readiness and Developmental Education

The Florida Department of Education defines a college-ready student as one who has the knowledge, skills and academic preparation needed to enroll and succeed in introductory college-level courses.

Because of changes in Florida Statutes, some incoming students no longer must take a college placement test or enroll in readiness courses to prepare them for college-level work. Florida Statute 1008.30 gives students who meet certain criteria the option of exercising an exemption to placement testing and developmental education. "Developmental education means instruction through which a high school graduate who applies for any college credit program may attain the

communication and computation skills necessary to successfully complete college credit instruction" (Florida Statute 1004.02). These changes may affect recent Florida high school graduates or active-duty military members.

Refer to "**Requirements for Exempt vs. Nonexempt Status** " to check eligibility.

Educator Preparation Institute

SCF's Educator Preparation Institute (EPI) provides a quality teacher training option for bachelor's degree holders. At the completion of these modules, the student will have successfully demonstrated the Florida Educator Accomplished Practices and will have provided documentation of mastery in a comprehensive professional portfolio. This limited access program requires potential candidates to acquire a statement of eligibility for certification from the Florida Department of Education (FLDOE), to be of good moral character and to possess the disposition suitable for becoming a teacher. Candidates need a passing score in the General Knowledge Test (GKT) and their Subject Area Exam (SAE).

The FLDOE has identified this program as part of the state-legislated EPI. It was designed to assist persons with bachelor's degrees (other than in education) in completing the requirements for K-12 teacher certification. It is competency-based and provides a quality certification option in addition to state-approved degree programs and district-delivered alternative certification programs. Courses will be delivered in blended format and will carry institutional load hour credit.

Online Learning & Distance Learning

SCF.edu/OnlineLearning

Conduct of Online Courses

Online Learning provides an opportunity for students to take online courses that earn academic credit toward existing SCF degrees or certificates. SCF Online Learning classes allow for instructor-led learning at a time and place convenient to the student.

Although delivered in an online environment, SCF students enrolled in online instruction are subject to the same expectations of behavior and consequences of violations of College policy and disciplinary sanctions that are outlined in the SCF Student Code of Conduct.

SCF support services are available to online students, including computer labs, tutorial centers and the SCF Library. Courses offered through the Online Learning program are comparable in quality to traditional courses offered in SCF classrooms and follow the same learning objectives. Some online courses also may require some on-campus work, orientation, review sessions and exams, with details specific to each course listed in the notes on the course schedule.

Types of Online Learning

Fully Online Courses

Fully Online Courses are delivered via the internet using the Canvas learning management system. These courses use a variety of tools, including discussion boards, email, drop boxes for submitting papers and other assignments, as well as other components to deliver course content as determined by the course instructor. Online courses follow a schedule throughout the semester with structured lessons and assignments, and specific due dates. Some online courses may require meetings for orientation and testing purposes that are listed in the notes section of the online class schedule. Check the schedule notes for more information about required meetings, and for alternatives to face-to-face sessions.

Hybrid Courses

Hybrid Courses include regularly scheduled face-to-face sessions as well as online sessions. The online sessions use the same tools as the online courses, supplemented by in-class sessions. The main difference between the online and hybrid courses is the increased number of required classroom sessions in hybrid courses that will vary from course to course. See the specific course schedule for more information about the class meeting sessions that are listed for each online section. Check the schedule notes for more information about required meetings, and for alternatives to face-to-face sessions.

Testing Requirements for Students Taking Online/Hybrid Courses

Some instructors or departments may require students taking online and/or blended courses to take tests in a proctored environment. This can occur in the online course directly via an online proctoring solution in Canvas. Instructors and students need to make arrangements for such testing as part of the course. Proctored testing services are not available on campus for students in online/blended courses. For SCF students taking online courses who are unable to attend on-site testing, arrangements need to be made in advance at an approved testing facility. Most independent testing facilities charge for proctoring services, and they are the responsibility of the individual student.

Students Taking Online Courses from Out-of-State

State Reciprocity for Distance Education

State College of Florida, Manatee-Sarasota (SCF) participates in the National Council for State Authorization Reciprocity Agreement (NC-SARA), a program which establishes comparable national

standards for inter-state postsecondary higher education. NC-SARA allows participating institutions to
provide online education outside of their own state borders and to students from all SARA states by seeking and maintaining state approvals. As a member of NC-SARA, SCF is authorized to provide online
classes and programs to students located in 49 SARA member states, the District of Columbia, the U.S.
Virgin Islands, and Puerto Rico.

Professional Licensure

Notification on Professional Licensure (USDOE Regulation 34 CFR 668.43 (a) (5) (v) and National Council for State Authorization Reciprocity (NC- SARA): Current and prospective students for certain programs at State College of Florida, Manatee-Sarasota (SCF) that lead to professional licensure are hereby notified that SCF programs fulfill education requirements for specific professional licensure required for employment in the state of Florida. Professional licensure requirements vary from state to state and are subject to change. Students presently living in Florida who plan to obtain licensure in another state must contact their Program Manager via email to assist in determining if SCF's program will meet the requirements for your intended state of residence. SCF licensure programs do not accept students presently living outside of the state of Florida.

Distance Learning Complaint Procedure

All students are encouraged to pursue resolution of their complaints through the internal complaint and
appeal processes at SCF as the first step. Detailed information on SCF's student appeals and complaints
process is maintained in the college catalog.

If you believe that your complaint has not been addressed satisfactorily at the College after exhausting
SCF's complaint procedures, you may complete the applicable state grievance procedures by contacting
the Division of Florida Colleges, by visiting FLDOE.org/Schools/Higher-Ed/FL-College-System.
Out-of-State Distance Education students from State Authorization Reciprocity Agreement (SARA) states, who have completed the SCF Procedures for academic appeals, non-academic appeals, complaints,
and applicable state grievance processes, may appeal non-instructional complaints to the FL-SARA

Postsecondary Reciprocal Distance Education Coordinating Council (PRDEC Council). For additional information on this process, please visit FLDOE.org/SARA/Student-Concerns.stml.

Weekend College

Created for working adults who want or need a college degree, SCF's Weekend College allows you to earn an Associate in Arts degree taking only weekend classes. You'll finish your degree in two years and have the option to continue in one of SCF's bachelor's degree programs or be eligible for guaranteed transfer to any Florida public university. Classes are offered Friday night and Saturday on the SCF Lakewood Ranch Campus.

Nontraditional Learning Methods

Directed Study

Directed Study provides opportunities for students to earn college credits in a regular course by working with an SCF instructor on an independent basis. Students enrolling for courses under Directed Study are expected to accomplish the goals and performance standards specified in the course syllabus. Courses are scheduled on a flexible basis with the understanding that final exams will be taken and all work completed on a date mutually agreed upon by the instructor and the student.

Because of the readily available courses offered in the traditional and Online Learning formats, Directed Study classes are offered to students in specific circumstances only, such as:

1. Had a specific course to graduate at the conclusion of the current term and the course is not offered.
2. Had a class cancelled and the College needs to offer an alternative.
3. Schedule conflicts prevent a student from attending both lecture and the laboratory of a specified course.

Applications for Directed Study are available in the respective academic department offices at each campus and Faculty Office Building 800 at SCF Venice. The faculty member and the department chair must approve the application before the student enrolls under a Directed Study. The fees applicable are the same as for courses taken in regular class sessions.

Work Experience Courses

Work experience courses are an integral part of the educational process within the Associate in Science (A.S.) degree programs. The intent is to assist students in exploring careers, developing skills for future advancement and obtaining job placement within their chosen major. Work

experience courses provide on-the-job experiential learning in the public or private sector and augment theoretical content with practical learning in the workplace. The student, instructor and worksite supervisor work collaboratively to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments.

Work experience courses document supervised work experience within a student's major and are designed to provide him or her with an opportunity to combine classroom instruction with work experience and on-the-job training related to career goals. The courses provide broad exposure to the selected career-related industry.

There are two types of cooperative work experience:

1. The Career Decision work experience is designed to provide broad exposure to the dynamic labor market and to allow the student to discover and experience actual job requirements of his or her career interest.
2. The Internship course is a work experience that allows the student to apply the classroom theory, knowledge and skills obtained from the degree program to actual work situations.

A.S. degree students interested in a work experience course should contact their program manager.

Associate in Arts (A.A.) degree students should contact the faculty member responsible for internships within the A.A. content area or may reach out to College and Career Success Coaches.

Credit for Experiential Learning (CEL) Program

The SCF Credit for Experiential Learning (CEL) program gives individuals an opportunity, upon completion of an appropriate assessment, to convert knowledge gained from prior learning experiences into college credits toward an A.S. degree program or certificate.

The CEL program is tailor-made for people who already have worked and gained knowledge in the field and want to "ac-CEL-erate" the time it takes to obtain their degree. This knowledge may have been gained through employment experiences, volunteer work, intensive self-directed studies, military experiences or advanced technical training and industry certification.

Prior learning is evaluated by the appropriate faculty member who assesses students in approved courses to validate their specialized knowledge. Methods of assessment include written, oral and performance tests, portfolios that describe and document learning and how it was acquired, interviews with faculty members and evaluation of certificates and/or licenses. CEL credits and a list of program managers may be found at SCF.edu/CTE.

For further information, contact the appropriate program manager, listed in the program contacts section of the Career and Technical Education website, SCF.edu/CTE.

Special Scheduling

Summer Scheduling

Summer credit courses are offered in two six-week sessions (Summer Term A and Summer Term B) or over one 12-week session (Summer Term C). The summer sessions give students the opportunity to complete requirements ahead of schedule, to offset lost time or deficiencies, or to pursue research or special courses. The second summer session, beginning in mid-June, makes it possible for recent high school graduates to begin college-level work immediately.

Short-Term Flex Start Classes

SCF offers classes in a condensed, accelerated format for those students who find it convenient to attend classes during times other than those in the traditional full semester term. Often such classes may be in a blended format, where students do some onsite classes coupled with online lessons. Students should check the SCF schedule of classes and consult with a College and Career Success Coach to determine which accelerated courses will best meet their academic needs.

Evening Scheduling

The College offers students the opportunity to attend a wide range of classes within a convenient evening schedule. Classes in the evening program traditionally run one or two nights a week. Academic advising is available on selected evenings until 6 p.m. to assist students with the advisement process and help them develop an area of study.

Weekend Scheduling

Weekend courses allow students to attend classes on Saturdays. Students can combine weekend classes with day, evening or distance learning courses to accelerate their program of study. Weekend classes may be a semester-long face-to-face class or may be presented in a blended format, combining classroom instruction with online learning. Weekend College at Lakewood Ranch provides students with an option of earning their A.A. degree by taking a combination of Friday and Saturday classes.

Off-Campus Credit Courses

As an additional way to meet the educational requirements of the community, credit courses are offered off campus at locations justified by adequate enrollment. All the courses listed in the Catalog will be considered, and appropriate new courses will be developed as required. Off-campus locations may include industrial plants, public service institutions, schools, medical centers, professional sites and business offices as well as web-based courses.

Middle and High School Programs and Opportunities

Early College Programs

State College of Florida provides many opportunities for qualified secondary school students to enroll in college courses while enrolled in secondary school, either through the public, charter, private (non-public) or home school program. High school students can receive both high school and college credit simultaneously, accelerating a student's degree program through Dual Enrollment, Early Admission, Accelerated Dual Enrollment or SCF's Collegiate Schools, 1007.271 FS and 1007.273 FS

Eligible students interested in Early College programs for Dual Enrollment, Early Admission or Accelerated Dual Enrollment should visit SCF.edu/EarlyCollege for the steps to get started. All steps for enrollment, including class registration, must be completed by the published deadlines. Students interested in the State College of Florida Collegiate Schools are directed to SCFCS.SCF.edu.

Dual Enrollment

SCF.edu/EarlyCollege

Dual Enrollment enables qualified high school students to enroll in selected college courses to satisfy high school graduation requirements and the associate degree. Eligible students may register for up to 11 credit hours per semester. Students interested in the Dual Enrollment program at SCF should contact their high school counselor for eligibility and information about the process. Students must adhere to all published deadlines as reflected on the Early College webpage.

Early Admission

SCF.edu/EarlyCollege

Early Admission is a form of dual enrollment that enables qualified 12th grade high school students to enroll at SCF on a full-time basis. Early Admission students must enroll in a minimum of 12 credit hours per semester but may not exceed 15 credit hours per semester. Students interested in the Early Admissions program at SCF should contact their high school counselor for eligibility and

information about the process. Students must adhere to all published deadlines as reflected on the Early College webpage.

Accelerated Dual Enrollment

SCF.edu/EarlyCollege

Accelerated Dual Enrollment is open to Sarasota and Manatee County public high school students along with students attending Lemon Bay High School in Charlotte County only, in pursuit of 1007.273 FS. The Accelerated Dual Enrollment program allows qualified juniors to gain college credit and high school credit by attending SCF full time. ADE students will continue full-time at SCF as seniors and are on track to graduate with their high school diploma and potentially an AA degree from SCF. Students interested in the Accelerated Dual Enrollment program at SCF should contact their high school counselor for eligibility and information about the process. Students must adhere to all published deadlines as reflected on the Early College webpage.

College Enrichment

SCF.edu/EarlyCollege

College Enrichment is designed to provide an opportunity for qualified high school students to enroll in degree credit courses. Credits earned will apply toward an associate degree but may be applied toward high school credit only with high school approval. Students who participate in College Enrichment may not participate in Early College programs simultaneously. Students are responsible for all college-related costs, which include tuition, fees and books. Florida residency documents must be submitted prior to the class start. SCF.edu/Residency.

SCF Collegiate Schools

SCFCS.SCF.edu

State College of Florida, Manatee-Sarasota (SCF) partners with its tuition-free collegiate school charters to meet 1007.273 FS, offering a high school acceleration program. The SCF Collegiate School is on the Bradenton campus and hosts grades 6-12. It is sponsored by the School District of Manatee County. The SCF Collegiate School-Venice hosts grades 9-12 and is sponsored by the School District of Sarasota County. The State College of Florida Collegiate Schools' (SCFCS) mission is to guide and mentor student achievement by equipping them to attain a high school diploma and an Associate in Arts Degree concurrently upon graduation. Beginning in 6th grade in Bradenton, and 9th grade in Venice, SCFCS students' progress in a rigorous academic environment, permeated by technology. The program utilizes demanding and innovative initiatives to establish a system that encourages independent learning, preparing students for success in a full-time college schedule beginning their junior year.

There are no academic criteria for enrollment before the junior year. Florida charter schools require a lottery for enrollment.

College Reach-Out Program (CROP)

SCF.edu/CROP

CROP is a statewide program designed to increase the number of low-income students successfully completing a postsecondary education. The primary objective of CROP is to strengthen the educational motivation and preparation of low-income middle and high school students who otherwise would be unlikely to seek a postsecondary education without special support and recruitment efforts. The program recruits students and provides them with academic enrichment activities as well as career and personal advising. CROP is funded through a grant from the Florida Department of Education. SCF provides a cash and in-kind match.

During the academic year, CROP programs are directed by site coordinators who serve as mentors at schools in Manatee and Sarasota counties. Programs include motivational speakers, study-skill strategies, choosing a college, financial aid information, college tours, career information, cultural activities, college requirements, field trips, career development activities and FSA/SAT/ACT/PERT preparation.

CROP students who choose to attend SCF may be eligible for CROP and Summer Bridge Program scholarships.

Summer Bridge Program

SCF.edu/CROP

The Summer Bridge Program serves selected low-income high school seniors from Manatee and Sarasota counties.

The goal of the program is to transition these students to college success by having them begin their college experience during the summer following their senior year. Students get a jump-start by completing up to two courses before the Fall semester begins.

Students may be eligible to receive a Summer Bridge Program. Upon completion of the program, students will have earned three to six college credits. In addition, students are supported and guided by staff throughout their pursuit of a degree from SCF.

Career Pathways

SCF.edu/CTE

Career Pathways is a program designed to provide a seamless transition between high school career and technical education programs, Technical College programs and postsecondary education at SCF. Toward that end, in the spirit of partnership, collaboration and communication, SCF, the School District of Manatee County and the Sarasota County School District agree to provide, at no cost to eligible students, college credit for the Associate in Science (A.S.) certificate programs according to the current articulation agreement as outlined in the Career Pathways Articulation Agreement.

In order to be eligible for articulated credit, students must continue within the same program of study in which the high school credit was earned. For more information, students can contact their Career Pathways representative at their school district or call Career and Technical Education and speak to the SCF Workforce Education Outreach Specialist at 941-752-5605.

Career Accelerator

SCF.edu/Explore/Career-Accelerator

In today's competitive job market, employers expect college graduates to be job-ready and possess a variety of skills to succeed in the workforce. To meet these expectations, State College of Florida, Manatee-Sarasota (SCF) offers dedicated career readiness programming and tailored resources through the Career Accelerator.

The Career Accelerator is a college-wide approach designed to enhance students' preparedness for career transitions. As students navigate their collegiate experience, it is essential for them to explore career pathways, develop professionally and network with industry professionals. SCF is committed to providing access to hands-on, practical experiences. Through experiential learning opportunities-including internships, practicums, clinical rotations, capstone projects and mentorship, students can bridge classroom knowledge with real-world application.

The Career Accelerator actively collaborates with faculty to connect students with local internships aligned with their fields of study. For-credit internship opportunities at SCF require a minimum of 150 hours over the course of one term.

Guided Pathways

SCF.edu/FindYourPath

State College of Florida through the Florida Pathways Institute and best practices through the Community College Research Center (CCRC) focus on persistence and retention efforts with students. The focus for Guided Pathways at SCF is to enrich resources and services that foster students end-goal.

The College complies with FS 1008.30 Meta Majors by grouping programs that have common foundation content areas and related courses. SCF focuses on six categories known as Areas of Interest that allow students to focus on aligning their academic and career choices. At the point of application, students select an area of interest. Every student is placed within an Academic community that aligns with their area of interest. To support students through their educational journey the college focuses on supporting students to find their path, begin with a plan and work towards their goals.

Arts, Humanities, Communication & Design: Students with an area of interest in Arts, Humanities, Communication and Design encompass a broad range of disciplines focused on creative expression, critical thinking, and cultural understanding.

Education: Students with an area of interest in Education are dedicated to the study and practice of teaching, learning and human development.

Business: Students interested in Business will learn the basics of managing organizations, resources and people to achieve goals and drive economic growth.

Health Professions: Health Professions encompass a wide range of disciplines focused on the assessment, prevention, care, treatment, and management of illness, the promotion of overall wellness and the leadership required in health management and administration.

Science, Technology, Engineering & Math (STEM): Students with an area of interest in Science, Technology, Engineering and Math (STEM) fields focus on understanding and solving complex problems through scientific inquiry, technological innovation, engineering design and mathematical analysis.

Social & Behavioral Sciences/Public Safety: Students with an area of interest in Social and Behavioral Sciences/Public Safety focus on understanding human behavior, societal structures and the systems that promote safety and well-being.

Associate in Arts Degree (A.A.) - Transfer

SCF offers one Associate in Arts (A.A.) degree. A total of 36 credits is required in the general education area and a minimum of 24 credits is required in the elective area.

Associate in Arts [1058] This curriculum classification is for students who, upon graduation from SCF, transfer to a public or private college/university to earn a bachelor's degree in a specific area of study. Many areas of study are available at Florida public and selected private colleges/universities for which students may prepare while completing the A.A. degree at SCF. Academic advisors are available to assist with program planning so that the proper academic program prerequisites are taken before successful transfer to the university/college from SCF.

Undecided [1052] This curriculum classification is for students who are undecided about their career and/or university/college major. Advisors will ensure that students are provided with a broad academic background and the opportunity to focus on a wide array of academic and/or career goals.

Associate in Arts Degree General Education Requirements

General education is the curricular component common to all degree programs. The purpose of the general education requirements is to develop and integrate the student's knowledge, skills, attitudes and experiences so that the student can engage effectively in a lifelong process of inquiry and decision-making. The knowledge and academic experience gained from general education courses are designed to prepare students with the 21st century skills necessary to be productive, involved and contributing citizens. The following are the specific areas addressed by the general education core:

Area of Communication:

- Communication Skills: Students demonstrate reading comprehension, effective oral and written communication and interpersonal skills, including teamwork.
- Information Literacy Skills: Students access, evaluate and use information sources in an ethical manner for research and problem solving, and demonstrate the ability to retrieve and manage information using digital technology.

Area of Humanities:

- Cultural Literacy Skills: Students exhibit an understanding of cultural and aesthetic expressions through humanities, literature, the arts and/or philosophical world views in historical and contemporary contexts.
- Community Skills: Students discuss important issues and the interconnected nature of diverse and or international people/societies.

Area of Mathematics:

- Quantitative Reasoning Skills: Students apply mathematical reasoning to analyze mathematical models and use the results to solve real world problems.
- Critical Thinking and Problem-Solving Skills: Students apply critical thinking and problem-solving skills across the curriculum.

Area of Natural Sciences:

- Scientific Reasoning Skills: Students apply scientific methods of reasoning to analyze and interpret data and use the results to solve real world problems.
- Critical Thinking and Problem-Solving Skills: Students apply critical thinking and problem-solving skills across the curriculum.

Area of Social Sciences:

- Social Sciences Skills: Students will demonstrate the ability to examine behavioral, social and cultural issues from a variety of points of view.
- Social Sciences Skills: Students will demonstrate an understanding of basic social and behavioral science concepts and principles used in the analysis of behavioral, social and cultural issues, past and present, local and global.

Postsecondary Civic Literacy

6A-10.02413 Civic Literacy Competency.

(1) Purpose. The purpose of this rule is to set forth requirements for demonstration of civic literacy competency in accordance with Section 1007.25(5), F.S.

(2) Prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the Fall Term 2018 through the 2020-21 academic year must demonstrate competency in civic literacy by completing an approved course or assessment listed in either paragraph (5)(a) or (5)(b) prior to graduation:

(3) Prior to the award of an associate in arts or baccalaureate degree, students initially entering a Florida College System institution in the Fall Term 2021, and thereafter, must demonstrate competency in civic literacy by completing an approved course and assessment listed in paragraphs (5)(a) and (5)(b) prior to graduation.

(4) Prior to the award of a specialized associate in arts transfer degree, associate in science, or associate in applied science degree, students initially entering a Florida College System institution in the Fall Term 2022, and thereafter, must demonstrate competency in civic literacy by completing an approved course and assessment listed in paragraphs (5)(a) and (5)(b) prior to graduation.

(5) Approved civic literacy courses and assessments.

(a) Successful completion of either AMSX010 Civil Discourse and the American Political Order, POSX041 American Government, or AMHX020 Introductory Survey Since 1877. AMHX010 Introductory Survey to 1877 satisfies the course requirement if successfully completed Fall Term 2024, or thereafter. Each of the courses must include the following competencies:

1. Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;

2. An understanding of the United States Constitution and its application;

3. Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and

4. An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

(b) Achieving the standard score on one of the following assessments:

Assessment	Standard Score
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50
CLEP: History of the United States I	50
Florida Civic Literacy Examination	60%

(6) Beginning with the Fall Term 2021, and thereafter, Florida College System institutions must ensure they provide opportunities for students to engage synchronously in political discussions and civil debates with multiple points of view and to master the ability to synthesize information that informs civic decision making.

(7) Beginning with the Fall Term 2021, and thereafter, credit received by examination under subsection 6A-10.024(8), F.A.C., for courses listed in paragraph (5)(a) will count toward meeting the course requirement.

(8) Beginning with the Fall Term 2021, and thereafter, students who earned a passing score on the Florida Civic Literacy Examination while in high school are exempt from the postsecondary civic literacy assessment requirement.

(9) Any transfer student who enters a Florida College System institution and has not met the civic literacy competency requirement must meet the requirement based on the date the student initially transfers to the Florida College System institution. A student who previously completed the civic literacy competency requirement at a Florida College System institution or State University System institution is considered to have met the civic literacy competency requirement.

Rulemaking Authority 1001.02(1), 1007.25(5)(a)-(b) FS. Law Implemented 1007.25 FS. History–New 6-19-18, Amended 11-23-21, 5-3-22, 7-2-24.

Area I - Communications: 9 Hours

Students must complete all three (3) courses (9 credit hours) listed below.

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- ENC 1102 - Written Communication II **(3 Credit Hours)**
- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**

Area II - Mathematics: 6-9 Hours

Students must take one course from category A and at least one course from categories A or B. Any student who successfully completes a mathematics course for which one (1) of the general education core course Category A options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics Category A core.

A.

- MAC 1105 - College Algebra **(3 Credit Hours)**
- MAC 2311 - Calculus with Analytic Geometry I **(4 Credit Hours)**
- MGF 1130 - Mathematical Thinking **(3) (Credit Hours)**
- STA 2023 - Elementary Statistics **(3 Credit Hours)**

B.

- MAC 1114 - Trigonometry **(3 Credit Hours)**
- MAC 1140 - Precalculus Algebra **(3 Credit Hours)**
- MAC 2233 - Applied Calculus **(3 Credit Hours)**
- MAC 2312 - Calculus with Analytic Geometry II **(4 Credit Hours)**
- MAC 2313 - Calculus with Analytic Geometry III **(4 Credit Hours)**
- MAD 2104 - Discrete Mathematics **(3 Credit Hours)**
- MAP 2302 - Differential Equations **(3 Credit Hours)**
- MAS 2103 - Linear Algebra **(3 Credit Hours)**
- MGF 1131 - Mathematics in Context **(3) (Credit Hours)**

Area III - Social Sciences: 6 Hours

Students must take one course from category A and at least one course from categories A or B.

A.

- AMH 1010 - U.S. History to 1877 **(3 Credit Hours)**
- AMH 1020 - U.S. History Since 1877 **(3 Credit Hours)**
- ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**

B.

- CPO 2002 - Comparative Government **(3 Credit Hours)**
- EUH 1000 - Western Civilization to 1600 **(3 Credit Hours)**
- EUH 1001 - Western Civilization from 1600 to Present **(3 Credit Hours)**
- EUH 1952 - Study Abroad in Europe **(3 Credit Hours)**
- INR 2002 - International Relations **(3 Credit Hours)**

Area IV - Humanities: 6 Hours

Students must take one course from category A and at least one course from categories A or B.

A.

- ARH 2000 - Art Appreciation **(3 Credit Hours)**
- HUM 1020 - Introduction to the Humanities **(3 Credit Hours)**
- LIT 2000 - Introduction to Literature **(3 Credit Hours)**
- MUL 2010 - Music Appreciation **(3 Credit Hours)**
- PHI 2010 - Introduction to Philosophical Reasoning **(3 Credit Hours)**
- THE 2000 - Theatre Appreciation **(3 Credit Hours)**

B.

- AML 2010 - American Literature I **(3 Credit Hours)**
- AML 2020 - American Literature II **(3 Credit Hours)**
- ARH 2050 - Art History: Prehistory through Medieval **(3 Credit Hours)**
- ARH 2051 - Art History: Renaissance through Present **(3 Credit Hours)**
- ARH 2500 - Non Western Art History **(3 Credit Hours)**
- ENL 2012 - British Literature to 1790 **(3 Credit Hours)**
- ENL 2022 - British Literature after 1790 **(3 Credit Hours)**
- FIL 1030 - History of Motion Pictures **(3 Credit Hours)**
- HUM 2210 - Humanities: The Ancient World **(3 Credit Hours)**
- HUM 2230 - Humanities II: The Medieval, Renaissance, and Early Modern Periods **(3 Credit Hours)**
- HUM 2234 - Humanities: Enlightenment Through Romanticism **(3 Credit Hours)**

- HUM 2250 - Humanities: The Modern World **(3 Credit Hours)**
- LIT 2012 - The Novel **(3 Credit Hours)**
- LIT 2020 - The Short Story **(3 Credit Hours)**
- LIT 2030 - Introduction to Poetry **(3 Credit Hours)**
- LIT 2090 - Contemporary Literature **(3 Credit Hours)**
- LIT 2110 - World Literature I **(3 Credit Hours)**
- LIT 2120 - World Literature II **(3 Credit Hours)**
- MUH 2110 - Introduction to Music History and Literature **(3 Credit Hours)**
- PHI 2600 - Applied Ethics **(3 Credit Hours)**
- PHI 2801 - Philosophy of Art and Beauty **(3 Credit Hours)**
- REL 2121 - Religion in America **(3 Credit Hours)**
- REL 2210 - Introduction to the Academic Study of Hebrew Bible/Old Testament **(3 Credit Hours)**
- REL 2240 - Introduction to the New Testament **(3 Credit Hours)**
- REL 2300 - Introduction to World Religions **(3 Credit Hours)**

Area V - Natural Science: 6-9 Hours

Students must take one course from category A and at least one course from categories A or B. At least one science course with a lab (C) is recommended.

A.

- AST 1002 - Descriptive Astronomy **(3 Credit Hours)**
- BSC 1005C - Diversity of Life **(3 Credit Hours)**
- BSC 2010 - Fundamentals of Biology I **(3 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- CHM 1020C - The Chemistry of Everyday Life **(3 Credit Hours)**
- CHM 2045 - General Chemistry I **(3 Credit Hours)**
- ESC 1000C - Earth and Space Science **(3 Credit Hours)**
- EVR 1001 - Introduction to Environmental Science **(3 Credit Hours)**
- OCE 1001 - Introduction to Oceanography **(3 Credit Hours)**
- PHY 1020C - Fundamentals of Physics **(3 Credit Hours)**
- PHY 2048 - General Physics I with Calculus **(3 Credit Hours)**
- PHY 2053 - General Physics I **(3 Credit Hours)**

B.

- BSC 1007 - Introduction to Biology **(3 Credit Hours)**
- BSC 1020 - Human Body **(3 Credit Hours)**
- BSC 2011 - Fundamentals of Biology II **(3 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**

- CHM 1025 - Introductory Chemistry **(3 Credit Hours)**
- CHM 1032C - Chemistry for Health Professionals **(4 Credit Hours)**
- CHM 2046 - General Chemistry II **(3 Credit Hours)**
- CHM 2210 - Organic Chemistry I **(3 Credit Hours)**
- CHM 2211 - Organic Chemistry II **(3 Credit Hours)**
- MCB 2010 - Microbiology **(3 Credit Hours)**
- OCB 1000C - Introduction to Marine Biology **(3 Credit Hours)**
- PHY 2049 - General Physics II with Calculus **(3 Credit Hours)**
- PHY 2054 - General Physics II **(3 Credit Hours)**

Gordon Rule

State College of Florida, Manatee-Sarasota Requirements to Meet Florida SBE Rule 6A-10.030

This rule applies to all students prior to receipt of an Associate in Arts (A.A.) degree from a public community college or university or prior to entry into upper division of a public university. For the purpose of this rule, a grade of "C" or better shall be considered successful completion. All students entering State College of Florida, Manatee-Sarasota under this Catalog are required to meet the Gordon Rule requirements.

In accordance with Florida Department of Education Administrative Rule Number 6A-10.030, all students are mandated to complete satisfactorily 12 semester hours of courses that include written assignments demonstrating college-level writing skills. Each of the following courses is designed to meet this requirement and requires a prerequisite of ENC 1101:

- IV ** + AML 2010 - American Literature I **(3 Credit Hours)**
- IV ** + AML 2020 - American Literature II **(3 Credit Hours)**
- ** + AML 2600 - African-American Literature **(3 Credit Hours)**
- III * + ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- IV * + ARH 2050 - Art History: Prehistory through Medieval **(3 Credit Hours)**
- IV * + ARH 2051 - Art History: Renaissance through Present **(3 Credit Hours)**
- IV *ARH 2500 - Non Western Art History **(3 Credit Hours)**
- ** CRW 2001 - Creative Writing I **(3 Credit Hours)**
- ** CRW 2002 - Creative Writing II **(3 Credit Hours)**
- ** CRW 2003 - Advanced Creative Writing Workshop **(3 Credit Hours)**
- ** CRW 2200 - Magazine Writing **(3 Credit Hours)**
- ** CRW 2201 - Introduction to Creative Non-Fiction **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**
- I * ENC 1102 - Written Communication II **(3 Credit Hours)**
- ENC 1136 - Multimodal Writing and Digital Literacy **(3 Credit Hours)**
- * ENC 2210 - Technical Communication **(3 Credit Hours)**
- IV ** ENL 2012 - British Literature to 1790 **(3 Credit Hours)**

- IV ** ENL 2022 - British Literature after 1790 **(3 Credit Hours)**
- * EUH 2032 - History of World War II and the Holocaust **(3 Credit Hours)**
- * FIL 1007 - Film Analysis and Critique **(3 Credit Hours)**
- * FIL 2100 - Screenwriting I **(3 Credit Hours)**
- FIL 2133 - Screenwriting II **(3) (Credit Hours)**
- IV * + HUM 2210 - Humanities: The Ancient World **(3 Credit Hours)**
- IV * + HUM 2234 - Humanities: Enlightenment Through Romanticism **(3 Credit Hours)**
- IV * + HUM 2250 - Humanities: The Modern World **(3 Credit Hours)**
- III * + INR 2002 - International Relations **(3 Credit Hours)**
- + INR 2500 - Model United Nations **(3 Credit Hours)**
- * JOU 1100 - Basic Reporting **(3 Credit Hours)**
- IV ** + LIT 2000 - Introduction to Literature **(3 Credit Hours)**
- IV ** + LIT 2012 - The Novel **(3 Credit Hours)**
- IV ** + LIT 2020 - The Short Story **(3 Credit Hours)**
- IV ** + LIT 2030 - Introduction to Poetry **(3 Credit Hours)**
- IV ** + LIT 2090 - Contemporary Literature **(3 Credit Hours)**
- IV ** + LIT 2110 - World Literature I **(3 Credit Hours)**
- IV ** + LIT 2120 - World Literature II **(3 Credit Hours)**
- ** + LIT 2310 - Horror, Fantasy and Science Fiction **(3 Credit Hours)**
- ** LIT 2330 - Introduction to Children's Literature **(3 Credit Hours)**
- ** + LIT 2380 - Women in Literature **(3 Credit Hours)**
- * MMC 2100 - Writing for Mass Communications **(3 Credit Hours)**
- * + MUH 2050 - Folk/Traditional Music of World Cultures **(3 Credit Hours)**
- IV * + MUH 2110 - Introduction to Music History and Literature **(3 Credit Hours)**
- * MUL 2380 - Popular & Jazz Music in America **(3 Credit Hours)**
- PGY 2000 - History of Photography **(3 Credit Hours)**
- * PGY 2101C - Visual Literacy: Photography **(3 Credit Hours)**
- * PHI 2070 - Introduction to Eastern Philosophy **(3 Credit Hours)**
- IV * PHI 2801 - Philosophy of Art and Beauty **(3 Credit Hours)**
- * PLA 1104 - Legal Research and Writing I **(4 Credit Hours)**
- * PLA 2114 - Legal Research and Writing II **(3 Credit Hours)**
- IV * + REL 2121 - Religion in America **(3 Credit Hours)**
- IV THE 2000 - Theatre Appreciation **(3 Credit Hours)**
- * THE 2020 - Theatre Fundamentals **(3 Credit Hours)**

Note(s):

I, III, IV Courses fulfill general education requirements for the A.A. degree in areas I, III or IV.

* ENC 1101 with a grade of "C" or better is a prerequisite.

** ENC 1102 with a grade of "C" or better is a prerequisite, or a corequisite.

Exceptions to Gordon Rule Mathematics:

Any student who has satisfied College Level Examination Program requirements in mathematics and whose high school transcript shows successful completion of higher mathematics course work, including college algebra, trigonometry and calculus, shall be exempted from the mathematics requirements of this rule.

Completion of an AP calculus course with a score of "3" or better on the AP exam will meet this requirement.

Associate in Arts Degree Requirements Summary

Satisfactory completion, with a grade of C or better, on English and Mathematics General Education courses and an overall GPA of 2.00.

Satisfactory completion of all courses necessary to meet the requirement of the Gordon Rule with a grade of "C" or higher (SBE Rule 6A-10.030).

Satisfactory completion of at least 60 A.A. term credits of academic work exclusive of developmental courses and courses applicable only to an Associate in Science (A.S.) degree.

Associate of Arts Foreign Language Requirement: Pursuant to s. 1007.25, F.S., and Rule 6A-10.02412, students who first enroll in the fall 2014 term or later must demonstrate foreign language competency as specified in s. 1007.262, F.S. All modern and classical languages can be used to demonstrate competency as well as American Sign Language (ASL). This includes, but is not limited to, Arabic, Chinese, French, German, Greek, Hebrew, Italian, Japanese, Latin, Polish, Portuguese, Russian and Spanish. Languages not in this list may be considered and approved by the chair of the Language and Literature department. Students may meet this requirement by demonstrating competency via five options: 1) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or 2) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or 3) one year of high school foreign language plus one semester of the next level of the same foreign language on the college/university level as documented on official high school and college/university transcript; or 4) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; or 5) successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), UEXCEL exam, or the Language Testing International (LTI) exam. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the Educational Records office.

Programs Paralleling State University Lower Division

SCF offers areas of study leading to the A.A. degree. Usually referred to as the university parallel or transfer degree, it is designed for students who plan to complete the equivalent of their first two years of college work at SCF and then transfer to a senior institution to pursue a bachelor's degree.

The bachelor's degree, offered by four-year colleges (including SCF) and universities, is defined by a total minimum of 120 term credits: 60 credits at the lower division plus 60 credits at the upper division. At the lower division, students enroll in general education courses and courses to prepare for the major. At the upper division, students declare the major and enroll in specific courses that constitute the major. The A.A. degree is parallel to the first 60 credits of the lower division.

The A.A. degree includes a minimum of 36 credits of general education requirements in the areas of communications, mathematics, social science, humanities and natural science. An additional 24 credits are required in course work to prepare students for their majors at the upper division of a university or four-year college. Included in the A.A. degree of 60 credits is the requirement that students complete SCF's Gordon Rule writing and mathematics requirements. Students who do not complete all the Gordon Rule courses within the 60 credits must complete additional courses to fulfill A.A. degree requirements. No substitution of courses can be made without approval of the appropriate administrator(s).

Students who complete the A.A. degree and are planning to transfer to a state-assisted senior institution have transfer guarantees based on the State Articulation Agreement (SBE Rule 6A-10.024, FAC). General education requirements are considered met when SCF awards the A.A. degree, and no further general education courses will be required by state universities. When students include the state prerequisites for university majors within the A.A. degree, they are guaranteed successful transfer within Florida's State University System, except to majors that have selective admissions or limited access.

Students attending on a part-time basis will require more than two years to complete the 60 A.A. credits. Developmental (D) credits and courses carrying only Associate in Science (A.S.) credits cannot be applied to the A.A. degree.

Students who place into one or more developmental courses are strongly encouraged to enroll in SLS 1101 - Strategies for College Success before completion of the first 15 degree-term credits.

For information about SCF bachelor's degree programs, visit SCF.edu/Bachelors.

Prerequisites for State University Majors

Students working toward an A.A. degree are encouraged to include their university pre-major requirements within the A.A. The state universities in Florida offer more than 500 majors. To maximize transferability to a specific university major, students are advised to choose an area of

study as early as possible while attending SCF. Students who have not met the universities' foreign language requirement in high school (two years of the same foreign language) should include eight credits of foreign language within the A.A. degree.

Students need to take responsibility for determining the core prerequisites of the institution to which they plan to transfer as some university requirements may vary.

Students who are undecided about the area of study are urged to work closely with student development advisors and the CRC. Many careers require degrees in specific majors, and setting career goals can clarify the educational path for many students.

The state's articulation coordinating council has helped to identify and publish state prerequisites for each major. Common prerequisite listings of university majors are used by student development advisors and students in developing individual program plans. These listings are available from Florida Virtual Campus, FLVCC.org.

In addition to the articulation agreement between Florida community and state colleges and state universities, SCF has developed transfer agreements with private colleges and universities to assist SCF graduates with smooth, seamless transfers to the upper divisions of these institutions. Students are urged to work with SCF student development advisors to identify and select appropriate transfer colleges.

As SCF is a regionally accredited institution, SCF credits transfer successfully to other accredited colleges. However, students considering transfer to private institutions or to out-of-state institutions that do not have agreements with SCF should be aware that requirements vary at private colleges and out-of-state universities. Students should contact the transferring institution for guidance in selecting courses that will provide the needed preparation for the chosen majors.

Associate in Science Degree

Associate in Science Degree General Education Requirements

Beginning with 2022-2023 catalog year, prior to being awarded an Associate in Science (A.S.) degree, students are required to complete at least one core course (Category A) in each general education subject area. A grade of "C" or better shall be considered successful completion in all courses that are part of an Associate in Science (A.S.) degree. Students must complete 15 or more hours from Category A of the five areas listed below. Please note specific courses that are designated in the five areas, if any.

6A-10.02413 Civic Literacy Competency. The purpose of this rule is to set forth requirements for demonstration of civic literacy competency in accordance with Section 1007.25(5), F.S.

Area I - Communications: 3 Hours

- ENC 1101 - Written Communication I **(3 Credit Hours)**

Area II - Mathematics: 3 Hours

All courses that meet Category A, A.A. general education Area II mathematics requirements will meet the A.S. general education Area II requirements. Certain programs may have special requirements in mathematics.

- MAC 1105 - College Algebra **(3 Credit Hours)**
- MAC 2311 - Calculus with Analytic Geometry I **(4 Credit Hours)**
- MGF 1130 - Mathematical Thinking **(3) (Credit Hours)**
- STA 2023 - Elementary Statistics **(3 Credit Hours)**

Area III - Social Sciences: 3 Hours

All courses that meet Category A, A.A. general education Area III social sciences requirements will meet the A.S. general education Area III requirements. Certain programs may have special requirements in social sciences.

- AMH 1010 - U.S. History to 1877 **(3 Credit Hours)**
- AMH 1020 - U.S. History Since 1877 **(3 Credit Hours)**
- ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**

Area IV - Humanities: 3 Hours

All courses that meet Category A, A.A. general education Area IV humanities requirements will meet the A.S. general education Area IV requirements. Certain programs may have special requirements in the humanities.

- ARH 2000 - Art Appreciation **(3 Credit Hours)**
- HUM 1020 - Introduction to the Humanities **(3 Credit Hours)**
- LIT 2000 - Introduction to Literature **(3 Credit Hours)**
- MUL 2010 - Music Appreciation **(3 Credit Hours)**
- PHI 2010 - Introduction to Philosophical Reasoning **(3 Credit Hours)**

- THE 2000 - Theatre Appreciation **(3 Credit Hours)**

Area V - Natural Science: 3 Hours

All courses that meet Category A, A.A. general education Area V natural science requirements will meet the A.S. general education Area V requirements. Certain programs may have special requirements in natural science.

- AST 1002 - Descriptive Astronomy **(3 Credit Hours)**
- BSC 1005C - Diversity of Life **(3 Credit Hours)**
- BSC 2010 - Fundamentals of Biology I **(3 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- CHM 1020C - The Chemistry of Everyday Life **(3 Credit Hours)**
- CHM 2045 - General Chemistry I **(3 Credit Hours)**
- ESC 1000C - Earth and Space Science **(3 Credit Hours)**
- EVR 1001 - Introduction to Environmental Science **(3 Credit Hours)**
- OCE 1001 - Introduction to Oceanography **(3 Credit Hours)**
- PHY 1020C - Fundamentals of Physics **(3 Credit Hours)**
- PHY 2048 - General Physics I with Calculus **(3 Credit Hours)**
- PHY 2053 - General Physics I **(3 Credit Hours)**

Associate in Science - Career

Business Administration, Accounting/Budgeting Operations Management [2005]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Dr. Cammy Wayne
941-408-1486
WayneC@SCF.edu

Program Goal

This program offers a sequence of courses that prepare for further education and careers such as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collections coordinators, payroll coordinators, accountants, auditors, and other accounting

paraprofessionals in advanced professional accounting occupations in the Business Management and Administration career cluster.

Program Learning Outcomes

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support internal decision making.
- Participate in work-based learning experiences such as Phi Beta Lambda, VITA, Junior Achievement.
- Consider the implications of professional values, ethics, and attitudes in business.
- Prepare or develop strategic or organizational skills.
- Prepare individual tax forms.
- Prepare governmental tax forms, including income, payroll, and sales taxes.
- Personal finance component.

General Education Courses:

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics, Choose from Category A, Area II, A.S. (3 Credit Hours)
- POS 1041 - American Government **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. (3 Credit Hours)
- Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)** *
- ACG 2949 - Internship in Accounting **(1 to 3 variable Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**

- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)** Or

- ENC 2210 - Technical Communication **(3 Credit Hours)**

- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- FIN 2100 - Personal Finance **(3 Credit Hours)**
- APA 2141 - Computerized Accounting Applications **(3 Credit Hours)** *
- TAX 2000 - Taxation of Individuals and Small Businesses **(3 Credit Hours)** *
- Choose One (3 credit hour) business elective in ENT, GEB, MAN, MAR, or RMI

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s)

* Prerequisite may be required

Articulated credit from a technical college/secondary school may be applicable.

A related certificate is also offered. See Accounting Applications [3001] listing.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Business Administration, Management [2006]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Justin McDonald
941-752-5679
McdonaJ@SCF.edu

Program Goal

The purpose of this program is to prepare students for employment in mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in management occupations.

Program Learning Outcomes

- Using appropriate software prepare, manage and use business and financial information about business organizations to support decision making
- Develop and demonstrate understanding and application of effective business communications; sales and marketing principles; human resources; employability and strategic and organizational skills appropriate to business environments and social engagement.
- Identify, classify and demonstrate management activities appropriate to business environments that support and accommodate significant legal and ethical issues affecting sustainability and demonstrate their application in real world applications.
- Successfully complete a capstone project.

General Education Courses

- ENC 1101 - Written Communication I (3 Credit Hours)
- Mathematics - Choose from Category A, Area II, A.S. (3 Credit Hours)
- Civic Literacy and Area III, A.S.- Choose one: POS 1041 - American Government (3 Credit Hours), AMH 1010 - U.S. History to 1877 (3 Credit Hours), AMH 1020 - U.S. History Since 1877 (3 Credit Hours)
- Humanities - Choose from Category A, Area IV, A.S. (3 Credit Hours)
- Natural Science - Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)** *
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)** *
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MNA 1345 - Management and Supervision **(3 Credit Hours)**

- MAN 2300 - Management and Personnel **(3 Credit Hours)**
- MAN 2933 - Management Seminar (A Class in Entrepreneurship) **(3 Credit Hours)** *
- FIN 2001 - Financial Management **(3 Credit Hours)**
- Choose Six (6) credit hours of Business electives: ENT, FIN, MAN, MAR, MKA, RMI, CGS 1000 or ACG 2949

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s)

* Prerequisite may be required

Articulated credit from a technical college/secondary school may be applicable.

A related certificate also is offered. See Business Management [3010] listing.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Business Administration, Marketing [2007]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Justin McDonald
941-752-5679
McdonaJ@SCF.edu

Program Goal

The purpose of this program is to prepare students for employment in the field of marketing. This includes working as a marketing manager in small and medium-sized businesses, as a sales

representative for a variety of businesses, working in the field of advertising and in management of retail establishments.

Program Learning Outcomes

- Using appropriate software to prepare, manage and use business and financial information about business organizations to support decision making.
- Develop and demonstrate understanding and application of effective business communications; sales and marketing principles; human resources; employability and strategic and organizational skills appropriate to business environments and social engagement.
- Identify, classify and demonstrate management activities appropriate to business environments that support and accommodate significant legal and ethical issues affecting sustainability and demonstrate their application in real world application.
- Successfully complete a capstone project.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. (3 Credit Hours)
- Civic Literacy and Area III, A.S. Choose one: POS 1041 - American Government **(3 Credit Hours)**, AMH 1010 - U.S. History to 1877 (3 Credit Hours), or AMH 1020 - U.S. History Since 1877 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)** *
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)** *
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MAN 2933 - Management Seminar (A Class in Entrepreneurship) **(3 Credit Hours)** *
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**

- MKA 2021 - Personal Selling **(3 Credit Hours)**
- MKA 2511 - Principles of Advertising **(3 Credit Hours)**
- Choose six (6) credit hours of business Electives: ENT, FIN, MAN, MAR, MKA, RMI, CGS 1000 or ACG 2949

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s)

* Prerequisite may be required

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Articulated credit from a technical college/secondary school may be applicable.

A related certificate also is offered. See Marketing [3011] listing.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Computer Information Technology [2012]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Michael Mick
941-408-1475
MickM@SCF.edu

Program Goal

This program offers a sequence of courses that provides rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in positions such as a PC support technician, help desk technician, user support analyst, applications system analyst, information systems specialist, technical support analyst, computer information manager, user support supervisor, computer systems analyst, customer service representative, computer operator, computer repair technician, computer sales person, help desk office supervisor, office systems support specialist, software tester, software trainer or user support specialist in information technology.

The content includes but is not limited to microcomputer-oriented operating procedures, software applications packages and hardware in order to devise efficient methods to manage a microcomputer-based work environment, develop new systems to meet projected needs, select and install information technology equipment, troubleshoot information technology equipment, and manage and support information technology users.

Program Learning Outcomes

- Demonstrate how to use productivity software and an understanding of internet structure and navigation.
- Build, configure, upgrade, secure, and troubleshoot a computer system.
- Create and maintain a database.
- Demonstrate knowledge of networking technologies, create and troubleshoot a network server environment.
- Perform customer service skills.
- Identify the foundations of Project Management.
- Perform system monitoring and analysis activities.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010 or AMH 1020 **or** POS 1041 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. (3 Credit Hours)
- Mathematics Choose from Category A, Area II, A.S. Excluding MGF 1130 (3 Credit Hours)
- Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

- GEB 1011 - Introduction to Business **(3 Credit Hours)** OR
- ENC 2210 - Technical Communication **(3 Credit Hours)**

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- COP 2373 - Programming Concepts II **(3 Credit Hours)**

- COP 2842 - Developing Websites Using PHP/MYSQL **(3 Credit Hours)** OR
- CTS 2321 - Linux System Administration **(3 Credit Hours)**

- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**

- CIS 2931 - Current Issues in Computing **(3 Credit Hours)** OR
- CGS 1949 - Co-op Work Experience in Computer Science **(1 to 3 variable Credit Hours)** (3 credit hour format only)

- Electives: Choose from CAP, CET, CGS, CIS, COP, CTS, CEN, or GRA 1100C **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Notes:

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Articulated credit from a technical college/secondary school may be applicable.

A related certificate also is offered. See Information Technology Analysis [3015] listing.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course

requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Construction Management Technology [2039]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Samuel Aldrich
941-752-5487
AldricS@SCF.edu

Program Goal:

This program is designed to prepare students for employment as construction project managers, project estimators, superintendents, schedulers and/or construction purchasing agents. The focus of the program is on providing students with broad transferrable skills, understanding and demonstration of the basic elements of construction management with an environmentally conscientious, sustainable, "green" building perspective. Elements of construction management that are taught include planning; basic principles of business, management and finance; and the technical aspects of the construction industry, including materials and methods, reading blueprints, estimating quantities of materials, procuring materials, scheduling and working in a general construction environment.

Program Learning Outcomes

- Apply basic drafting skills.
- Prepare computer-aided drawings for construction.
- Apply technical mathematics.
- Prepare architectural, engineering and construction (AEC) drawings.
- Demonstrate appropriate communication and coordination skills.
- Demonstrate employability skills.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**

- MAC 1105 - College Algebra **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010 or AMH 1020 **or** POS 1041 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- BCN 1251C - Construction Drafting **(3 Credit Hours)**
- ETI 1644 - Production and Inventory Control **(3 Credit Hours)**
- BCN 1512C - Energy Efficient HVAC Engineering **(3 Credit Hours)**
- BCN 1592 - Energy Efficient Building Construction **(3 Credit Hours)**
- BCN 1597 - Introduction to Solar Energy **(3 Credit Hours)**
- BCN 2230 - Building Construction Materials and Methods **(3 Credit Hours)**
- BCT 2760 - Building Codes and Specifications **(3 Credit Hours)**
- BCT 2770 - Building Construction Estimating **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- ETI 1701 - Industrial Safety **(3 Credit Hours)**
- ETI 2441 - Project Management **(3 Credit Hours)**
- BCN 2280 - Surveying Construction Layout **(3 Credit Hours)**
- ETI 1110 - Quality Assurance **(3 Credit Hours)**
- ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)**
- ETD 2949 - Internship in Technology **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Articulated credit from a technical college/secondary school may be applicable.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online

degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Criminal Justice Technology [2014]

Associate in Science Degree
(60 Term Hours)

Program Manager

Dr. Michael Ryan
941-752-5495
RyanM@SCF.edu

Program Goal

The Criminal Justice Technology program educates with an effective balance of knowledge and skills for criminal justice employment venues including law enforcement, corrections, and other public and private sector security fields.

Program Learning Outcomes

- Describe and discuss the criminal justice system including the courts, law enforcement and correction.
- Describe and discuss the principles of criminology.
- Identify criminal investigation procedure and how the U.S. Court System relates to the rules of evidence.
- Describe and discuss juvenile delinquency.
- Summarize law enforcement administration, the field of criminal law, and employability skills in these fields.
- Identify issues relating to human diversity in the criminal justice system.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Social Sciences Choose from Category A, Area III, A.S. I **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- POS 1041 - American Government **(3 Credit Hours)**
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**
- CCJ 1020 - Introduction to Criminal Justice **(3 Credit Hours)**
- CJE 1300 - Police Administration and Organization **(3 Credit Hours)**
- CCJ 2010 - Introduction to Criminology **(3 Credit Hours)**
- CJJ 2002 - Juvenile Delinquency and Rehabilitation **(3 Credit Hours)**
- CJE 2600 - Criminal Investigations **(3 Credit Hours)**
- CJL 2100 - Criminal Law **(3 Credit Hours)**
- CCJ 1600 - Deviant Behavior **(3 Credit Hours)**
- CJE 1000 - Introduction to Law Enforcement **(3 Credit Hours)**
- CJC 1000 - Introduction to Corrections **(3 Credit Hours)**
- CJE 2640 - Criminalistics I **(3 Credit Hours)**
- CJL 2130 - Criminal Evidence and Procedures **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- Electives Choose from outside Criminal Justice area **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

This program is offered through SCF with articulation opportunities available through Sarasota County Technical Institute (SCTI) and Manatee Technical Institute (MTI). See Criminal Justice Program manager for advisement.

Students must take the Major Field Test for Criminal Justice as a requirement for graduation.

Articulated credit from a technical college/secondary school may be applicable.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Cybersecurity Operations [2052]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

Program Goal

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as, cybersecurity operations analyst, security engineer, cybersecurity operations technician, data communication analyst, intrusion and detection analyst, security architect, or secure software developer in the Information Technology career cluster; which provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to the fundamentals of network security, installing, configuring, monitoring, and detecting network violations in the LAN/WAN environment.

Program Learning Outcomes

- Demonstrate understanding of networked environments, hardware, and software.
- Demonstrate an understanding of the directory services infrastructure and installation.
- Demonstrate an understanding of network access control systems and methodology. Demonstrate understanding of routing concepts and protocols.
- Demonstrate router configuration skills. Complete coding and scripting activities
- Demonstrate proficiency with Internet structure, organization, and navigation. Perform web design/development activities.
- Demonstrate proficiency in analyzing network intrusions Demonstrate proficiency in incident handling and response.
- Demonstrate an understanding of how to mitigate network vulnerabilities.
- Explain Legal and ethical issues relative to the information technology environment

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010, or AMH 1020, or POS 1041 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CET 1605 - CCNA1 Introduction to Networks **(3 Credit Hours)**
- CET 1610 - CCNA2 Switching, Routing and Wireless Essentials **(3 Credit Hours)**
- CET 2615 - CCNA3 Enterprise Networking, Security, and Automation **(3 Credit Hours)**
- CIS 2121 - Cybersecurity Analysis **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- CAP 2140 - Data Forensics **(3 Credit Hours)**
- CIS 2352 - Ethical Hacking **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s)

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online

degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Early Childhood Education [2009]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Nicole Kammer
941-752-5454
Education@SCF.edu

Program Goal

The A.S. degree in Early Childhood Education provides students with a strong foundation in early childhood knowledge and prepares them for entry or continuation in the workforce. The program prepares students to work in early learning center as teachers or managers. Students can also immediately begin the B.S. degree in Early Childhood Education upon conferral of the A.S. degree. Students will learn about developmentally appropriate practices for children from birth to 4 years old. Field experiences and the internship include a variety of ages and settings. Students will be eligible for at least one specialization certificate as part of the program.

Program Learning Outcomes

- Demonstrate knowledge of child growth and development.
- Demonstrate knowledge of early childhood education birth to age 4.
- Demonstrate the importance of positive interactions with the family and communities.
- Demonstrate knowledge of rules and regulations governing early childhood programs.
- Demonstrate knowledge of child abuse and neglect.
- Demonstrate knowledge of safety, health, and nutrition.
- Demonstrate knowledge of the early childhood education profession.
- Demonstrate knowledge of appropriate methods of guidance and classroom management.
- Demonstrate knowledge of various observations, screening, assessment, and documentation methods.
- Demonstrate knowledge of children with exceptionalities.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**

- Mathematics - Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- Social Sciences - Choose from AMH 1010, AMH 1020 **,** POS 1041, or PSY 2012 **(3 Credit Hours)**
- Humanities - Choose from Category A, Area IV A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Core Courses

Please consult the course description section of the Catalog for any prerequisites.

- HSC 2403 - Emergency First Aid and CPR **(3 Credit Hours)**
- EEC 1000 - Introduction to Early Childhood Education **(3 Credit Hours)**
- EEC 1601 - Observation and Assessment in Early Childhood **(3 Credit Hours)**
- EDF 1030 - Effective Classroom Management **(3 Credit Hours)**
- EEC 2500 - Infant and Toddler Development **(3 Credit Hours)**
- EEC 2401 - Family Interaction and Cultural Continuity **(3 Credit Hours)**
- EEX 2010 - Introduction to Exceptional Learners **(3 Credit Hours)**
- EEC 1001 - Early Childhood Growth and Development **(3 Credit Hours)**
- Elective - Choose from EDF, EDG, EEC, or EME program courses **(3 Credit Hours)**
- EEC 1319 - Portfolio Development and Performance Observation **(3 Credit Hours)**
- EEC 2949 - Final Internship in Education: Early Childhood **(3 Credit Hours)**

Subtotal Credit Hours: 33

Plus One Specialization Area

12 credits must be completed from courses within one specialization area.

Preschool Teacher

- EEC 1312 - Creative Experiences for Young Children **(3 Credit Hours)**
- EEC 2217 - Introduction to Language and Emergent Literacy **(3 Credit Hours)**

- EDF 1005 - Introduction to the Teaching Profession **(3 Credit Hours)** OR
- EEC 2226 - Introduction to Principles of Mathematics and Science for Young Children **(3 Credit Hours)**

- EEC 2002 - Early Child Care Center Management **(3 Credit Hours)**

Subtotal Credit Hours: 12

Child Development Center Management

- EEC 2202 - Program Development in Early Childhood **(3 Credit Hours)**
- EEC 2520 - Early Childhood Education Organizational Leadership Management **(3 Credit Hours)**
- EEC 2527 - Legal Issues and Financial Issues in Child Care **(3 Credit Hours)**
- EEC 2002 - Early Child Care Center Management **(3 Credit Hours)**

Subtotal Credit Hours: 12

Total Credit Hours: 60

Note(s):

Internship courses EEC 1319 and EEC 2949: EEC 1319 must be completed immediately following EEC 1000, EEC 1001, and EEC 1601. EEC 2949 is the final internship course, and all coursework must be completed prior to entering the final internship. Field hours are required for both courses. Any background check or cost required by an early learning center is the responsibility of the student, not included as a course fee.

Elective courses: It is recommended that students take EDF 1005 or EME 2040 as the elective. These courses are prerequisites for the B. S. Early Childhood program.

Florida Child Care Professional Certification (FCCPC): Students who want the Florida Child Care Professional Certificate must complete EEC 1000, EEC 1001, EEC 1601, and EEC 1319 and work or volunteer at least a total of 480 hours in an early learning center during the semester the coursework is completed. Once EEC 1319 is complete, the program director will submit appropriate paperwork to the State for obtaining the FCCPC. Credit for the FCCPC will appear on the student's DCF transcript.

Child Development Associate Credentials: Students who want the National CDA (Child Development Associate) Credential must complete EEC 1000 EEC 1001 EEC 1601 and EEC 1319 and then apply to the National Council for Early Childhood Recognition to complete the credentialing process. The Council's number is 1-800-424-4310. SCF does not submit paperwork directly. To participate in CDA credentialing, students are responsible for submitting the CDA paperwork.

Child Care Management Director Credentials: Students who need to meet the Department of Children and Families requirements for the Foundation Level Director Credential must complete EEC 2002 . The courses that meet the DCF Advanced Level Director Credential requirements are EEC 2002, EEC 2520, and EEC 2527.

Articulated credit from a technical college/secondary school may be applicable.

* A related certificate also is offered. See certificate listing.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Engineering Technology [2040]

Associate in Science Degree
(60 Credit Hours)

Program Manger

Samuel Aldrich
941-752-5487
AldricS@SCF.edu

Program Goal

The purpose of this program is to prepare students for employment in engineering technology and related occupations. The program also provides updated training for incumbent workers employed as production technicians in manufacturing, electronics, industrial design, biomedical and related industries. The degree has a specialization in alternative energy and four college credit certificates: engineering technology support specialist, alternative energy, electronics, and computer aided design and drafting. It is recommended that students complete the engineering support core prior to completing elective requirements. The 18-hour engineering technical support core has been aligned with the Manufacturing Skills Standard Council's (MSSC) industry certification.

Program Learning Outcomes

- Perform industrial processes using material properties activities.
- Demonstrate proficiency in using tools, instruments and testing devices for quality assurance.

- Understand fundamental electronics and electricity.
- Apply the requirements of safety, health, and environmental standards.
- Generate and interpret computer-aided drawings in industry.
- Demonstrate workplace skills.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- MAC 1105 - College Algebra **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010 **Or** AMH 1020 **Or** POS 1041 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- BCN 1597 - Introduction to Solar Energy **(3 Credit Hours)**
- ETI 1110 - Quality Assurance **(3 Credit Hours)**
- ETM 1010C - Mechanical Measurement and Instrumentation **(3 Credit Hours)**
- ETI 1701 - Industrial Safety **(3 Credit Hours)**
- ETI 1420C - Manufacturing Processes and Materials **(3 Credit Hours)**
- EGN 1111C - Engineering Drawing **(3 Credit Hours)**
- ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)**
- ETI 1622 - Introduction to Lean Manufacturing and Six Sigma **(3 Credit Hours)**
- ETI 1644 - Production and Inventory Control **(3 Credit Hours)**
- EET 2525C - Programmable Logic Controllers **(3 Credit Hours)**
- ETI 1843C - Motors & Controls **(3 Credit Hours)**
- ETS 1535C - Automated Process Controls **(3 Credit Hours)**
- ETS 1540 - Industrial Applications Using PLC's & Robotics **(3 Credit Hours)**

- ETD 2949 - Internship in Technology **(3 Credit Hours) OR**
- ETI 2441 - Project Management **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Articulated credit from a technical college/secondary school may be applicable.

Related certificates also are offered. See Engineering Technology Support Specialist (3016) listing.

Note: An A.S. degree in this field will transfer to Daytona State College toward the Bachelor of Science in Engineering Technology.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Entrepreneurship [2043]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Dr. Tylisha Johnson
941-752-5669
JohnsoT1@SCF.edu

Program Goal

The purpose of this program is to teach students the fundamentals of starting and operating a business venture while presenting entrepreneurship as a viable career option. The program will also give students an opportunity to evaluate their potential as entrepreneurs. Coursework covers all aspects of starting and operating a new venture business with emphasis on the entrepreneurial skills needed for success.

Program Learning Outcomes

- Develop entrepreneurial concepts, resources, computer application skills, leadership/management skills, and personal assessment.

- Describe effective business concepts, staffing functions, morale and motivation skills, human resources assessment, and business records management.
- Analyze conflict management methods, basic economic concepts (including economic systems), cost-profit relationships, characteristics and functions of money, business risk, and legal considerations.
- Identify and develop a business plan, controlling functions, and information acquisition systems by applying money management skills along with accounting and communications principles.
- Plan and develop promotional, pricing, and selling strategies, as well as a marketing information management system and business systems.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. (3 Credit Hours)
- Social Sciences Choose from Category A, Area III, A.S. (3 Credit Hours)
- Humanities Choose from Category A, Area IV, A.S. (3 Credit Hours)
- Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- RMI 2302 - Risk in Business & Society **(3 Credit Hours)**
- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
- ENT 2120 - Digital Marketing **(3 Credit Hours)**
- ENT 2411 - Business Operations for Entrepreneurs **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- APA 2141 - Computerized Accounting Applications **(3 Credit Hours)**
- ENT 2100 - Building and Presenting a Business Plan **(3 Credit Hours)**
- Elective Any Business Course SLS, ENT, GEB, FIN, MAN (3 Credit Hours)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

*Prerequisite may be required

Articulated credit from a technical college/secondary school may be applicable.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Filmmaking [2031]

Formerly Digital Cinema

Associate in Science Degree
(60 Credit Hours)

Program Manager

Chris Bellanca
941-752-5409
BellanC@SCF.edu

Program Goal

The filmmaking program trains students in the techniques of narrative video production. Our graduates use video production technology and techniques to further their careers as professional filmmakers, content creators, and storytellers. Skills learned include screenwriting; project development and production; video capture and editing; audio capture and sound design; and crewing for single-camera and television studio productions. Focus is placed on preparing the student for immediate employment in the field of video production.

Program Learning Outcomes

- Function as part of a team on film/video productions.
- Analyze and execute tasks for the area of film/video editing.
- Analyze and execute tasks for the area of camera and lighting.
- Formulate strategies to interpret and implement audio recording requirements for film production.
- Demonstrate employability skills.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010 or AMH 1020 or POS 1041 **(3 Credit Hours)**
- ARH 2000 - Art Appreciation **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- DIG 2000 - Media Interpretation and Adaptation **(3 Credit Hours)**
- FIL 1007 - Film Analysis and Critique **(3 Credit Hours)**
- FIL 1420 - Digital Production- Non-Fiction **(3 Credit Hours)**
- FIL 1537 - Sound Recording and Design **(3 Credit Hours)**
- FIL 2100 - Screenwriting I **(3 Credit Hours)**
- FIL 2423 - Introduction to Film Production **(3 Credit Hours)**
- FIL 2441 - Film Crew Workshop **(3 Credit Hours)**
- FIL 2461 - Cinematography **(3 Credit Hours)**
- FIL 2571 - Video Post-Production **(3 Credit Hours)**
- FIL 2949 - Internship in Film/Video **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**
- RTV 1510 - Introduction to Television Production **(3 Credit Hours)**
- RTV 1530 - Electronic Field Production I **(3 Credit Hours)**
- Electives Choose any approved course in FIL, GRA, MMC, or PGY **(3 Credit Hours)**
- Electives Choose any approved course in FIL, GRA, or PGY **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

Articulated credit from a technical college/secondary school may be applicable. For more information click here: SCF.edu/CTE

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Fire Science Technology [2016]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Dr. Michael Ryan
941-752-5495
RyanM@SCF.edu

Program Goal

The Fire Science Technology Program is designed to provide comprehensive training for individuals seeking a career in the field of fire and emergency services. Our curriculum offers a balanced approach that combines theoretical knowledge with relevant skills, equipping students with the education they need to excel in a variety of roles, including firefighting operations and techniques; fire prevention; fire safety inspections, public education programs, and life safety education. Whether you're just starting your career or looking to advance your current position, the Fire Science Technology A.S. degree program will provide you with the necessary skills and knowledge to succeed in the fire and emergency services industry.

Transfer Opportunities:

Students interested in pursuing a bachelor's degree in Public Safety Administration and Emergency Management or Fire and Emergency Services can transfer their credits to the following institutions: SCF Public Safety Administration and Emergency Management B.A.S. Degree: Consult the SCF Catalog for required prerequisites.

University of Florida Fire and Emergency Services B.S. Degree Program: Contact the University of Florida for required prerequisites.

Program Learning Outcomes

- Demonstrate the knowledge to understand how building construction, fire protection systems, fire and life-safety codes, and public education practices contribute to the limitation and spread of fires.
- Demonstrate the knowledge of fire chemistry and hazardous materials to understand why fires and hazardous releases start, spread, and how they are controlled including the problems of recognition, reactivity, and health encountered by firefighters.
- Demonstrate an understanding of the principles of fire control through the proper utilization of water, hydraulic principles, tactics and strategies, equipment, personnel, and other extinguishing agents on the fire ground.
- Demonstrate the knowledge of proper fire scene interpretations related to origin and cause, preservation of evidence, documentation, scene security, and types of fire causes including applicable local, state, and federal laws that influence the fire services tort, liability, and review of court cases.
- Demonstrate an understanding of the methodologies involved in the planning and delivering of effective training and education for fire service professionals as well as members of the community from all age demographics.

Admissions Requirements

1) Any student who has completed a high school diploma, GED, or is eligible to enter high school dual enrollment program.

General Academic Courses

Beginning with 2022-2023 catalog year, prior to being awarded an Associate in Science (A.S.) degree, students are required to complete at least one core course (Category A) in each general education subject area. A grade of "C" or better shall be considered successful completion in all courses that are part of an Associate in Science (A.S.) degree. Students must complete 15 or more hours from Category A of the five areas listed below.

(Offered by SCF)

Students may take these courses at any time during their program of study.

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**

- PHI 2010 - Introduction to Philosophical Reasoning **(3 Credit Hours)**
- Natural Science choose from Category A, Area V, A.S. . **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- FFP 1000 - Introduction to Fire Science **(3 Credit Hours)**
- FFP 1793 - Fire and Life Safety Educator **(3 Credit Hours)**
- FFP 2111 - Fire Chemistry **(3 Credit Hours)**
- FFP 2541 - Private Fire Protection Systems II **(3 Credit Hours)**
- FFP 2770 - Ethical and Legal Issues for the Fire Services **(3 Credit Hours)**
- FFP 2706 - Public Information Officer **(3 Credit Hours)**
- FFP 1109 - Occupational Safety & Health for Emergency Services **(3 Credit Hours)**

Track Officer I Courses

- FFP 1740 - Fire Service Course Delivery **(3 Credit Hours)**
- FFP 1810 - Fire Fighting Tactics and Strategies I **(3 Credit Hours)**
- FFP 2120 - Building Construction for the Fire Service **(3 Credit Hours)**
- FFP 2720 - Company Officer **(3 Credit Hours)**

Track Officer II Courses

- FFP 1505 - Fire Prevention Practices **(3 Credit Hours)**
- FFP 1540 - Private Fire Protection Systems I **(3 Credit Hours)**
- FFP 2741 - Fire Service Course Design **(3 Credit Hours)**
- FFP 2811 - Firefighting Tactics and Strategies II **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

Graphic Design Technology [2033]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Charles Darwin
941-408-1507
DarwinC@SCF.edu

Program Goal

The graphic design technology program offers a curriculum based on a combination of basic design principles and the latest technology. Instruction is distributed between both print and web design and their respective industry applications. Focus is placed on preparing the student for immediate employment in the field of graphic design.

Program Learning Outcomes

- Demonstrate effective interpersonal communication and collaboration skills and safe, efficient work practices.
- Create raster-based and vector-based drawings and visual solutions.
- Formulate concepts / theories demonstrating use of color and typography.
- Apply marketing / advertising principles for effective visual communication.
- Demonstrate knowledge of current standards, practices and techniques for production of electronic content.
- Demonstrate appropriate usage of electronic media for self-promotion.

Related Certificates

- Graphic Design Support [3021]
- Graphic and Web Design [3022]

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Category A, Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- GRA 2190C - Graphic Design Basics **(3 Credit Hours)**
- ART 1300C - Drawing I **(3 Credit Hours)**
- DIG 2111C - Digital Illustration I **(3 credit Hours)**
- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**
- ART 1201C - Two-Dimensional Design **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**
- GRA 2121C - Communication Design **(3 Credit Hours)**
- GRA 2122C - Desktop Publishing **(3 Credit Hours)**
- GRA 2142C - Web Design I **(3 Credit Hours)**
- GRA 2150C - Photoshop **(3 Credit Hours)**
- GRA 2151C - Illustrator **(3 Credit Hours)**
- GRA 2177C - Visual Identity Systems **(3 Credit Hours)**
- GRA 2950C - Professional Practices **(3 Credit Hours)**
- GRA 2949 - Internship in Graphic Design **(3 Credit Hours)**
- Choice of one elective: GRA 2160C-Motion Graphics **(3 Credit Hours),** GRA 2143C-Web Design **(3 Credit Hours),** or ENT 2120-Digital Marketing **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

Articulated credit from a technical college/secondary school may be applicable.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Hospitality and Tourism [2051]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Suzanne Anderson
941-752-5283
AndersS@SCF.edu

Program Goal

Hospitality and Tourism is a new A.S. degree that provides a pathway for students interested in the hospitality and tourism industry who wish to transfer to USF to complete their B.A.S. degree in Hospitality and Tourism. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

Program Learning Outcomes

- Demonstrate employability skills.
- Demonstrate customer service skills.
- Apply human relations skills.
- Demonstrate proficiency in communication skills.
- Demonstrate proficiency in applying mathematics skills.
- Demonstrate knowledge of economic principles applicable to the hospitality industry.
- Identify effective selling techniques and procedures.
- Explain the organizational structure and functional application of the hospitality industry.
- Perform general hotel duties.
- Manage the front office.
- Demonstrate housekeeping operations and management functions.
- Demonstrate leadership and supervisory skills.
- Apply and maintain security and safety procedures.
- Manage hotel staffing operations.
- Analyze laws that affect the hospitality and tourism industry.
- Operate liability and risk identification program.
- Plan and maintain purchasing and receiving procedures.
- Demonstrate the use of hospitality and tourism software.
- Exhibit skills for resort/club/marina/hotel management.

General Education Courses:

- ENC 1101 - Written Communication I **(3 Credit Hours)**

- Mathematics, choose from Category A, area II (A.S.) (**3 Credit Hours**)
- Social Sciences, Choose from Category A, area III (A.S.) (**3 Credit Hours**)
- Humanities, Choose from Category A, area IV (A.S.) (**3 Credit Hours**)
- Natural Science, Choose from Category A, area V (A.S.) (**3 Credit Hours**)

Subtotal Credit Hours: 15

Program Specializations Courses

- HFT 1000 - Introduction to Hospitality and Tourism **(3 Credit Hours)**
- HFT 2410 - Front Office Systems and Procedures **(3 Credit Hours)**
- HFT 1254 - Lodging Operations **(3 Credit Hours)**
- HFT 2750 - The Event Industry **(3 Credit Hours)**
- HFT 2220 - Human Resource Management for Hospitality **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- ENT 2120 - Digital Marketing **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- HFT 2949 - Internship Exploration and Work Experience **(3) Credit Hours**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s)

* Prerequisite may be required

Articulated credit from a technical college/secondary school may be applicable.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online

degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Music Production Technology [2050]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Peter Carney
941-752-5591
CarneyP@SCF.edu

Program Goal

The A.S. in Music Production will provide a degree pathway for students toward careers in the contemporary music industry, including the areas of studio recording, concert sound and stage reinforcement, music production, and music business. Students will learn technical recording skills and foundational skills in musicianship towards a well-rounded degree in both the art and science of music production in many genres. Potential career paths include live sound production, studio music production, film and video sound production, gaming sound production, audio video specialist, music theater tech, digital music production, studio management, music production in advertising and television, studio technician, or concert technician. *This program may appeal to a wide scope of students interested in careers in the music industry. It is not dependent on a specific genre of music for coursework.*

Program Learning Outcomes

- Demonstrate proficient music instrument skills that meet music studio knowledge expectations in the professional workforce.
- Create music or sound as a prompted response to market demands in advertising, film, podcasting, music video, video games, or live stage.
- Demonstrate and apply detailed listening skills drawn from historical precedents in music.
- Create a portfolio of music compositions for multiple fields using professional music production standards in formal structure, audio mixing, sound quality, and aesthetics.
- Apply professional standards in studio conduct, collaboration, microphone placement, music notation, signal flow, acoustics, and equipment management towards the successful completion of a creative project.
- Apply critical thinking, planning, budgeting, and evaluation to the production process for live, virtual, and recorded music projects.

- Demonstrate technical acoustic knowledge and common work practices required for employment in various music production related fields.
- Demonstrate knowledge of copyright, music clearance, and contracts.
- Demonstrate knowledge of employability and management skills including interview, resume, cover letter, portfolio development, Gantt chart, and work habits.
- Identify the benefits and risks of entrepreneurship and small business management.

Program Entrance Requirements

Acceptance and admission to State College of Florida is required. Students with little music experience may be required to take MUT 1001 Fundamentals of Music before being admitted into the degree program.

**All entering students must take a placement test in Music Theory. Students who pass the placement test should enroll in MUT 1111 and MUT 1241C. All other students must take the Music Fundamentals course MUT 1111. Please contact the Director of Theory/Keyboard Studies for additional information.*

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. (3 Credit Hours)
- Social Sciences Choose from Category A, Area III, A.S. (3 Credit Hours)
- MUL 2010 - Music Appreciation **(3 Credit Hours)**
- Natural Science choose from Category A, Area IV, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Core Courses

- MUS 1550 - Music Technology **(3 Credit Hours)**
- MUM 1620 - Sound and Stage **(3 Credit Hours)**
- MUC 2000 - Introduction to Songwriting **(3 Credit Hours)**
- MUM 2661 - Sound Recording **(3 Credit Hours)**
- MUM 2630 - Sound for Media **(3 Credit Hours)**
- MUM 2602 - Collaborative Music Production and Recording Studio Techniques **(3 Credit Hours)**
- MUM 2004 - Introduction to Music Business **(3 Credit Hours) or MUL 2380 - Popular & Jazz Music in America (3 Credit Hours)**
- MUM 2600 - Professional Digital Audio Workstation **(2 Credit Hours)**
- MUM 2609 - Advanced Music Studio Production **(3 Credit Hours)**

- MUN 2004 - Commercial Music Ensemble **(0-3 Credit Hours) (*ensemble must be taken for 2 credits in Program core)** *for additional credit options, see Ensemble Electives*.
- MUM 2949 - Music Production Internship **(3 Credit Hours)**

Subtotal Credit Hours: 31

Music Theory & Aural Theory

- MUT 1111 - Music Theory I **(3 Credit Hours)**
- MUT 1241C - Ear Training & Sight Singing I **(1 Credit Hour)**
- MUT 1112 - Music Theory II **(3 Credit Hours)**
- MUT 1242C - Ear Training & Sight Singing II **(1 Credit Hour)**

Subtotal Credit Hours:8

Applied Prep and/or Applied Lessons

Any instrument or voice offered by SCF for applied lesson instruction may be studied in this degree path. Students may study any instrument/voice for a completion of 4 credits in applied or applied prep lessons, including the option of taking applied music composition for 2 credits towards the completion of 4 credit hours total.

- Choose Two of any of the following: MUC, MVB, MVK, MVP, MVS, MVV, or MVW

Subtotal Credit Hours: 4

Ensemble Electives

Ensembles may be taken for 0-3 credit hours, students enrolled in the A.S. in Music Production degree must complete two semesters for a total of at least 2 credits towards ensembles.

- MUN 1310 - Concert Choir I **(1 Credit Hour)**
- MUN 1340 - Chamber Choir Ensembles I **(1 Credit Hour)**
- MUN 1640 - Music Theatre Ensemble I **(1 Credit Hour)**
- MUN 1210 - College Orchestra I **(1 Credit Hour)**
- MUN 1120 - Symphonic Wind Ensemble I **(1 Credit Hour)**
- MUN 1710 - Jazz Ensemble I **(1 Credit Hour)**
- MUN 1711 - Jazz Combo I **(1 Credit Hour)**
- MUN 1480 - Guitar Ensemble I **(1 Credit Hour)**
- MUN 2004 - Commercial Music Ensemble **(0-3 Credit Hours) Or**
- Choose two MUN **(1 Credit Hour)**

Subtotal Credit Hours: 2

Recital Hour

Participation in Recital Hour each Semester *(repeat 2x total)*

- MUS 1010L - Student Recital Attendance **(0 Credit Hours)**

Total Credit Hours: 60

Note(s)

There are no specific skills needed to participate in the program, though grade minimum of "C" in all classes will be required to advance in the course pathway towards the successful completion of the degree.

**Class Piano should track along with Theory semesters. However, students may exempt one or more semesters of Class Piano by examination. Please contact the Director of Theory/Keyboard Studies for additional information. A student whose principal instrument is piano, or organ is not required to take class piano.*

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Network Systems Technology [2027]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Michael Mick
941-408-1475
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Program Goal

This program offers a sequence of courses that provides coherent rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as cabling specialist, PC support technician, network control operator, data communications analyst, help desk specialist, network technician, computer security specialist, network specialist, network manager, network systems analyst, network systems technician, network troubleshooter, WAN/LAN manager or systems administrator.

The content includes, but is not limited to, how to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Program Learning Outcomes

- Demonstrate proficiency in basic computer maintenance, support, and common operating system concepts and practices
- Demonstrate a fundamental understanding of networking
- Demonstrate an understanding of network system services implementation and monitoring
- Demonstrate an understanding of network configuration, maintenance, support, and troubleshooting
- Demonstrate fundamental proficiency in information security essentials
- Demonstrate an understanding of basic project management concepts and processes
- Demonstrate an understanding of planning for business continuity and high availability
- Demonstrate workplace readiness skills and proficiency in technical communication and workplace protocols

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. Excluding MGF 1130 and MGF 1131 **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010 or AMH 1020 or POS 1041 **(3 Credit Hours)**
- Humanities Choose from category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Courses (All Specializations)

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**
- CTS 2375 - Cloud Services **(3 Credit Hours)**
- CET 1605 - CCNA1 Introduction to Networks **(3 Credit Hours)**
- CET 1610 - CCNA2 Switching, Routing and Wireless Essentials **(3 Credit Hours)**
- CET 2615 - CCNA3 Enterprise Networking, Security, and Automation **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**

- CIS 2121 - Cybersecurity Analysis **(3 Credit Hours)** OR
- CTS 2433 - SQL Implementation **(3 Credit Hours)**

- CIS 2931 - Current Issues in Computing **(3 Credit Hours)** OR
- CGS 1949 - Co-op Work Experience in Computer Science **(1 to 3 variable Credit Hours)** (3 credit hour format only)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Articulated credit from a technical college/secondary school may be applicable.

Related certificates are offered. See Network Security [3007], Network Server Administration [3006] and Network Infrastructure [3033] listings.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online

degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Occupational Therapy Assistant [2020]

Associate in Science Degree
(74 Credit Hours)

Program Director

Julie Bezold, OTD,OTR/L
941-752-5346
BezoldJ@SCF.edu

The program prepares graduates to become occupational therapy assistants. The occupational therapy assistant uses functional activities as treatment to assist individuals of all age groups to live as independently as possible. Graduates of the program are eligible for the national certification examination of the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states also require licensure in order to practice; state licenses are usually based on the results of the NBCOT Certification Examination.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814. AOTA's phone number is (301) 652-AOTA. For more information about program accreditation or ACOTE, go to www.acoteonline.org.

OTA Program Mission

The mission of the occupational therapy assistant program is to provide an engaging learning environment guided by measurable standards of institutional and professional excellence. The program is designed to meet the needs of the community by fostering the maturation of essential skills, knowledge, professional and ethical behaviors, and aptitudes to perform as entry-level certified occupational therapy assistants (COTAs).

Program Goals

- Recruit and retain qualified students that are committed to becoming Certified Occupational Therapy Assistants.

- Provide effective didactic, collaborative, and experiential learning experiences that include opportunities for creative activity and critical thinking. This shall include teaching students to think holistically, following the Person, Environment, Occupation Model, and systematically using the Occupational Therapy Practice Framework as a guide.
- Prepare the graduates to be lifelong learners and evidence-based practitioners.
- Prepare the graduates to articulate and apply therapeutic use of occupations with persons, groups, or populations to improve participation in meaningful activities and occupations. The settings may include home, school, workplace, community, or other practice settings as informed by the Occupational Therapy Framework.
- Prepare students to be active in professional development, leadership and advocacy, while upholding ethical standards, values, and attitudes of the occupational therapy profession.
- Prepare students to successfully complete the National Board for Certification in Occupational Therapy examination to become Certified Occupational Therapy Assistants and qualify them for licensure.
- Provide experiences that allow students to participate in professional activities through SCF SOTA, as well as the local, state, and national Occupational Therapy organizations.

Student Learning Outcomes

Upon successful completion of the Occupational Therapy Program at State College of Florida, the graduate will be able to:

1. Demonstrate knowledge of the structures, functions, and systems of the human body in addition to signs of conditions commonly seen in occupational therapy practice and recognize the importance of safe practice procedures. (FDE 5, 6, 7, 10)
2. Demonstrate knowledge of global/social issues and prevailing health and welfare needs of populations with or at risk for disabilities and chronic health conditions. (FDE 1, 13)
3. Demonstrate familiarity with current technology available in the profession to support performance, participation, health, and well-being while making accurate, complete, and pertinent observations of client performance and communicate these observations clearly and correctly both verbally and in writing. (FDE 2, 12, 8)
4. Demonstrate knowledge of human growth and development, the impact of the environment, and the importance engagement in occupation has on human performance as well as the effects of disease and disability in the developmental process. (FDE 13, 14, 15)
5. Demonstrate the ability to provide optimal occupational therapy services for culturally diverse clients throughout the lifespan by incorporating therapeutic use of self, including one's personal insights, perceptions, and judgments, as part of the therapeutic process. (FDE 1,4,5,6,7,10,11,14,15,17,18,19)
6. Articulate the role of the OTA and understand the functions of other professions while working interprofessionally with those services who contribute to the maintenance and recovery of health and wellness. (FDE 1,2,9)

7. Demonstrate an understanding of health literacy and the ability to educate and train the client, caregiver, and family and significant others to facilitate skills in areas of occupation as well as prevention, health maintenance, health promotion and safety. (FDE 4, 13, 15)
8. Understand the models of health care, education, community and social systems as they relate to the practice of occupational therapy. (FDE 1, 9, 3, 16)
9. Identify how scholarly activities can be used to evaluate professional practice, service delivery, and/or professional issues while promoting lifelong learning to meet the needs of a diverse and ever-changing healthcare environment. (FDE 1, 3, 9, 16)
10. Demonstrate professional behaviors and active involvement in professional development, leadership, and advocacy by understanding and utilizing the AOTA Code of Ethics and Standards of Practice for a consistent philosophy of ethical responsibility while working with clients, families, and other professionals. (FDE, 3, 16)

Program Entrance Requirements

1. Earned grade point average (GPA) of 2.75 or better on **ALL** general education courses required by the program toward the degree and a minimum overall GPA of 2.0 to meet graduation requirements.
2. Satisfactory completion of any remedial coursework needed to be eligible for college/credit level courses.
   NOTE: Prerequisite courses may be required for ENC 1101 and mathematics any Category A, Area II, A.S.*These prerequisite courses **MUST** be taken and successfully completed **PRIOR** to entry into OTH 1001. Consult the course descriptions in the Catalog or the specific department of the College for additional information.
3. Prerequisite courses **MUST** be completed with a grade of "C" or better at the time of application to be considered for priority acceptance.
   Prerequisite courses:
   BSC 2085 - Anatomy and Physiology I *
   BSC 2085L - Anatomy and Physiology I Laboratory *
   Mathematics Choose from Category A, Area II, A.S. *
   PSY 2012 - General Psychology *
   ENC 1101 - Written Communication I*
4. A minimum grade of "C" is required on all courses applied to the Occupational Therapy Assistant degree.
5. A completed application for the Occupational Therapy Assistant Program and the non-refundable application fee of $35. (A separate application is required for admission to the College.)
6. Degree Works "What if Analysis submitted directly to the Occupational Therapy Assistant Program.
    1. A statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases from a licensed physician or nurse practitioner. (Form to be provided after admission to the program.)

2. A criminal background check (form to be provided after admission to the program) and drug screen.
3. Successful completion of Basic Life Support for the Health Care Provider course offered through the American Heart Association.
4. Mandatory attendance at the Occupational Therapy Assistant Program orientation. (Date to be announced.)
5. To submit to a drug screening as a condition for remaining in the program.

Students are admitted to the Occupational Therapy Assistant Program **ONCE** a year in the Fall term. This is a **limited** enrollment program.

For additional program information including admissions requirements and application instructions check the program website at: http://www.scf.edu/OTA

General Academic Courses

Students are encouraged to complete as many as possible of the general academic courses listed below PRIOR to entry into the program.

- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)** *
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)** *
- PSY 2012 - General Psychology **(3 Credit Hours)** *
- DEP 2004 - Human Development: Life Span **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)** *
- POS 1041 - American Government **(3 Credit Hours) Or** AMH 1020- US History 1877 to present **(3 Credit Hours) Or AMH 1010 - U.S. History to 1877 (3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 26

Occupational Therapy Assistant Courses

- OTH 1001C - Introduction to Occupational Therapy **(3 Credit Hours)**
- OTH 1856L - Level 1 Fieldwork A **(1 Credit Hour)**
- OTH 1014C - Functional Anatomy and Kinesiology **(5 Credit Hours)**
- OTH 1114C - Occupational Therapy Skills and Techniques I **(4 Credit Hours)**
- OTH 1520C - Occupational Therapy During Growth Years **(5 Credit Hours)**
- OTH 1857L - Level 1 Fieldwork B **(1 Credit Hour)**

- OTH 1410 - Introduction to Human Disease **(3 Credit Hours)**
- OTH 2261C - Occupational Therapy Skills and Techniques II **(4 Credit Hours)**
- OTH 1012C - Understanding Screening & Assessment in OT Practice **(2 Credit Hours)**
- OTH 2420C - Physical Rehabilitation in Occupational Therapy **(3 Credit Hours)**
- OTH 2300C - Occupational Therapy in Mental Health **(4 Credit Hours)**
- OTH 1858L - Level I Fieldwork C **(1 Credit Hour)**
- OTH 2933C - Leadership and Management **(2 Credit Hours)**
- OTH 2840L - Fieldwork Level II A **(5 Credit Hours)** **
- OTH 2841L - Fieldwork Level II B **(5 Credit Hours)** **

Subtotal Credit Hours: 48

Total Credit Hours: 74

Note(s):

* These courses MUST be completed at the time of application to the Occupational Therapy Assistant Program.

** All Occupational Therapy Assistant students must complete Level II Fieldwork within 18 months following completion of academic preparation.

This degree will require some courses to be taken at one campus location. Contact the department for specific details.

Paralegal/Legal Assisting [2018]

Associate in Science Degree
(64 Credit Hours)

Program Manager

Dr. Suzanne Bechtol
941-752-5359
BechtoS@SCF.edu

Program Goal

The Paralegal/Legal Assisting Program educates students with an effective balance of legal knowledge and practical skills. We prepare students for work as a legal paraprofessional upon graduation and to attain professional certification.

Program Learning Outcomes

- Demonstrate knowledge of the ethical and professional standards of the paralegal profession.
- Demonstrate ability to utilize legal research materials and apply knowledge in legal writing.
- Demonstrate basic knowledge of substantive law, including tort law, constitutional law, criminal law, real property law, estate planning and probate, business organizations, contracts, and family law.
- Demonstrate basic knowledge of procedural law, including: the fundamental steps of civil and criminal litigation and court rules and procedures.
- Demonstrate basic knowledge of law office procedures and the technology involved in carrying out law firm management activities, case management, and document preparation/management.
- Demonstrate employability skills, including communication, employment search strategies, work habits, appearance, and basic computer skills.
- Demonstrate ethical and technological skills, including AI proficiency to meet the demands of a modern legal workforce.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010 - U.S. History to 1877 **(3 Credit Hours)**, AMH 1020- US History 1877 to Present **(3 Credit Hours) Or** POS1041- American Government **(3 Credit Hours)**
- Humanities Choose from category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)** OR
- SPC 1300 - Interpersonal Communication **(3 Credit Hours)**

- PLA 1003 - Introduction to Legal Systems **(3 Credit Hours)**
- PLA 1104 - Legal Research and Writing I **(4 Credit Hours)**
- PLA 1610 - Real Property Law and Transactions I **(3 Credit Hours)**
- PLA 2001 - General Law **(3 Credit Hours)**
- PLA 2203 - Civil Procedure I **(3 Credit Hours)**

- PLA 2223 - Civil Procedure II **(3 Credit Hours)**
- PLA 2303 - Criminal Law and Procedures **(3 Credit Hours)**
- PLA 2433 - Corporations and Business Organizations **(3 Credit Hours)**
- PLA 2600 - Wills, Trusts and Estate Administration **(3 Credit Hours)**
- PLA 2732 - Legal Technology **(3 Credit Hours)**
- PLA 2763 - Law Office Management **(3 Credit Hours)**
- PLA 2800 - Introduction to Family Law **(3 Credit Hours)**
- PLA 2949 - Capstone: Internship in Paralegal/Legal Assisting **(3 Credit Hours)**

Electives (6 Credit Hours):

Choose one from:

- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- PLA 1227 - Trial Practice: Mock Trial Competition I **(3 Credit Hours)**
- PLA 2228 - Trial Practice: Mock Trial Competition II **(3 Credit Hours)**
- PLA 2114 - Legal Research and Writing II **(3 Credit Hours)**
- PLA 2612 - Real Property Law and Transactions II **(3 Credit Hours)**
- PLA 2614 - Real Property Law and Transactions III **(3 Credit Hours)**
- PLA 2950 - Certified Paralegal Examination Review **(3 Credit Hours)**
- PLA 1730 - Computer Assisted Legal Research **(1 Credit Hour)**
- PLA 1949 - Career Decision Work Experience in Legal Assisting **(3 Credit Hours)**

Subtotal Credit Hours: 43

Note(s):

The Legal Assisting Program has a recommended sequence that includes both general and specialized program courses.

Please see the Paralegal/Legal Assisting Program manager for additional information.

Articulated credit from a technical college/secondary school may be applicable.

A related certificate also is offered. See certificate listing.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students

who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Photographic Technology [2044]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Chris Bellanca
941-752-5251

Program Goal

Photographic Technology provides students with a technical and theoretical study of photography that prepares them for a career in advertising, commercial, editorial, or fine art photography. At the core of the program is visual communication. Using analog and digital techniques to convey a narrative, intention, concept, or client's perspective are the skills emphasized in the curriculum. Courses may include darkroom photography, digital imaging, location lighting, studio lighting, and photojournalism. Students will be in critique-based courses that prepare them for the demands of a technology driven career in photography.

Program Learning Outcomes

- Formulate and Apply concepts and theories in color, composition, contrast, design, and light
- Demonstrate safe and efficient work practices and knowledge of current industry standards and techniques
- Apply problem solving concepts using analog and digital techniques
- Create a portfolio of work and promotional materials utilizing contemporary standards
- Apply critical thinking skills and critical analysis to final projects

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. (3 Credit Hours)
- Social Sciences Choose from, Category A, Area III, A.S. (3 Credit Hours)

- Humanities Choose from, Category A, Area IV, A.S. (3 Credit Hours)
- Natural Science Choose from, Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the catalog for any prerequisites.

- PGY 2101C - Visual Literacy: Photography **(3 Credit Hours)**
- PGY 2000 - History of Photography **(3 Credit Hours)**

- ART 1201C - Two-Dimensional Design **(3 Credit Hours)**
- ART 1205C - Color Fundamentals **(3 Credit Hours)**

- PGY 2401C - Photography I **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**
- PGY 2201C - Studio Lighting Techniques **(3 Credit Hours)**
- PGY 2224C - Location Photography **(3 Credit Hours)**
- PGY 2404C - Photography II **(3 Credit Hours)**
- PGY 2405C - Advanced Imaging **(3 Credit Hours)**
- PGY 2801C - Digital Imaging II **(3 Credit Hours)**

- JOU 2602 - Introduction to Photojournalism **(3 Credit Hours)**

- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
  OR
- ENT 2120 - Digital Marketing **(3 Credit Hours)**

- ART 2950 - Portfolio Preparation **(3 Credit Hours)**
- PGY 2949 - Internship in Photography **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s)

Articulated credit from a technical college/secondary school may be applicable.

Degree Pathway

The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Physical Therapist Assistant [2022]

Associate in Science Degree
(74 Credit Hours)

Program Director

April Tardiff
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TardifA@SCF.edu

Program Goal

Graduates of the program will become physical therapist assistants (PTA's), who are skilled health care providers working under the direction and supervision of a physical therapist. The PTA assists the physical therapist in implementing and performing treatment programs, teaching exercises and functional activities to improve the patient's abilities and communicating the patient's responses to the physical therapist.

Upon successful completion of the program, the graduate is eligible to take the national Federation of State Boards of Physical Therapy licensing examination to become a licensed physical therapist assistant.

The State College of Florida, Manatee-Sarasota (SCF) Physical Therapist Assistant (PTA) Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, located at 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085. CAPTE's phone number is (800) 999-2782.

Program Learning Outcomes

- Use knowledge and skills to provide optimal physical therapy services for culturally diverse clients throughout the lifespan.
    - Assist the physical therapist in gathering assessment data through the use of interviewing skills, screening mechanisms, and testing procedures.

    - Collaborate with the client, significant others, therapist and other members of the health team to develop an individualized plan of care.
    - Implement the plan of care correctly and safely, by engaging clients in prevention, treatment intervention, rehabilitation, and client and family education related to disability or dysfunction.
    - Identify individual client needs and use available resources to assist in meeting those needs.
    - Participate with the client, significant others, therapist and other members of the health team in evaluating the individual's progress toward meeting identified goals.
- Use the processes of communication, organization, and collaboration to assist in managing physical therapy services.
    - Establish positive professional relationships in the health care setting.
    - Use communication skills in interacting with clients and their significant others to foster the individual's progress toward meeting identified goals.
    - Communicate orally and document in writing, client responses to treatment interventions.
    - Demonstrate effective management skills in planning and implementing physical therapy programs.
- Incorporate values and attitudes congruent with the profession's standards and ethics.
    - Maintain confidentiality of client information.
    - Use the APTA Code of Ethics for the Physical Therapist Assistant to guide professional practice.
    - Follow the Guide to Physical Therapist Practice.
    - Assume responsibility for making professional decisions and practicing within the ethical and legal framework for the physical therapist assistant.
- Use resources for continued personal and professional growth.

Program Application and Eligibility Requirements

1. Minimum earned grade point average (GPA) of 2.75 on **ALL** completed general education courses required by the PTA program.
2. Completion of the following prerequisite courses with a grade of "C" or better by the application deadline.
    - BSC 2085 - Anatomy and Physiology I *
    - BSC 2085L- Anatomy and Physiology I Laboratory
    - ENC 1101- Written Communication I *
    - PSY 2012 - General Psychology *
    - Mathematics Choose from Category A, Area II, A.S. . *
3. A completed PTA Program application and payment of a one-time PTA Program application fee of $35. (A separate application is required for admission to the College.)

* **NOTE:** Students accepted into the PTA program are required to complete all PTA Core Courses (PHT) with a minimum grade of "C" to remain enrolled in the program.

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health and a record of current serum titers or inoculations verifying immunity from communicable diseases from a licensed physician or nurse practitioner. (Form will be provided upon acceptance to the program.)
2. A criminal background check (form to be provided upon acceptance to the program) and drug screen.
3. Successful completion of the Basic Life Support for the Health Care Provider course offered through the American Heart Association.
4. Mandatory attendance at the Physical Therapist Assistant Program orientation. (Date to be announced.)

Students are admitted to the Physical Therapist Assistant Program ONCE per year in the Fall term. This is a **limited** enrollment program. Completion of all or part of the general academic coursework toward the degree does not guarantee acceptance into the program. If there are more qualified applicants than available seats in the program, selection will be based on the GPA for and number of completed program-required general education courses. For additional program and admissions information, check the website SCF.edu/PTA.

General Academic Courses

Students are encouraged to complete as many of the general academic courses listed below PRIOR to entry into the program.

Note: Courses marked with an (*) **MUST** be completed **BY** the application deadline:

- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)** *
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- DEP 2004 - Human Development: Life Span **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)** *
- POS 1041 - American Government **(3 Credit Hours) Or** AMH 1020- U.S. History 1877 to Present **(3 Credit Hours) Or AMH 1010 - U.S. History to 1877 (3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours) ***
- PSY 2012 - General Psychology **(3 Credit Hours)** *
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 26

Physical Therapist Assistant Courses

- PHT 1007C - Introduction to Physical Therapy and Patient Care **(5 Credit Hours)**
- PHT 1124C - Applied Anatomy and Kinesiology **(6 Credit Hours)**
- PHT 1211C - Disabilities and Physical Therapy Procedures I **(6 Credit Hours)**
- PHT 1800L - Clinical Experience I **(4 Credit Hours)**
- PHT 2337C - Disabilities and Physical Therapy Procedures II **(5 Credit Hours)**
- PHT 2321C - Disabilities and Physical Therapy Procedures III **(5 Credit Hours)**
- PHT 2810L - Clinical Experience II **(6 Credit Hours)**
- PHT 2931 - Trends in Physical Therapy **(3 Credit Hours)**
- PHT 2820L - Clinical Experience III **(8 Credit Hours)**

Subtotal Credit Hours: 48

Note(s):

This program will require some classes to be taken at one campus location. Contact the department for specific details.

Radiography [2023]

Associate in Science Degree
(77 Credit Hours)

Program Director

Courtney Durrance, M.S., B.A.S., R.T.
941-752-5517
DurranC@SCF.edu

Program Mission Statement

The mission of the radiography program is to provide the community with competent and caring entry level radiographers who can perform quality radiographic procedures and function as an integral member of the health care team. In order to achieve this, the program provides the student with innovative educational opportunities to prepare for a rewarding career in radiologic technology.

Program Goals and Learning Outcomes

The Radiography Program combines didactic and clinical education to prepare the graduate for a career as a radiographer. Graduates of the program are eligible to take the American Registry of Radiologic Technologists National Examination to become a registered radiographer.

- **Be clinically competent.**
  - The student will properly position the patient.
  - The student will provide appropriate care.
  - The student will properly manipulate equipment.
- **Demonstrate effective communication.**
  - The student will demonstrate effective oral communication skills.
  - The student will demonstrate effective written communication skills.
- **Utilize effective critical thinking skills.**
  - Students will perform non-routine procedures.
  - Students will analyze images

The program monitors its success of meeting program goals through its Outcomes Assessment Plan. This plan includes student learning outcomes, tools, and benchmarks which are used to assess student performance for each of the program goals. The outcomes are then analyzed, and the data is used for continual program improvement.

Program Entrance Requirements

1. Earned grade point average (GPA) of 2.5 or better on **ALL** general education courses required by the program toward the degree and a minimum overall GPA of 2.0 to meet graduation requirements.
2. Satisfactory completion of any remedial coursework needed to be eligible for college-level courses.
   NOTE: Prerequisite courses may be required for ENC 1101 and mathematics requirement. These prerequisite courses **MUST** be taken **PRIOR** to entry into RTE 1002 to be eligible to take the required courses. Consult the course descriptions in the Catalog or the specific department of the College for additional information.
3. **Program Prerequisite courses MUST be completed** with the *following grades* by the end of the Fall term prior to the year in which the applicant is applying.*
   Prerequisite courses:
   BSC 2085 - Anatomy and Physiology I* **(Must be completed with a grade of "B" or better for lecture portion)**
   Mathematics* Choose from Category A, Area II, A.S. (*with grade "C" or better*)
4. A minimum grade of "C" is required for all courses applied to the radiography degree *with exception of Anatomy and Physiology I which requires a "B" or better for lecture portion*.

5. A completed application for the Radiography Program and the non-refundable application fee of $35. (A separate application is required for admission to the College.)
6. Verification of completion of the online virtual Radiography Program information session. Video may be completed any time prior to the application deadline.

* Students are admitted to the Radiography Program once a year with classes beginning in the Summer term. This is a limited enrollment program. Completion of all or part of the general academic courses required for the degree does not guarantee acceptance into the program. However, priority is given to applicants who have completed the most required hours of coursework toward the degree by the end of the Fall term preceding the year for which the applicant is applying. If there are more qualified applicants than seats available in the program, the primary criterion for selection is the GPA of the general education courses required by the program. The secondary selection criterion is the overall college GPA.

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health from a licensed physician or nurse practitioner. (Form to be provided.)
2. Background checks, fingerprinting, CPR certification, and health and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screenings and background checks. Clinical facilities may limit or prohibit students with positive drug screen results or criminal history from participating in clinical experiences, thus making the student ineligible to continue in the program. Students are responsible for all fees incurred with these checks and screenings.
3. Successful completion of the Basic Life Support for the Health Care Provider course offered through the American Heart Association.
4. Mandatory attendance at the program orientation and completion of the one-day clinical observation experience.

For additional program and admission information, check the website at SCF.edu/Radiography.

General Academic Courses

Students are encouraged to complete as many as possible of the general academic courses listed below PRIOR to entry into the Radiography Program.

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)** *

- POS 1041- American Government **(3 Credit Hours) Or** AMH 1010 - U.S. History to 1877 **(3 Credit Hours) Or** AMH 1020- US History 1877 to Present **(3 Credit Hours)**
- Humanities Choose from any Category A, Area IV, A.S., **(3 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)** *
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
  * These prerequisite courses MUST be taken PRIOR to entry into RTE 1002.

Subtotal Credit Hours: 20

Radiography Courses

Summer

- RTE 1001 - Medical Terminology for Radiographers **(1 Credit Hour)**
- RTE 1002 - Introduction to Radiologic Technology **(5 Credit Hours)**
- RTE 1308 - Radiation Protection and Safety **(2 Credit Hours)**

Fall

- RTE 1503C - Radiographic Procedures I **(4 Credit Hours)**
- RTE 1418 - Radiographic Exposures I **(5 Credit Hours)**
- RTE 1804L - Practicum I **(3 Credit Hours)**

Spring

- RTE 1458 - Radiographic Exposures II **(5 Credit Hours)**
- RTE 1513C - Radiographic Procedures II **(4 Credit Hours)**
- RTE 1814L - Practicum II **(3 Credit Hours)**
- RTE 1930 - Seminar in Radiography **(1 Credit Hour)**

Summer

- RTE 1824C - Practicum III **(4 Credit Hours)**

Fall

- RTE 2523C - Radiographic Procedures III **(4 Credit Hours)**
- RTE 2834L - Practicum IV **(4 Credit Hours)**
- RTE 2762 - Cross-Sectional Anatomy **(1 Credit Hours)**

- RTE 2931 - Radiographic Image Analysis **(2 Credit Hour)**

Spring

- RTE 2563 - Radiographic Procedures IV **(4 Credit Hours)**
- RTE 2844L - Practicum V **(4 Credit Hours)**
- RTE 2061 - Radiologic Review **(1 Credit Hour)**

Subtotal Credit Hours: 57

Note(s):

Please refer to the Radiography Program's website at SCF.edu/Radiography for the most current program information.

This program will require ALL Radiography courses to be taken on the SCF Bradenton campus. Contact the department if you need specific details.

Radiography, ARRT Articulated [2041]

Associate in Science Degree
(60 Credit Hours)

Program Director

Courtney Durrance, MS., BAS, R.T.
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DurranC@SCF.edu

Program Goal

To enable students who have graduated from a hospital-based radiography program and currently are registered with the American Registry of Radiologic Technologist (ARRT) to acquire an Associate in Science in Radiography.

Program Entrance Requirements

In addition to the general education requirements of the College, the student must:

1. Present a copy of a current ARRT certification to the associate vice president of corporate and community development.

2. Complete 32 semester hours of general academic courses listed below with a grade of "C" or better.

General Academic Courses**

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- REA 1105 - Critical Reading Techniques **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**

- INP 1390 - Human Relations **(3 Credit Hours)** OR
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**

- Humanities Choose from Area IV, A.A.S. **(3 Credit Hours)**
- PHI 2600 - Applied Ethics **(3 Credit Hours)**
- Elective Any course with CGS, CDA, CET, CIS prefix **(3 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- Radiography ARRT Certificate **(28 Credit Hours)**

Total Credit Hours: 60

Note(s):

** A grade of "C" or better must be attained for all courses taken for this degree.

Software Development [2013]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Susan Melichar
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MelichS@SCF.edu

Program Goal

This program offers a sequence of courses that provides rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as software developers, entry level software developers, software developer specialists, entry level programmers, programmer specialists, computer programmers, senior programmers, chief business programmers, programmer analysts and information systems programmers.

The content prepares individuals to analyze business situations and to design, develop and write computer programs; store, locate, and retrieve specific documents, data and information; analyze problems using logic/analysis tools; code into computer language; and test, monitor, debug, document and maintain computer programs.

Program Learning Outcomes

- Perform program analysis activities.
- Perform program development activities.
- Demonstrate fundamental proficiency in network security essentials.
- Perform testing activities.
- Perform user support activities.
- Demonstrate workplace skills.
- Demonstrate proficiency in the use of A tools in software development.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010 or AMH 1020 or POS 1041 (**3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. Excluding MGF 1130 (3 Credit Hours)
- Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- COP 2250 - Java Programming I **(3 Credit Hours)**
- COP 2805 - Java Programming II **(3 Credit Hours)**
- COP 2842 - Developing Websites Using PHP/MYSQL **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**

- COP 2373 - Programming Concepts II **(3 Credit Hours)**
- CTS 2433 - SQL Implementation **(3 Credit Hours)**
- COP 2822 - Web Scripting **(3 Credit Hours)**
- CEN 2361 - Mobile Device Software Development **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**

- CIS 2931 - Current Issues in Computing **(3 Credit Hours)** OR
- CGS 1949 - Co-op Work Experience in Computer Science **(1 to 3 variable Credit Hours)** (3 credit hour format only) CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Articulated credit from a technical college/secondary school may be applicable.

A related certificate also is offered. See Software Developer [3004] listing.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Technology Project Management [2047]

Associate in Science Degree
(60 Term Hours)

Program Manager

Susan Melichar
941-752-5334
MelichS@SCF.edu

Program Goal

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as project managers and professionals incorporating IT project management strategies in their business activities in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to balance of business and technology components and allows the student to gain additional skills in the area of Project Management.

Program Learning Outcomes

- Demonstrate the implementation and use of IT tools and activities relevant to project management.
- Explain the fundamentals of project management, including costs, budgeting, and human resource management.
- Describe and develop the components of a project including project phases, stakeholder expectations, and project management documents.
- Identify and select tools and techniques to manage and monitor project risks, resources, and collaboration.
- Demonstrate the optimization of project scheduling and resource allocation.
- Describe management of a project within organizational constraints, changing scope, resources and schedules.
- Demonstrate the management of a project with ethical consideration.
- Demonstrate employability and communication skills relevant to project management.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics: Choose from Category A, Area II, A.S. Excluding MGF 1130 **(3 Credit Hours)**
- Social Sciences Choose from AMH 1010 **or** AMH 1020 **or** POS 1041 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**

- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours) OR**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**

- ETI 2441 - Project Management **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MAN 2300 - Management and Personnel **(3 Credit Hours)**
- MAN 2241 - Organizational Behavior **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Articulated credit from a technical college/secondary school may be applicable.

Degree Pathway
Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the Fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Associate in Science - Transfer/Career

Dental Hygiene [2029]

Associate in Science Degree
(88 Credit Hours)

Co-Program Directors

Dr. Kimberly Bastin
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Shankisha Sizemore
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SizemoS@SCF.edu | DentalHygiene@SCF.edu

Program Mission Statement

The mission of the dental hygiene program is to provide an engaging learning environment for the education of oral health professionals who will provide ethical and comprehensive dental hygiene care for the community. The program will foster the maturation of technical, communication and critical thinking skills in the development of excellent clinicians, oral health educators and lifelong learners. The program is designed to meet the needs of the community by maintaining an industry current facility and a curriculum that supports the current standards of dental hygiene practice.

Program Goals

- The program will provide the students with engaging educational and clinical opportunities that promote entry level competency in dental hygiene practice.
- The program will meet the needs of the community, and the curriculum will reflect the current standards of dental hygiene practice.
- The program will provide an accessible educational environment that encourages ethical practice, professional leadership, self-assessment, effective communication, critical thinking and lifelong learning.
- The program will participate in ongoing activities to maintain the standards of accreditation, at the highest level, with the Commission on Dental Accreditation of the American Dental Association.

Program Learning Outcomes

- Illustrate ethics, professional development, and life-long learning.
- Employ quality patient care.
- Demonstrate education of individuals and groups.

Program Entrance Requirements

In addition to the admission requirements of the College, the following are requirements for admission into the Dental Hygiene Program:

1. Earned grade point average (GPA) of 2.75 or better in **ALL** general education courses required by the program toward the degree, and a minimum overall GPA of 2.0 to meet graduation requirements.
2. Satisfactory completion of any remedial coursework needed to be eligible for college-level courses.
   NOTE: Prerequisite courses may be required for ENC 1101 and mathematics requirement. These prerequisites **MUST** be taken **PRIOR** to entry into the Dental Hygiene Program. Consult the course descriptions in the Catalog or the specific department of the College for additional information.
3. **Prerequisite courses must be completed** with a grade of "C" or better by the end of the Fall term prior to the year to which you are applying.
   Prerequisite courses:
   BSC 2085 - Anatomy and Physiology I, BSC 2085L- Anatomy and Physiology I Lab
   CHM 1020C - The Chemistry of Everyday Life
   STA 2023- Elementary Statistics
4. A minimum grade of "C" is required for all courses applied toward the dental hygiene degree.
5. A completed application for the Dental Hygiene Program along with the non-refundable application fee of $35. (A separate application is required for admission to the College.) The application fee is good for three consecutive application cycles.
6. Submission of a "What If "Audit during the application period.
7. Submission of required documentation for dental experience or observation hours. (See detailed application instructions).

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health from a licensed physician or nurse practitioner (form to be provided).
2. Background checks, fingerprinting, CPR certification, and health and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screenings and background checks. Clinical facilities may limit or prohibit students with positive drug screen results or

criminal history from participating in clinical experiences, thus making the student ineligible to continue in the program. Students are responsible for all fees incurred with these checks and screenings.

3. Successful completion of Basic Life Support for the Health Care Provider (American Heart Association) CPR course. To ensure that certification remains valid throughout the duration of the program, students will complete the course together during the first semester of the program.
4. Mandatory attendance at the Dental Hygiene Program orientation (date to be announced)

Students are admitted to the Dental Hygiene Program once a year with classes beginning in the Summer term. This is a limited enrollment program. Completion of all or part of the general academic courses required for the degree does not guarantee acceptance into the program. However, priority is given to applicants who have completed the most required hours of coursework toward the degree by the end of the Fall term preceding the year for which the applicant is applying. If there are more qualified applicants than seats available in the program, the GPA of the general education courses required by the program will be the determining criteria for acceptance into the program along with any previous dental experience as outlined in the detailed application instructions.

For additional program and admission information, check the website at SCF.edu/DentalHygiene.

General Academic Courses

Students are encouraged to complete as many of the general academic courses as possible **BEFORE** entering the Dental Hygiene Program to ease their academic load during the program.

- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)** *
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours) ***
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- CHM 1020C - The Chemistry of Everyday Life **(3 Credit Hours) ***
- STA 2023 - Elementary Statistics **(3 Credit Hours) ***
- MCB 2010 - Microbiology **(3 Credit Hours)**
- MCB 2010L - Microbiology Laboratory **(1 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**
- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Social Sciences Choose from POS 1041 - American Government **(3 Credit Hours) Or AMH 1010 - U.S. History to 1877 (3 Credit Hours), or AMH 1020 - U.S. History Since 1877 (Credit Hours)**

Subtotal Credit Hours: 36

Dental Hygiene Courses

- DES 1020 - Oral Anatomy **(2 Credit Hours)**
- DES 1010 - Head and Neck Anatomy **(1 Credit Hour)**
- DES 1200C - Dental Radiography **(3 Credit Hours)**
- DEH 1002 - Introduction to Clinical Procedure **(2 Credit Hours)**
- DEH 1002L - Introduction to Clinical Procedures Laboratory **(4 Credit Hours)**
- DEH 1720 - Preventive Dentistry **(1 Credit Hour)**
- DEH 1000 - Introduction to Dental Hygiene **(2 Credit Hours)**
- DES 1100C - Dental Materials **(3 Credit Hours)**
- DEH 1130 - Oral Embryology and Histology **(1 Credit Hour)**
- DEH 1800 - Clinical Dental Hygiene I **(2 Credit Hours)**
- DEH 1800L - Clinical Dental Hygiene I Laboratory **(3 Credit Hours)**
- DEH 2822 - Dental Office Emergencies **(1 Credit Hour)**
- DEH 2802 - Clinical Dental Hygiene II **(2 Credit Hours)**
- DEH 2802L - Clinical Dental Hygiene II Laboratory **(2 Credit Hours)**
- DEH 2602 - Periodontology **(2 Credit Hours)**
- DEH 2300 - Pharmacology and Pain Control **(3 Credit Hours)**
- DEH 2400 - General and Oral Pathology **(2 Credit Hours)**
- DEH 2804 - Clinical Dental Hygiene III **(2 Credit Hours)**
- DEH 2804L - Clinical Dental Hygiene III Laboratory **(5 Credit Hours)**
- DEH 2702 - Community Dental Health **(2 Credit Hours)**
- DEH 2702L - Community Dental Health Laboratory **(1 Credit Hours)**
- DEH 2806 - Clinical Dental Hygiene IV **(2 Credit Hours)**
- DEH 2806L - Clinical Dental Hygiene IV Laboratory **(4 Credit Hours)**

Subtotal Credit Hours: 52

Total Credit Hours: 88

Note(s):

* These courses **MUST** be completed **PRIOR** to entry into the Dental Hygiene Program.

NOTE: This A.S. program follows state-approved requirements for articulation into one or more state university B.S. degree programs which may require additional courses.

For a more detailed description of the Dental Hygiene Program, please access the program's website at: SCF.edu/DentalHygiene.

This program will require some classes to be taken at one campus location. Contact the department for specific details.

Health Services Management [2048]

Associate in Science Degree
(60 Credit Hours)

Program Manager

Dr. Heather Reed
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ReedH@SCF.edu

Program Goal

To prepare students to seek entry-level employment, non-clinical health service support/administrative personnel with the skills and knowledge required to work into management positions after gaining experience, or further their education in the field of health services management and administration. The degree will also provide supplemental training for current professionals wishing to enhance their management/administrative skills.

Program Learning Outcomes

- Demonstrate knowledge of the health care delivery system, including safety, and operations.
- Demonstrate knowledge of the interpersonal skills associated with the healthcare industry including standards of communications, employability and ethical considerations.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate basic knowledge of medical language, anatomy and physiology, and disease processes.
- Demonstrate leadership, human resources management, and administrative skills basic to management in any healthcare facility.
- Interpret federal state and local laws as they apply to health care facilities.
- Identify and apply basic knowledge of departmental capital and operational budgets, including volume, growth, and reimbursement systems.

Required General Academic Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**

- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. (3 Credit Hours)
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- MCB 2010 - Microbiology **(3 Credit Hours)**
- MCB 2010L - Microbiology Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**

Choose one: (3 credit hours)

- POS 1041 - American Government **(3 Credit Hours) Or** AMH 1010-U.S. History to 1877 **(3 Credit Hours) , Or** AHM 1020 - U.S. History from 1877**(3 Credit Hours)**

- DEP 2004 - Human Development: Life Span **(3 Credit Hours)** Or
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**

Subtotal Credit Hours: 33

Required HSM Program Courses

- HSA 1100 - Healthcare Delivery Systems **(3 Credit Hours)**
- HSA 1102 - Current Issues in Health **(2 Credit Hours)**
- HSA 2182 - Health Services Management Concepts **(2 Credit Hours)**
- HSC 1149 - General Pharmacology for Health Professionals **(1 Credit Hour)**
- HIM 2012 - Health Law Concepts and Practices **(3 Credit Hours)**
- HIM 2652 - Electronic Health/Medical Record Systems **(3 Credit Hours)**
- HIM 2721 - Introduction to Coding and Reimbursement Systems **(3 Credit Hours)**

Subtotal Credit Hours: 17

Elective HSM Program Courses

(Choose any 10 credits)

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- HSC 2531 - Understanding Medical Language **(2 Credit Hours)**
- HSC 2200 - Community Health Problems **(3 Credit Hours)**
- HSC 2721 - Evidence-Based Healthcare Practice **(2 Credit Hours)**
- HLP 1081 - Concepts of Wellness **(3 Credit Hours)**

- HIM 1102 - Introduction to Health Informatics **(3 Credit Hours)**
- HIM 2510 - Quality and Performance Improvement **(2 Credit Hours)**
- HSC 1004 - Professions of Caring **(3 Credit Hours)**
- HSA 2949 - Internship in Health Services Management **(3 Credit Hours)**

Subtotal Credit Hours: 10

Total Credit Hours: 60

Nursing (Articulated to B.S. Degree) [2019]

Associate in Science Degree (Articulated to B.S. Degree)
(72 Credit Hours)

Dean of Nursing

Dr. Tammy Sawmelle, Ph.D., MSN, RN

ASN Program Director

Laura Cochardo
CocharL@SCF.edu
SCFNursing@SCF.edu

Program Goal

Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX-RN) to become licensed as a registered nurse.

The Nursing Program is approved by the Florida Board of Nursing. The Associate nursing program at State College of Florida is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at ACENursing.org/Search-Programs.

Program Learning Outcomes

- Graduates will demonstrate proficiency in conducting comprehensive and focused assessments of patients across the lifespan, utilizing appropriate tools and techniques to gather relevant data.
- Graduates will apply critical thinking and clinical reasoning skills to make informed decisions in the planning, implementation, and evaluation of patient care.
- Graduates will effectively communicate with patients, families, and healthcare team members, and will demonstrate the ability to educate patients and their families about health promotion, disease prevention, and management of health conditions.
- Graduates will integrate evidence-based research and clinical guidelines into nursing practice to improve patient outcomes and ensure high-quality care, early prevention, and management of health conditions.
- Graduates will exhibit professionalism, ethical behavior, and accountability in all aspects of nursing practice, adhering to legal and regulatory standards.
- Graduates will utilize current healthcare technologies and informatics to enhance patient care, improve safety, and support clinical decision-making.
- Graduates will demonstrate respect and responsiveness toward the community they serve and all members of the healthcare team.
- Graduates will demonstrate resilience in their professional growth.

Program Entrance Requirements (Prerequisites - application requirements)

1.A cumulative grade point average (GPA) of 3.00 or better in the following prerequisite courses, and successful completion of a nursing entrance test (ATI TEAS) with a total score of 65% or higher, are required to apply to the Associate in Science (A.S.) in Nursing Program. TEAS results are valid for two years from the test date.

Prerequisite courses:

- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**
- STA 2023-Elementary Statistics **(3 Credit Hours)**

Additional General Academic Requirements

2. In addition to the program entrance requirements (prerequisites and testing), an overall and cumulative GPA of 3.0 or better is required in prerequisite and additional general academic courses. A grade of "C" or better is required for all coursework for the A.S. in Nursing Program.

Additional general academic courses:

- Civic Literacy: Choose one: POS 1041 - American Government **or AMH 1010 - U.S. History to 1877, or** AMH 1020 - US History 1877 to Present **(3 Credit Hours)**
- Humanities - Any Category A, Area IV, A.A. **(3 Credit Hours)**
- MCB 2010 - Microbiology **(3 Credit Hours)**
- MCB 2010L - Microbiology Laboratory **(1 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**
- DEP 2004 - Human Development: Life Span **(3 Credit Hours)**

Students are strongly encouraged to complete as many as possible of the general academic requirements (including the Civic Literacy exam), listed below PRIOR to entry into the nursing program to ease their academic load and to support successful progression through the program.

3. A completed A.S. in Nursing Program application with the appropriate fee, submitted during the posted application period. Dates are posted at scf.edu/Nursing. A separate application is required for admission to the College.

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health from a licensed physician or nurse practitioner (form to be provided).
2. Completion of required immunizations (form to be provided).
3. A criminal background check (form to be provided) and drug screen.
4. Successful completion of the American Heart Association's CPR for the Health Care Provider with AED.

This program is offered during the Fall and Spring semesters. The program is a **limited** enrollment program with a selective admission process that is based upon the students' GPA and completion of prerequisites (including testing) and additional general academic practices.

Licensure Requirement

Any student who has been convicted, had adjudication withheld, or has criminal charges pending other than a minor traffic violation will need to obtain approval from the Florida Board of Nursing (or another state's board) for permission to take the licensure examination upon completion of the SCF A.S. in Nursing Program.

Nursing Courses

- NUR 1023C - Nursing Practice I **(10 Credit Hours)**
- NUR 1730C - Nursing Practice II **(10 Credit Hours)**
- NUR 2731C - Nursing Practice III **(10 Credit Hours)**
- NUR 2732C - Nursing Practice IV **(10 Credit Hours)**
- NUR 2813 - Nursing Seminar **(2 Credit Hours)**

Subtotal Credit Hours: 42

Note(s):

Applications and additional information are available on the nursing website: SCF.edu/Nursing.

NOTE: This A.S. program follows state-approved requirements for articulation into one or more state university B.S. degree programs and may require additional courses.

The ASN to BSN "Fast Track" option is designed for qualified SCF ASN students who would like to obtain a Bachelor of Science in Nursing (BSN). This option allows SCF ASN students the opportunity to earn credits toward the Bachelor of Science degree in Nursing (BSN) while enrolled in the ASN program. For additional information contact Nursing Admissions at SCFNursing@SCF.edu.

Nursing Transition Program (Articulated to B.S. Degree) [2025]

Associate in Science Degree (Articulated to B.S. Degree)
(72 Credit Hours)

Dean of Nursing

Dr. Tammy Sawmelle, Ph.D., MSN, RN

ASN Program Director

Laura Cochardo
CocharL@SCF.edu
SCFNursing@SCF.edu

Program Goal

Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX-RN) to become licensed as a registered nurse.

The Nursing Program is approved by the Florida Board of Nursing.

The Associate nursing program at State College of Florida is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at ACENursing.org/Search-Programs.

Program Learning Outcomes

- Graduates will demonstrate proficiency in conducting comprehensive and focused assessments of patients across the lifespan, utilizing appropriate tools and techniques to gather relevant data.
- Graduates will apply critical thinking and clinical reasoning skills to make informed decisions in the planning, implementation, and evaluation of patient care.
- Graduates will effectively communicate with patients, families, and healthcare team members, and will demonstrate the ability to educate patients and their families about health promotion, disease prevention, and management of health conditions.
- Graduates will integrate evidence-based research and clinical guidelines into nursing practice to improve patient outcomes and ensure high-quality care, early prevention, and management of health conditions.
- Graduates will exhibit professionalism, ethical behavior, and accountability in all aspects of nursing practice, adhering to legal and regulatory standards.
- Graduates will utilize current healthcare technologies and informatics to enhance patient care, improve safety, and support clinical decision-making.
- Graduates will demonstrate respect and responsiveness toward the community they serve and all members of the healthcare team.
- Graduates will demonstrate resilience in their professional growth.

Transition Program for Licensed Practical Nurses

The Associate in Science (A.S.) in Nursing Transition Program is specifically for qualified Licensed Practical Nurses (LPN). It is designed for the LPN who demonstrates current knowledge and skills so that advanced standing may be attained without unnecessary duplication of course content and experiences. Upon successful completion of the transition course NUR 2703C, a ten (10) credit hour course, students will be given advanced placement credit for the first year of the Associate in Science in Nursing (ASN) Program and will enter into the sophomore year.

Program Entrance Requirements (Prerequisites - application requirements)

1. A cumulative grade point average (GPA) of 3.00 or better in the following prerequisite courses, and successful completion of a nursing entrance test (ATI TEAS) with a total score of 65% or higher, are required to apply to the Associate in Science (A.S.) in Nursing Program. TEAS results are valid for two years from the test date.

Prerequisite courses:

- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**
- STA 2023- Elementary Statistics **(3 Credit Hours)**

Additional General Academic Requirements

2. In addition to the program entrance requirements (prerequisites and testing), an overall and cumulative GPA of 3.0 or better is required in prerequisite and additional general academic courses. A grade of "C" or better is required for all coursework for the A.S. in Nursing Program.

Additional General Academic Courses:

- POS 1041 - American Government or AMH 1010 - US History 1877 to Present Or AMH 1020 - U.S. History Since 1877 **(3 Credit Hours)**
- Humanities- Any Category A, Area IV, A.A. **(3 Credit Hours)**
- MCB 2010 - Microbiology **(3 Credit Hours)**
- MCB 2010L - Microbiology Laboratory **(1 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**
  DEP 2004 - Human Development: Life Span **(3 Credit Hours)**

Students are strongly encouraged to complete as many as possible of the general academic requirements (including the Civic Literacy exam), listed below PRIOR to entry into the nursing program to ease their academic load and to support successful progression through the program.

3. The following are additional requirements for entry into the LPN Transition program:

a. A current Florida license as a Practical Nurse that is unencumbered and is unrestricted.

b. An OFFICIAL transcript from the practical nursing program.
c. Proof of CURRENT work (in the past year) in acute or extended care medical/surgical inpatient settings
   OR
   Graduation from practical nursing (PN) school within the past 12 months.

4. A completed Nursing Transition Program application, with the appropriate fee, submitted during the posted application period. Dates are posted at scf.edu/Nursing. A separate application is required for admission to the College.

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health from a licensed physician or nurse practitioner (form to be provided).
2. Completion of required immunizations (form to be provided).
3. A criminal background check and drug screen.
4. Successful completion of the American Heart Association's CPR for the Health Care Provider with AED.

The LPN Transition Program is offered in the Fall/Spring term if enrollment permits. The program is a **limited** enrollment program with a selective admission process that is based upon the student's GPA and completion of prerequisite (including testing) and additional general academic courses.

Licensure Requirement

Any student who has been convicted, had adjudication withheld, or has criminal charges pending other than a minor traffic violation will need to obtain approval from the Florida Board of Nursing (or another state's board) for permission to take the licensure examination upon completion of the SCF A.S. in Nursing Program.

Nursing Courses

- NUR 2703C - Nursing Transition **(10 Credit Hours)** *
- NUR 2731C - Nursing Practice III **(10 Credit Hours)**
- NUR 2732C - Nursing Practice IV **(10 Credit Hours)**
- NUR 2813 - Nursing Seminar **(2 Credit Hours)**

Subtotal Credit Hours: 32

Total Credit Hours: 42 **

Note(s):

* NUR 2703C - Nursing Transition, is taken in lieu of NUR 1023C - Nursing Practice I and NUR 1730C - Nursing Practice II.

** **The LPN transition student is awarded an additional 10 credit hours** upon successful completion of the Nursing Program.

Applications and additional information are available on the Nursing website: SCF.edu/Nursing.

For RN to BSN. information, please contact Nursing Admissions at SCFNursing@SCF.edu

NOTE: This A.S. program follows state-approved requirements for articulation into one or more state university B.S. degree programs and may require additional courses.

The ASN to BSN "Fast Track" option is designed for qualified SCF ASN students who would like to obtain a Bachelor of Science in Nursing (BSN). This option allows SCF ASN students the opportunity to earn credits toward the Bachelor of Science degree in Nursing (BSN) while enrolled in the ASN program. For additional information contact Nursing Admissions at SCFNursing@SCF.edu.

Advanced Technical Certificates

Leadership in Health Care [4006]

Advanced Technical Certificate
(15 Credit Hours)

Program Manager

Dr. Heather Reed
941-752-5658
ReedH@SCF.edu

The Leadership in Healthcare Certificate is an academic pathway designed for working professionals who have completed an Associate in Science degree, Associate in Applied Science degree, or higher in an approved Allied Health profession or Nursing or who are pursuing the Bachelor of Science in Nursing or Bachelor of Applied Science in Health Services Administration degree.

The goal of the Leadership in Health Care Certificate is to provide specialized course work for those aspiring to, or already in, leadership positions within their respective health professions. Students completing this certificate will gain knowledge and skills related to healthcare administrative and

supervisory duties which will enable them to effectively perform leadership roles within healthcare. This is an online program.

Program Requirements

- HSA 3111 - Health Care Delivery in The United States **(3 Credit Hours)**
- NUR 3826 - Ethics and Legal Issues in Healthcare **(3 Credit Hours)**

- NUR 4837 - Healthcare Policy **(3 Credit Hours) Or**
- HSA 3430 - Health Care Economics **(3 Credit Hours)**

- HSA 3170 - Health Care Finance **(3 Credit Hours)**
- NUR 3870 - Informatics in Healthcare **(3 Credit Hours)**

Total Credit Hours: 15

Notes

Credit load, and/or course availability may affect a student's individual progress.

Paralegal/Legal Assisting [4004]

Advanced Technical Certificate
(25 Credit Hours)

Program Manager

Dr. Suzanne Bechtol
941-752-5359
BechtoS@SCF.edu

Program Goal

The Paralegal/Legal Assisting Program educates with an effective balance of legal knowledge and practical skills. We prepare students for work in the legal profession upon graduation and to attain professional Certification.

Program Learning Outcomes

- Demonstrate knowledge of the ethical and professional standards of the paralegal profession.

- Demonstrate ability to utilize legal research materials and apply knowledge in legal writing.
- Demonstrate basic knowledge of substantive law, including: tort law, constitutional law, criminal law, real property law, estate planning and probate, business organizations, contracts, and family law.
- Demonstrate basic knowledge of procedural law, including: the fundamental steps of civil and criminal litigation and court rules and procedures.
- Demonstrate basic knowledge of law office procedures and the technology involved in carrying out law firm management activities, case management, and document preparation/management.
- Demonstrate employability skills, including: communication, employment search strategies, work habits, appearance, and basic computer skills.
- Demonstrate ethical and technological skills, including AI proficiency to meet the demands of a modern legal workforce.

Admission Requirements

Admission to the Legal Assisting/Paralegal Advanced Technical certificate (ATC) requires students to possess any college degree.

Program Requirements

- PLA 1003 - Introduction to Legal Systems **(3 Credit Hours)**
- PLA 1610 - Real Property Law and Transactions I **(3 Credit Hours)**
- PLA 1104 - Legal Research and Writing I **(4 Credit Hours)**
- PLA 2001 - General Law **(3 Credit Hours)**
- PLA 2203 - Civil Procedure I **(3 Credit Hours)**
- PLA 2303 - Criminal Law and Procedures **(3 Credit Hours)**
- PLA 2732 - Legal Technology **(3 Credit Hours) OR**
- PLA 2949 - Capstone: Internship in Paralegal/Legal Assisting **(3 Credit Hours)**

Subtotal Credit Hours: 22

Electives (3 Credit Hours)

Choose one course from the following list. Students planning for a career in a law firm, government, or business should take PLA 2732 -Law Office Computer Applications or PLA 2949 - Capstone: Internship in Paralegal/Legal Assisting, whichever course was not taken as a core course in the list of courses above. Students may instead choose one course based on their area of work interest.

- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**

- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- PLA 1949 - Career Decision Work Experience in Legal Assisting **(3 Credit Hours)**
- PLA 2114 - Legal Research and Writing II **(3 Credit Hours)**
- PLA 2223 - Civil Procedure II **(3 Credit Hours)**
- PLA 2433 - Corporations and Business Organizations **(3 Credit Hours)**
- PLA 2600 - Wills, Trusts and Estate Administration **(3 Credit Hours)**
- PLA 2612 - Real Property Law and Transactions II **(3 Credit Hours)**
- PLA 2614 - Real Property Law and Transactions III **(3 Credit Hours)**
- PLA 2732 - Legal Technology **(3 Credit Hours)**
- PLA 2763 - Law Office Management **(3 Credit Hours)**
- PLA 2800 - Introduction to Family Law **(3 Credit Hours)**
- PLA 2950 - Certified Paralegal Examination Review **(3 Credit Hours)**
- PLA 1227 - Trial Practice: Mock Trial Competition I **(3 Credit Hours)**
- PLA 2228 - Trial Practice: Mock Trial Competition II **(3 Credit Hours)**
- PLA 2949 - Capstone: Internship in Paralegal/Legal Assisting **(3 Credit Hours)**
- PLA 1730 - Computer Assisted Legal Research **(1 Credit Hour)**

Total Credit Hours: 25

Note(s):

It is recommended that job-seeking students also complete SLS 1350 - Job Marketing Skills (1 credit).

Certificates

Accounting Applications [3001]

Certificate
(27 Credit Hours)

Program Manager

Dr. Cammy Wayne
941-408-1486
WayneC@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of accounting in a business environment. The coursework will apply to the A.S. Accounting Technology degree [2005].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support internal decision making.
- Prepare governmental tax forms, including income, payroll, and sales taxes.
- Consider the implications of professional values, ethics, and attitudes in business

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- APA 2141 - Computerized Accounting Applications **(3 Credit Hours)**
- ACG 2949 - Internship in Accounting **(1 to 3 variable Credit Hours)**

Total Credit Hours: 27

Note(s):

It is recommended that job-seeking students also complete SLS 1350 - Job Marketing Skills (1 credit).

Credit load, and/or course availability may affect a student's individual progress.

Advanced Lean Manufacturing [3035]

Certificate
(12 Credit Hours)

Program Manager

Samuel Aldrich
941-752-5487
AldrichS@SCF.edu

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster.

The content includes but is not limited to maintenance techniques, computer aided drafting/design skills, technical communications, maintenance and operation of various industrial components, quality control and testing, material handling protocols, and proper usage of tools and instrumentation.

Program Goals

This certificate program is part of the Engineering Technology A.S. degree program (1615000001) under the Advanced Manufacturing specialization. Students who complete this certificate will be able to demonstrate proficiency in the use of quality assurance methods, quality control concepts, identify lean and six sigma concepts in manufacturing environments, and identify, implement and/or interpret supply chain and operations management concepts and techniques.

Program Requirements

- ETI 1110 - Quality Assurance **(3 Credit Hours)**
- ETI 1622 - Introduction to Lean Manufacturing and Six Sigma **(3 Credit Hours)**
- ETI 1644 - Production and Inventory Control **(3 Credit Hours)**
- ETM 1010C - Mechanical Measurement and Instrumentation **(3 Credit Hours)**

Total Credit Hours: 12

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Alternative Energy System Specialist [3002]

Certificate
(18 Credit Hours)

Program Manager

Samuel Aldrich
941-752-5487
AldricS@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of engineering technology. The coursework will apply toward the A.S. Engineering Technology degree [2040].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate a fundamental understanding of electronics and electricity.
- Demonstrate an understanding of industrial safety, health, and environmental requirements.
- Characterize alternative energy sources and technologies.
- Characterize the operation and performance of solar energy systems.
- Apply policy, regulation and good business practices for alternative energy systems.

Program Requirements

- BCN 1597 - Introduction to Solar Energy **(3 Credit Hours)**
- ETM 1010C - Mechanical Measurement and Instrumentation **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- ETI 1420C - Manufacturing Processes and Materials **(3 Credit Hours)**
- ETI 1701 - Industrial Safety **(3 Credit Hours)**
- ETI 2441 - Project Management **(3 Credit Hours)**

Total Credit Hours: 18

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Artificial Intelligence Awareness [3047]

Certificate
(9 Credit Hours)

Program Manager

Jason Reed
(941) 752-5461
ReedL@SCF.edu

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Explain fundamental Al techniques, theories, and applications, including their role in intelligent systems.
- Implement the use of core Al technologies to solve practical problems.
- Perform program development activities.
- Demonstrate critical thinking and ethical considerations into the design and use of Al-driven solutions.
- Analyze the social, legal, and ethical implications of Artificial Intelligence, including issues related to bias, privacy, transparency, and responsible use.

Program Requirements

- CAI 1001 - Artificial Intelligence **(3) Credit hours**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Total Credit Hours: 9

Automation [3034]

Certificate
(12 Credit Hours)

Program Manager

Samuel Aldrich
941-752-5487
AldricS@SCF.edu

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Manufacturing career cluster.
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, quality control and testing, material handling protocols, and proper usage of tools and instrumentation.

Program Goals

This certificate program is part of the Engineering Technology A.S. degree program (1615000001) under the Advanced Manufacturing specialization. Students who complete this certificate will be able to operate industrial automation systems, troubleshoot industrial automation systems, apply the principles of robotics to automated systems and use proficiently human machine interfaces to operate automated systems.

Program Requirements

- EET 2525C - Programmable Logic Controllers **(3 Credit Hours)**
- ETI 1843C - Motors & Controls **(3 Credit Hours)**
- ETS 1535C - Automated Process Controls **(3 Credit Hours)**
- ETS 1540 - Industrial Applications Using PLC's & Robotics **(3 Credit Hours)**

Total Credit Hours: 12

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Business Management [3010]

Certificate
(30 Credit Hours)

Program Manager

Justin McDonald
941-752-5679
McdonaJ@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of business management. The coursework will apply toward any of the following A.S. degrees: Business Administration, Business Entrepreneurship [2043], Business Administration, Management [2006], Business Administration, Marketing [2007], and Business Administration and Management [1706].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- **Professional Skills:**
  Prepare and use financial information about business organizations to support decision making. Manage business information using appropriate software.

  Demonstrate effective business communication skills. Describe the significance of legal and ethical issues in a business environment.

  Demonstrate employability skills. Prepare or develop strategic or organizational skills. Identify, classify and demonstrate management activities

- **Management Skills:**
  Prepare and use financial information about business organizations to support decision making. Manage business information using appropriate software.

  Demonstrate effective business communication skills. Describe the significance of legal and ethical issues in a business environment.

  Demonstrate employability skills. Prepare or develop strategic or organizational skills. Identify, classify and demonstrate management activities

Program Requirements

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- QMB 1001 - Business Mathematics **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**

- MNA 1345 - Management and Supervision **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MAN 2933 - Management Seminar (A Class in Entrepreneurship) **(3 Credit Hours)**

Total Credit Hours: 30

Note(s):

NOTE: A grade of "C" or better must be attained for each course taken for this certificate. It also is recommended that job-seeking students complete SLS 1350 - Job Marketing Skills (1 credit).

Credit load, and/or course availability may affect a student's individual progress.

Business Operations [3036]

Certificate
(18 Credit Hours)

Program Manager

Justin McDonald
941-752-5679
McdonaJ@SCF.edu

Program Goal

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in Business Management and administration career cluster; provides technical skill; proficiency, and includes competency-based applied learning and contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business management and Administration career cluster. The content includes but is not limited to instruction to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

Program Requirements

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**

Total Credit Hours: 18

Note(s):

NOTE: A grade of "C" or better must be attained for each course taken for this certificate.

Credit load, and/or course availability may affect a student's individual progress.

Business Specialist [3037]

Certificate
(16 Credit Hours)

Program Manager

Justin McDonald
941-752-5679
McdonaJ@SCF.edu

This program certificate offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster. The content includes but is not limited to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

Program Goals

This certificate is designed to prepare students for entry level employment in the field of business management. The coursework will apply toward any of the following A.S. degrees: Business Administration, Business Entrepreneurship [2043], Business Administration, Management [2006], Business Administration, Marketing [2007], and Business Administration and Management [1706].

After successfully completing this certificate program, the student will be able to perform the following:

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate software.
- Demonstrate employability skills.
- Prepare or develop strategic or organizational skills.
- Identify, classify, and demonstrate management activities.
- Demonstrate knowledge of accounting/budgeting operations.
- Demonstrate knowledge of the principles and practices of management.
- Demonstrate knowledge of essential human relations skills.
- Demonstrate knowledge of the supervisory responsibilities of management.
- Demonstrate knowledge of human resource management.

Program Requirements

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**

- CGS 1000 - Computer Information Systems **(3 Credit Hours) Or**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours) Or**
- Choose any business elective

- GEB 2949 - Internship in Business **(1 to 3 variable Credit Hours)** (1 credit hour only)
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**

Total Credit Hours: 16

Note(s):

NOTE: A grade of "C" or better must be attained for each course taken for this certificate.

Credit load, and/or course availability may affect a student's individual progress.

Child Care Center Management Specialization [3038]

Certificate
(12 Credit Hours)

Program Manager

Dr. Nicole Kammer
941-408-1412
Education@SCF.edu

Program Goals

This certificate will allow students to complete a specialized certificate while working to complete their AS degree, which could lead to increase pay and/ or job promotion.

Program Requirements

- EEC 2002 - Early Child Care Center Management **(3 Credit Hours)**
- EEC 2202 - Program Development in Early Childhood **(3 Credit Hours)**
- EEC 2520 - Early Childhood Education Organizational Leadership Management **(3 Credit Hours)**
- EEC 2527 - Legal Issues and Financial Issues in Child Care **(3 Credit Hours)**

Total Credit Hours: 12

Note(s):

A grade of "C" or better must be attained for each course taken for this certificate.

Florida Child Care Professional Certification (FCCPC): Students who want the Florida Child Care Professional Certification must successfully complete EEC 1000, EEC 1001, EEC 1601, EEC 1319 and work or volunteer at least a total of 480 hours in a childcare facility during the semester the course work is completed.

Child Development Associate Credentials: Students who want the National CDA (Child Development Associate) credential must successfully complete EEC 1000, EEC 1001, EEC 1601 and EEC 1319 and then apply to the National Council for Early Childhood Recognition to complete the credentialing process. (The Council's toll-free number is 1-800-424-4310.)

Child Care Management Director Credentials: Students who need to meet the Department of Children and Families' requirement for the Foundation Level Director Credential must successfully

complete EEC 2002. The courses that meet the DCF Advanced Level Director Credential requirement are EEC 2202, EEC 2527 and EEC 2520.

Criminal Justice Technology Specialist [3029]

Certificate
(24 Credit Hours)

Program Manager

Dr. Michael Ryan
941-752-5495
RyanM@SCF.edu

This certificate program is part of the Criminal Justice Technology A.S. degree program [2014]. The certificate consists of a sequence of courses that provide the foundational knowledge needed to continue to an A.S. degree in Criminal Justice [2014] and a B.A.S. degree in Public Safety and Emergency Management. [8008]

Program Goals

This program prepares students to work in law enforcement, corrections, private/industry security, and other criminal justice, legal or public service-related fields. The program prepares students to work as Police and Sheriff's Patrol Officers (SOC 33-3051), Correctional Officers and Jailers (SOC 33-3012), and criminal justice practitioners/supervisors/managers in law enforcement agencies, correctional institutions, juvenile courts, crime laboratories, and mobile units dealing with physical evidence, etc. or to provide supplemental training for persons previously or currently employed in these occupations (SOC 33-1099). The program may also be beneficial to professionals seeking incentive benefits or career enhancement in the field.

Program Requirements

- CCJ 1020 - Introduction to Criminal Justice **(3 Credit Hours)**
- CJJ 2002 - Juvenile Delinquency and Rehabilitation **(3 Credit Hours)**
- CJE 1300 - Police Administration and Organization **(3 Credit Hours)**
- CJC 1000 - Introduction to Corrections **(3 Credit Hours)**
- CJL 2130 - Criminal Evidence and Procedures **(3 Credit Hours)**
- CCJ 1600 - Deviant Behavior **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**

Total Credit Hours: 24

Note(s)

Credit load, and/or course availability may affect a student's individual progress.

Cybersecurity Analyst [3045]

Certificate
(24 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate a fundamental understanding of computer networking.
- Demonstrate understanding of networked environments, hardware, and software.
- Demonstrate fundamental proficiency in network security essentials.
- Demonstrate an understanding of access control systems and methodology.
- Perform secure web design/development activities.
- Perform secure programming and scripting activities.

Program Requirements

- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CIS 2121 - Cybersecurity Analysis **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- COP 2822 - Web Scripting **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**

Total Credit Hours: 24

Notes:

Credit load, and/or course availability may affect a student's individual progress. This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Cybersecurity Operations Analyst [3046]

Certificate
(24 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate a fundamental understanding of computer networking.
- Demonstrate fundamental proficiency in network security essentials.
- Demonstrate an understanding of network access control systems and methodology.
- Demonstrate proficiency with Internet structure, organization, and navigation.
- Demonstrate proficiency in analyzing network intrusions.
- Demonstrate proficiency in incident handling and response.

Program Requirements

- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CET 1605 - CCNA1 Introduction to Networks **(3 Credit Hours)**
- CET 1610 - CCNA2 Switching, Routing and Wireless Essentials **(3 Credit Hours)**
- CIS 2121 - Cybersecurity Analysis **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- CAP 2140 - Data Forensics **(3 Credit Hours)**
- CIS 2352 - Ethical Hacking **(3 Credit Hours)**

Total Credit Hours: 24

Digital Design Essentials [3048]

Certificate
(12 Credit Hours)

Program Manager

Charles Darwin
941-408-1507
DarwinC@SCF.edu

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

Program Goals

Demonstrate effective interpersonal communication skills.

- Demonstrate the ability to collaborate with others.
- Demonstrate safe and efficient work practices.
- Create raster-based and vector-based visual solutions.
- Formulate concepts/theories.
- Apply design and color theories.
- Demonstrate technical and creative uses of typography.
- Create advertising design solutions.
- Demonstrate production skills in web and print design.
- Interpret printing processes.
- Demonstrate knowledge of current industry standards, practices, and techniques.
- Demonstrate industry-level presentation techniques.
- Utilize computer hardware, software, networks and peripherals for the production of electronic content.
- Create electronic interfaces.
- Demonstrate employability skills.

Program Requirements

- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**
- GRA 2190C - Graphic Design Basics **(3 Credit Hours)**
- ART 1201C - Two-Dimensional Design **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**

Total Credit Hours: 12

Note(s)

This certificate will require some or all classes to be taken at one campus location. Contact the department for specific details. Credit load, and/or course availability may affect a student's individual progress.

Digital Publishing [3030]

Certificate
(18 Credit Hours)

Program Manager

Matthew Masucci
941-408-1500
MasuccM@SCF.edu

The purpose of this program is to prepare students with hands-on training in new media and digital publications. This program focuses on the skills necessary to work on print and digital publications, work in social media and digital marketing, or work in layout, design, and editing fields. The skills in this program are transferable to both local and national level publications. This program includes editing, programming, and graphic design courses.

Program Goals

Upon completion, students will demonstrate the fundamental skills of the writing process for varied mass media and new media communication platforms. As well as appropriate analytical technical analytical and evaluative skills for new media creation, delivery, and social impact.

Core Requirements

- CGS 2820 - Web Page Development **(3 Credit Hours)**
- CRW 2001 - Creative Writing I **(3 Credit Hours)**
- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**
- JOU 1440L - College Magazine Production I **(1 to 3 variable Credit Hours)** (3 credit format only)

Choice of two (6 Credit) courses

- GRA 1206C - Typography **(3 Credit Hours)**

- GRA 2121C - Communication Design **(3 Credit Hours)**
- GRA 2150C - Photoshop **(3 Credit Hours)**
- ENC 2210 - Technical Communication **(3 Credit Hours)**
- JOU 1441L - College Magazine Production II **(1 to 3 variable Credit Hours)** (3 credit format only)
- MMC 2949 - Internship in Mass Communications **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**

Total Credit Hours: 18

Note(s)

The entirety of this program can be completed at the Venice Campus and is open to all students.

Credit load, and/or course availability may affect a student's individual progress.

Additionally, students completing this program could use some of these courses to complete a certificate in Graphic Design Technology, effectively earning two certificates by taking 27 credits instead of 36 (if both certificates were taken separately).

Early Childhood Education and Early Intervention [3003]

Certificate
(36 Credit Hours)

Program Manager

Nicole Kammer
941-752-5454
Education.SCF.edu

This certificate is designed to prepare students for entry level employment in the field of early childhood education. The coursework will apply toward the A.S. Early Childhood Education degree [2009] and toward the B.S. Early Childhood Education degree [8005].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate knowledge of child growth and development.
- Demonstrate knowledge of disabling conditions.

- Demonstrate knowledge of early childhood education.
- Guide physical development.
- Guide cognitive language and literacy development.
- Guide creative development.
- Guide social, self-help and affective development.
- Demonstrate knowledge of state and local rules and regulations.
- Demonstrate knowledge of appropriate methods of guidance and classroom management.
- Initiate and facilitate positive interaction with the child's family.
- Demonstrate knowledge of safety, health and nutrition.
- Identify and report child abuse and neglect in accordance with state regulations.
- Demonstrate knowledge of community needs and resources.
- Demonstrate professionalism.
- Demonstrate various observation and recording methods.
- Demonstrate use of classroom media.

Program Requirements

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- MAT 1033 - Intermediate Algebra **(4 Credit Hours)** or higher Area II, A.S.
- Humanities Choose from Area IV, A.S. (3 Credit Hours)
- EEC 1001 - Early Childhood Growth and Development **(3 Credit Hours)**
- EEC 1000 - Introduction to Early Childhood Education **(3 Credit Hours)**
- EDF 1030 - Effective Classroom Management **(3 Credit Hours)**
- EEX 2010 - Introduction to Exceptional Learners **(3 Credit Hours)**
- EEC 1601 - Observation and Assessment in Early Childhood **(3 Credit Hours)**
- EEC 2401 - Family Interaction and Cultural Continuity **(3 Credit Hours)**
- EEC 2002 - Early Child Care Center Management **(3 Credit Hours)**
- EEC 1319 - Portfolio Development and Performance Observation **(3 Credit Hours)**

Total Credit Hours: 36

Note(s):

A grade of "C" or better must be attained for each course taken for this certificate.

Florida Child Care Professional Certification (FCCPC): Students who want the Florida Child Care Professional certification must successfully complete EEC 1000, EEC 1001, EEC 1601, EEC 1319 and work or volunteer at least a total of 480 hours in a childcare facility during the semester the course work is completed.

Child Development Associate Credentials: Students who want the National CDA (Child Development Associate) credential must successfully complete EEC 1000, EEC 1001, EEC 1601 and EEC 1319 and then apply to the National Council for Early Childhood Recognition to complete the credentialing process. (The Council's toll-free number is 1-800-424-4310.)

Child Care Management Director Credentials: Students who need to meet the Department of Children and Families requirement for the Foundation Level Director Credential must successfully complete EEC 2002. The courses that meet the DCF Advanced Level Director Credential requirement are EEC 2202, EEC 2527 and EEC 2520.

Educator Preparation Institute [9030]

EPI Certificate

(27 Credit Hours)

Program Coordinator

Araceli Cumbo
941-408-1481
CumboA@SCF.edu

SCF's Educator Preparation Institute (EPI) offers a high-quality teacher preparation pathway for individuals who hold a bachelor's degree. Upon successful completion of the program, candidates will demonstrate proficiency in the Florida Educator Accomplished Practices and submit a comprehensive professional portfolio documenting their mastery and have met the reading requirements set by FLDOE.

This limited access program requires candidates to obtain a Statement of Eligibility for certification from the Florida Department of Education (FLDOE), demonstrates good moral character, and possesses the professional disposition suitable for entering the teaching profession. Candidates must also pass the General Knowledge Test (GKT) and their Subject Area Exam (SAE).

The FLDOE recognizes this program as part of the state-legislated EPI designed to support individuals with non-education bachelor's degrees in meeting the requirements for K-12 teacher certification. The program is competency-based and offers a high-quality certification pathway. Courses are delivered in a blended format and carry institutional load hour credit.

Admission requirements for the SCF Educator Preparation Institute are:

1. Possess an earned bachelor's degree from an accredited institution with a 2.5 GPA

2. Obtain a statement of the status of eligibility from FLDOE stating "You are eligible" for certification
3. Acquire passing scores on the General Knowledge Test (GKT) or provide documentation of a master's degree and Subject Area Exam (SAE)
4. Complete background check and finger printing (level 2)
5. Provide philosophy statement
6. Complete EPI application and
7. Attend an EPI orientation session

Program Goals:

- Design and deliver effective, standard-aligned instruction that incorporates current learning theory, diverse instructional strategies, and developmentally appropriate practices to meet the needs of all students.
- Create and manage a supportive and safe learning environment by applying effective classroom management techniques, establishing consistent routines, and promoting student engagement and positive behavior.
- Assess and analyze student performance using a variety of assessment tools and data sources to monitor progress, inform instruction, and communicate results to stakeholders.
- Differentiate instruction and implement targeted supports to address the academic needs of diverse learners, including students with exceptionalities and English language learners.
- Integrate technology effectively into instructional planning and delivery to enhance learning, foster student engagement, and support 21st-century skill development.
- Demonstrate professional conduct and decision-making consistent with the Florida Educator Accomplished Practices (FEAPs), including legal requirements

Program Requirements

- EPI 0001 - Classroom Management **(3 Credit Hours)**
- EPI 0002 - Instructional Strategies **(3 Credit Hours)**
- EPI 0003 - Technology **(3 Credit Hours)**
- EPI 0004 - Teaching and Learning Process **(3 Credit Hours)**
- EPI 0007 - Assessing, Teaching and Learning **(3 Credit Hours)**
- EPI 0010 - Foundations of Research-Based Practices in Reading **(3 Credit Hours)**
- EPI 0011 - Foundations of Assessment **(3 Credit Hours)**
- EPI 0015 - Reading Competency 5 **(3 Credit Hours)**
- EPI 0950 - Field Experience **(3 Credit Hours)**

Total Credit Hours: 27

Program Exit Requirements

Acquire passing scores on FLDOE (Florida Department of Education) Professional Educator Test (PET) or earn a highly effective rating per their most recent performance evaluation and submission of teaching portfolio.

Notes:

Engineering Technology Support Specialist [3016]

Certificate
(18 Credit Hours)

Program Manager

Samuel Aldrich
941-752-5487
AldricS@SCF.edu

This certificate is designed to prepare students for entry level employment within the career cluster of technology support. The coursework will apply toward the A.S. Engineering Technology degree [2040].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate an understanding of industrial processes and material properties.
- Generate and interpret computer-aided drawings.
- Demonstrate a fundamental understanding of electronics and electricity.
- Demonstrate an understanding of industrial safety, health, and environmental requirements.
- Demonstrate proficiently in the use of quality assurance methods and quality control concepts.
- Demonstrate proficiency in using tools, instruments and testing devices.
- Demonstrate basic troubleshooting skills.
- Demonstrate appropriate communication skills.
- Demonstrate appropriate math skills.
- Demonstrate an understanding of modern business practices and strategies.
- Demonstrate employability skills.

Program Requirements

- ETM 1010C - Mechanical Measurement and Instrumentation **(3 Credit Hours)**

- ETI 1110 - Quality Assurance **(3 Credit Hours)**
- ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- ETI 1701 - Industrial Safety **(3 Credit Hours)**
- ETI 1420C - Manufacturing Processes and Materials **(3 Credit Hours)**

Total Credit Hours: 18

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Entrepreneurship [3023]

Certificate
(12 Credit Hours)

Program Manager

Dr. Tylisha Johnson
941-752-5669
JohnsoT1@SCF.edu

This certificate is designed to teach students the fundamentals of entrepreneurship and may lead to entry level employment within the business career cluster. The coursework will apply toward the A.S. Business Administration, Business Entrepreneurship degree [2043].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Develop entrepreneurial concepts.
- Develop entrepreneurial resources.
- Apply accounting principles and concepts to perform accounting activities.
- Demonstrates money management skills.
- Describe and conduct business records management.
- Plan and develop a marketing-information management system.
- Plan and develop promotional strategies.
- Plan and develop pricing strategies.

- Analyze business risk.
- Analyze and identify legal considerations.
- Prepare a business plan.

Program Requirements

- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
- ENT 2120 - Digital Marketing **(3 Credit Hours)**
- ENT 2411 - Business Operations for Entrepreneurs **(3 Credit Hours)**
- ENT 2100 - Building and Presenting a Business Plan **(3 Credit Hours)**

Total Credit Hours: 12

Note(s)

Credit load, and/or course availability may affect a student's individual progress.

Film Production Fundamentals [3044]

Certificate
(24 Credit Hours)

Program Manager

Chris Bellanca
941-752-5409
BellanC@SCF.edu

The purpose of the Film Production Fundamentals certificate program is to prepare students for initial employment as an assistant camera operator, assistant editor, boom operator, audio utility, or grip, or to provide supplemental training for persons previously or currently employed in similar occupations. The program focuses on training students in skills that will allow them to function as part of a team on professional video productions.

Program Goals

- Demonstrate storytelling ability through filmmaking.
- Demonstrate the application of film aesthetics in film productions.
- Function as part of a team on film productions.
- Analyze and execute the operation of the standard equipment, including camera, sound, lighting, and grip in a production.

- Analyze and execute tasks in post-production.
- Demonstrate employability skills.

Program Requirements

- FIL 1420 - Digital Production- Non-Fiction **(3 Credit Hours)**
- FIL 1537 - Sound Recording and Design **(3 Credit Hours)**
- FIL 2100 - Screenwriting I **(3 Credit Hours)**
- FIL 2423 - Introduction to Film Production **(3 Credit Hours)**
- FIL 2441 - Film Crew Workshop **(3 Credit Hours)**
- FIL 2571 - Video Post-Production **(3 Credit Hours)**
- PGY 1750 - Creative Videomaking **(3 Credit Hours)**
- RTV 1530 - Electronic Field Production I **(3 Credit Hours)**

Total Credit Hours: 24

Note(s)

Credit load, and/or course availability may affect a student's individual progress.

Graphic and Web Design [3022]

Certificate
(24 Credit Hours)

Program Manager

Charles Darwin
941-408-1507
DarwinC@SCF.edu

This certificate is designed to provide students with a foundation in interactive media techniques that may lead to entry level employment within the field of media production. The coursework will apply toward the A.S. Graphic Design Technology degree [2033].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate effective communication skills.
- Demonstrate team skills.
- Demonstrate safe and efficient work practices.

- Perform raster and vector-based illustration and graphic development.
- Formulate concepts/theories.
- Apply design theories.
- Demonstrate creative use of typography.
- Create advertising layouts.
- Demonstrate production skills.
- Demonstrate knowledge of current industry standards, practices, and techniques.
- Interpret photographic procedures.
- Apply color theories.
- Demonstrate industry level presentation procedures.
- Utilize computer hardware, software, networks and peripherals for the production of electronic content.
- Create electronic content.
- Demonstrate employability skills.

Program Prerequisite

Students may enter the program upon completion of Introduction to Computer Graphics (GRA 1100C) with a grade of "C" or better. This requirement may be waived if student can prove competency of the Adobe Creative Cloud programs via articulation, industry certification, testing provided by the SCF graphic design faculty or portfolio review. Please contact the program manager for specifics.

Program Requirements

- ART 1201C - Two-Dimensional Design **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**
- GRA 2150C - Photoshop **(3 Credit Hours)**
- GRA 2121C - Communication Design **(3 Credit Hours)**
- GRA 2142C - Web Design I **(3 Credit Hours)**
- GRA 2143C - Web Design II **(3 Credit Hours)**
- GRA 2723C - Web Design III **(3 Credit Hours)**
- GRA 2160C - Motion Graphics **(3 Credit Hours)**

Total Credit Hours: 24

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the department for specific details.

Students may enter the program upon completion of GRA 1100C - Introduction to Computer Graphics with a grade of "C" or better. This requirement may be waived if student can prove basic competency of the Adobe Create Suite via articulation, testing or portfolio review. Please contact program manager for specifics

Credit load, and/or course availability may affect a student's individual progress.

Program formerly known as Interactive Media Production until Fall 2018.

Graphic Design Support [3021]

Certificate
(15 Credit Hours)

Program Manager

Charles Darwin
941-408-1507
DarwinC@SCF.edu

This certificate is designed to prepare students for initial employment in the field of graphic design. The coursework will apply toward the A.S. Graphic Design Technology degree [2033].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate effective communication skills.
- Perform raster and vector-based illustration and graphic development.
- Formulate concepts/theories.
- Apply design theories.
- Demonstrate creative use of typography.
- Demonstrate production skills.
- Interpret printing processes.
- Demonstrate knowledge of current industry standards, practices, and techniques.
- Interpret photographic procedures.
- Apply color theories.
- Demonstrate industry level presentation procedures.
- Utilize computer hardware, software, networks and peripherals for the production of electronic content.
- Create electronic content.
- Demonstrate employability skills.

Program Requirements

- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**
- ART 1201C - Two-Dimensional Design **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**
- GRA 2150C - Photoshop **(3 Credit Hours)**
- GRA 2121C - Communication Design **(3 Credit Hours)**

Total Credit Hours: 15

Note(s)

This certificate will require some or all classes to be taken at one campus location. Contact the department for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Health Care Services [3039]

Certificate
(30 Credit Hours)

For more information contact:

Dr. Heather Reed
941-752-5658
ReedH@SCF.edu

Program Goals

This certificate offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This certificate is an educational pathway designed for students pursuing the A.S. Health Services Management degree program.

Program Requirements

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- HIM 2012 - Health Law Concepts and Practices **(3 Credit Hours)**
- HIM 2652 - Electronic Health/Medical Record Systems **(3 Credit Hours)**
- HIM 2721 - Introduction to Coding and Reimbursement Systems **(3 Credit Hours)**
- HSA 1100 - Healthcare Delivery Systems **(3 Credit Hours)**
- HSA 2182 - Health Services Management Concepts **(2 Credit Hours)**
- HSC 1149 - General Pharmacology for Health Professionals **(1 Credit Hour)**
- HSC 2721 - Evidence-Based Healthcare Practice **(2 Credit Hours)**

Total Credit Hours: 30

Homeland Security Specialist [3032]

Certificate
(9 Credit Hours)

Program Manager

Dr. Michael Ryan
941-752-5495
RyanM@SCF.edu

This certificate program is part of the Criminal Justice Technology A.S. degree program [2014]. The certificate consists of a sequence of courses that provides the foundational knowledge needed to continue to earn an additional certificate in Criminal Justice, an A.S. degree in Criminal Justice and a B.A.S. degree in Public Safety and Emergency Management. [8008]

Program Goal

This program prepares students for entry level work in law enforcement, homeland security, private/industry security, and other criminal justice, legal or public service-related fields. The program prepares students to work as criminal justice or homeland security practitioners/supervisors/managers in law enforcement agencies and homeland security organizations and also provides supplemental training for persons previously or currently employed in these occupations (SOC 33-3051 Police and Sheriff's Patrol Officers, 33-3012 First-

Line Supervisors of Police and Detectives, 33-1099 First-Line Supervisors of Protective Service Workers, All Other). The program may also be beneficial to professionals seeking incentive benefits or career enhancement in the field.

Program Requirements

- CCJ 1020 - Introduction to Criminal Justice **(3 Credit Hours)**
- CJL 2100 - Criminal Law **(3 Credit Hours)**
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**

Total Credit Hours: 9

Note(s)

Credit load, and/or course availability may affect a student's individual progress.

Information Technology Analysis [3015]

Certificate
(27 Credit Hours)

Program Manager

Michael Mick
941-408-1475
MickM@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of computer information analysis. The coursework will apply toward the A.S. Network Systems Technology degree [2027].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate how to use current productivity software applications including word processing, spreadsheets, databases, presentation software, email, and internet browser applications.
- Install, configure, upgrade and troubleshoot computer hardware and associated peripheral devices and other system components.

- Install, configure and troubleshoot system and device driver software and implement basic security measures.
- Demonstrate knowledge of networking technologies, networking hardware, and data communication concepts, protocols, and routing methods.
- Demonstrate Foundational knowledge of project management.
- Perform customer service skills.
- Perform computer information systems monitoring activities.
- Perform computer information systems analysis activities.

Program Requirements

- MAT 1033 - Intermediate Algebra **(4 Credit Hours)**
  or any Higher Mathematics **Credits / Units:** 3-4
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours) OR**
- CGS 1949 - Co-op Work Experience in Computer Science **(1 to 3 variable Credit Hours)**

Total Credit Hours: 27/28

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Live Event Media Production [3024]

Certificate
(24 Credit Hours)

Program Manager

Austin Briggs
941-752-5225
BriggsA@SCF.edu

This certificate is designed to prepare students for entry level employment within the audio-visual technology and communication career cluster. This coursework will apply toward the A.S. Digital Cinema degree [2031].

Program Goal

The purpose of the Live Event Media Production certificate is to provide hands-on training to individuals who are interested in becoming camera operators for television, video, or internet production events. This program focuses on broad transferable skills and stresses understanding and demonstration of the following elements of the television video and internet/webcast industries: working as part of a team, safe and efficient work practices, use of lighting equipment, operation of video camera, set-up and use of audio recording equipment, operation of control room equipment, and organization and editing of video resources.

Program Requirements

- FIL 2423 - Introduction to Film Production **(3 Credit Hours)**
- RTV 1510 - Introduction to Television Production **(3 Credit Hours)**
- PGY 1750 - Creative Videomaking **(3 Credit Hours)**
- FIL 1537 - Sound Recording and Design **(3 Credit Hours)**

Suggested Courses for Second Term:

- RTV 1530 - Electronic Field Production I **(3 Credit Hours)**
- FIL 2571 - Video Post-Production **(3 Credit Hours)**
- DIG 2000 - Media Interpretation and Adaptation **(3 Credit Hours)**
- FIL 2949 - Internship in Film/Video **(3 Credit Hours)**

Total Credit Hours: 24

Note(s)

Credit load, and/or course availability may affect a student's individual progress.

Marketing [3011]

Certificate

(30 Credit Hours)

Program Manager

Justin McDonald
941-752-5679
McdonaJ@SCF.edu

This certificate is designed to prepare students for entry level employment within the marketing, sales, and service career cluster. The coursework will apply toward the A.S. Business Administration, Marketing Degree [2007].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate the human relations skills necessary for success in promotion.
- Demonstrate the ability to communicate skillfully.
- Perform merchandising math operations unique to products and services marketing.
- Demonstrate knowledge of the principles of promotion.
- Demonstrate knowledge of advertising.
- Demonstrate knowledge of display.
- Demonstrate knowledge of basic economic principles.
- Demonstrate knowledge of public relations.
- Demonstrate knowledge of personal selling.
- Demonstrate knowledge of management functions.
- Demonstrate an understanding of entrepreneurship.

Program Requirements

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- QMB 1001 - Business Mathematics **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- MKA 2511 - Principles of Advertising **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- MKA 2021 - Personal Selling **(3 Credit Hours)**

Total Credit Hours: 30

Note(s):

It is recommended that job-seeking students also complete SLS 1350 - Job Marketing Skills (1 credit).

Credit load, and/or course availability may affect a student's individual progress.

Network Infrastructure [3033]

Certificate
(21 Credit Hours)

Program Manager

Michael Mick
941-408-1475
MickM@SCF.edu

This certificate is designed to prepare students for entry level employment within the field the information technology career cluster. This certificate program is part of the Network Systems Technology A.S. degree program [2027] and is aligned with the CISCO Certified Network Associate (CCNA) industry certification.

Program Goals

Specific Program Goals of the Certificate are:

- Demonstrate a fundamental understanding of computer networking.
- Demonstrate an understanding of routing concepts.
- Demonstrate router configuration skills.
- Demonstrate an understanding of LAN design and concepts.
- Demonstrate VLAN configuration skills.
- Demonstrate an understanding of basic wireless concepts and configuration.
- Demonstrate an understanding of wide area networks (WAN).
- Demonstrate Wide Area Network configuration skills.
- Demonstrate an understanding of network security.
- Demonstrate an understanding of remote access.
- Demonstrate an understanding of IP Addressing Services.
- Demonstrate an understanding of network maintenance, support and troubleshooting.

Program Requirements

- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CET 1605 - CCNA1 Introduction to Networks **(3 Credit Hours)**
- CET 1610 - CCNA2 Switching, Routing and Wireless Essentials **(3 Credit Hours)**
- CET 2615 - CCNA3 Enterprise Networking, Security, and Automation **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**

Total Credit Hours: 21

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Network Security [3007]

Certificate
(30 Credit Hours)

Program Manager

Michael Mick
941-408-1475
MickM@SCF.edu

This certificate is designed to prepare students for entry level employment within the field the information technology career cluster. This coursework will apply toward the A.S. Network Systems Technology degree [2027].

Program Goals

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to

the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

After completing this program, the student will be able to:

- Demonstrate proficiency in securing network infrastructures and protecting data.
- Demonstrate proficiency in performing security penetration testing.
- Demonstrate proficiency in responding to cybersecurity incidents.
- Demonstrate proficiency in the essential elements of forensic analysis.
- Demonstrate employability skills.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CTS 2375 - Cloud Services **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CIS 2121 - Cybersecurity Analysis **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Total Credit Hours: 30

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

Network Server Administration [3006]

Certificate
(24 Credit Hours)

Program Manager

Michael Mick
941-408-1475
MickM@SCF.edu

This certificate is designed to prepare students for entry level employment within the field the information technology career cluster. This coursework will apply toward the A.S. Network Systems Technology degree [2027].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate understanding of computer network maintenance and support.
- Demonstrate understanding of networking fundamentals.
- Demonstrate understanding of operating system concepts and practices.
- Demonstrate understanding of network security fundamentals.
- Demonstrate how to install and deploy a server operating system.
- Demonstrate how to provide infrastructure services.
- Demonstrate how to provide remote and wireless network access.
- Demonstrate how to monitor and maintain network servers and services.
- Demonstrate an understanding of securing data transmission and authentication.
- Demonstrate an understanding of planning for business continuity and high availability.
- Demonstrate workplace-readiness skills.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CTS 2375 - Cloud Services **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Total Credit Hours: 24

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Network Support Technician [3009]

Certificate
(21 Credit Hours)

Program Manager

Michael Mick
941-408-1475
MickM@SCF.edu

Program Goals

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**

Total Credit Hours: 21

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

Preschool Teacher Specialization [3040]

Certificate
(12 Credit Hours)

Program Manager

Dr. Nicole Kammer
941-408-1412
Education@SCF.edu

Program Goals

This certificate will allow students to complete a specialized certificate while working to complete their A.S. degree, which could lead to increased pay and/or a job promotion.

Program Requirements

- EEC 2226 - Introduction to Principles of Mathematics and Science for Young Children **(3 Credit Hours)**
- EEC 1312 - Creative Experiences for Young Children **(3 Credit Hours)**
- EEC 2217 - Introduction to Language and Emergent Literacy **(3 Credit Hours)**
- EME 2040 - Introduction to Technology for Educators **(3 Credit Hours)**

Total Credit Hours: 12

Note(s):

A grade of "C" or better must be attained for each course taken for this certificate.

Real Estate Paraprofessional [3043]

Certificate
(12 Credit Hours)

Program Manager

Dr. Suzanne Bechtol
941-752-5359
BechtoS@SCF.edu

Program Requirements

This certificate program is part of the Paralegal Studies (Legal Assisting) A.S. degree program. The purpose of this program is to prepare students for employment as paralegals, title examiners or abstractors, or to provide supplemental training for persons previously or currently employed in these occupations. This program is a planned sequence of instruction consisting of 12 credit hours. The content includes real property law, ethics, contract law, and employability skills.

Program Goals

- Demonstrate knowledge of the ethical and professional standards of paralegal.
- Demonstrate knowledge of real property law and its application to real property transactions.
- Demonstrate employability skills.
- Demonstrate knowledge of principles of contract law including the Uniform Commercial Code.

Program Requirements

- PLA 1610 - Real Property Law and Transactions I **(3 Credit Hours)**
- PLA 2612 - Real Property Law and Transactions II **(3 Credit Hours)**
- PLA 2614 - Real Property Law and Transactions III **(3 Credit Hours)**
- PLA 2949 - Capstone: Internship in Paralegal/Legal Assisting **(3 Credit Hours)**

Total Credit Hours: 12

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

Software Developer [3004]

Certificate
(33 Credit Hours)

Program Manager

Susan Melichar
941-752-5334
MelichS@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of software development. Some coursework will apply toward the A.S. Software Development degree [2012].

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Perform program analysis activities.
- Perform program development activities.
- Perform testing activities.
- Perform user support activities.
- Demonstrate workplace skills.
- Demonstrate proficiency in the use of AI tools in software development.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- COP 2373 - Programming Concepts II **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- COP 2250 - Java Programming I **(3 Credit Hours)**
- COP 2805 - Java Programming II **(3 Credit Hours)**
- COP 2842 - Developing Websites Using PHP/MYSQL **(3 Credit Hours)**
- COP 2822 - Web Scripting **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours) OR**
- CGS 1949 - Co-op Work Experience in Computer Science **(1 to 3 variable Credit Hours)**

Total Credit Hours: 33

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

Software Development Specialist [3008]

Certificate
(18 Credit Hours)

Program Manager

Susan Melichar
941-752-5334
MelichS@SCF.edu

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Perform program analysis activities.
- Perform program development activities.
- Perform testing activities.
- Perform implementation activities.
- Demonstrate proficiency in the use of AI tools in software development.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- COP 2373 - Programming Concepts II **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- COP 2250 - Java Programming I **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**

Total Credit Hours: 18

Notes:

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Credit load, and/or course availability may affect a student's individual progress.

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Bachelor of Applied Science

Health Services Administration [8002] ‡

Bachelor of Applied Science
(120 Credit Hours)

Program Director

Dr. Heather Reed
941-752 -5658
ReedH@SCF.edu
SCF.edu/BASHSA

Program Description and Goal

The Bachelor of Applied Science in Health Services Administration program prepares individuals to develop, plan, and manage health care operations and services. Graduates acquire desired workforce skills in human services, health financial management, health information systems and an understanding of health care issues. This program prepares students for careers in a wide range of management and administrative positions in health-related organizations and health service delivery systems. Job opportunities may include clinical and laboratory manager, health care facility coordinator, and department manager among other administrative and managerial positions in hospitals, ambulatory care, physician group practices, social service agencies, long-term care facilities, rehabilitation centers and other health-related businesses.

Program Learning Outcomes

- Evaluate theories and concepts impacting the profession.
- Analyze and employ the proper ethical and legal standards required in advocating for patients and interacting with professionals.
- Differentiate and employ effective communications needed for patient, family, and staff interaction, as well as problem solving, critical reasoning and conflict resolution.
- Demonstrate the ability to collect and record data, as well as conduct research and implement quality improvement measures, and analyze information from a variety of

sources in order to formulate sound decisions and program of action ensuring safe humanistic high-quality care.
- Analyze critical incidents utilizing evidence-based practice and take immediate steps to resolve the situation, in collaboration with others.
- Employ leadership concepts and skills in prioritizing, designing, coordinating, and managing professional responsibilities.
- Describe the influence of health care policy, finance, and regulatory environments on professional practice.

Separate Application

‡ Degrees/programs will require a separate application and acceptance notification from the specific department before enrollment in the desired program. For application information, visit SCF.edu/BASHA.

Admission Requirements

1. An Associate in Science degree or,
2. Associate in Arts degree or
3. Completion of sixty (60) college credits
4. A 2.0 GPA on a scale of 4.0

Health Services Administration Program Requirements

Prerequisite Courses:

Students are required to complete all prerequisites listed below with a grade of "C" or better as part of the B.A.S. Health Services Administration degree curriculum.

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)** (+)
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)** (+)
- ENC 1102 - Written Communication II **(3 Credit Hours)** (+)
- Choose from Humanities, Area IV,A.A. **(3 Credit Hours)** (+)
- STA 2023 - Elementary Statistics **(3 Credit Hours)** (+)
  (Note: Prerequisite courses above (+) also count toward general education. In addition to the courses above, students will need to complete the A.A. General Education requirements.)

Health Services Administration Program Courses

Students in the Health Services Administration program complete the following 30 core credit hours plus 15 credit hours of upper-level Health Service Administration electives.

Health Services Administration Core Courses: 30 Credit Hours

- HSA 3111 - Health Care Delivery in The United States **(3 Credit Hours)**
- HSA 3113 - Contemporary Issues in Health Care **(3 Credit Hours)**
- HSA 3170 - Health Care Finance **(3 Credit Hours)**
- HSA 3383 - Quality Management in Health Care **(3 Credit Hours)**
- HSA 3430 - Health Care Economics **(3 Credit Hours)**
- HSA 3502 - Health Care Risk Management **(3 Credit Hours)**
- HSA 3702 - Research Methods in Health Care **(3) (Credit Hours)**
- HSA 4180 - Health Care Management **(3 Credit Hours)**
- NUR 3870 - Informatics in Healthcare **(3 Credit Hours)**
- HSA 4850 - Health Care Capstone Course **(3 Credit Hours)**

Health Services Administration Electives: 15 Credit Hours

Students may choose from individualized specialization elective plans or incorporate any combination of upper-level health services electives to complete B.A.S. degree requirements.

Specialized Elective Plans

Management Specialization:

- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 4102 - Applied Management Concepts **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**

Nursing Specialization:

- GEY 3001 - Aging and Special Populations **(3 Credit Hours)**
- NUR 3826 - Ethics and Legal Issues in Healthcare **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- NUR 4636 - Community/Public Health: Population Based **(3 Credit Hours)**
- NUR 4837 - Healthcare Policy **(3 Credit Hours)**

Emergency Management Specialization:

- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**

- DSC 4038 - Terrorism and Emergency Management **(3 Credit Hours)**
- PAD 3820 - Foundations of Public Safety Administration **(3 Credit Hours)**
- PAD 3821 - Contemporary Issues in Public Safety/Homeland Security **(3 Credit Hours)**

Gerontology Specialization:

- GEY 3001 - Aging and Special Populations **(3 credit Hours)**
- GEY 3045 - Nutrition and Gerontology **(3 Credit Hours)**
- GEY 3302 - Communicating with Older Adults **(3 Credit Hours)**
- GEY 4601 - Biology of Aging **(3 Credit Hours)**
- HUN 3205 - Dietary Influences on Disease **(3 Credit Hours)**

Nutrition Specialization:

- HUN 3126 - Food and Culture **(3 Credit Hours)**
- HUN 3272 - Sports Nutrition **(3 Credit Hours)**
- HUN 3403 - Lifecycle Nutrition **(3 Credit Hours)**
- HUN 3601 - Nutrition Education **(3 Credit Hours)**
- GEY 3045 - Nutrition and Gerontology **(3 Credit Hours)**

Leadership Specialization:
(Students completing this specialization will concurrently earn the Leadership in Health Care Certificate)

- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- NUR 3826 - Ethics and Legal Issues in Healthcare **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**

Additional Health Services Administration Electives

- HSA 4817 - Practicum in Health Services Administration **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Validated Health Professions Credits

Up to 30 validated credit hours will be awarded to HSA graduation applicants who hold a current, unencumbered, unrestricted Florida Health Professions license in the following fields:

- Physical Therapist Assistant
- Occupational Therapy Assistant
- Radiography
- Dental Hygiene

- Registered Nurse
- Respiratory Therapists

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.
6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any

other degree requirements and graduation requirements listed above for the second program.

SCF reserves the right to make changes in the regulations, offerings, requirements and any provisions announced in this Catalog at any time as circumstances require.

Management and Leadership [8020]

Bachelor of Applied Science
(120 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

Program Description and Goal

The Bachelor of Applied Science (B.A.S.) in Management and Leadership prepares individuals for supervisory and management roles and positions in private, governmental, and nonprofit organizations. This program will focus on developing the potential of students in the dynamic and competitive global environment by providing meaningful learning experiences and effective instructor-student interactions. The B.A.S. program uses a 2 + 2 model that requires the completion of an Associate Degree or 60 credits from a 2-year, 4-year college or university prior to entry. The curriculum emphasizes a practical hands-on approach to understanding supervision and management in various settings, and to meet workforce demands. The core curriculum requirements build the foundation and knowledge of supervision and management along with coursework in a selected concentration: Management and Leadership, International Business and Trade, or Technology Management.

A minimum of C or better must be achieved in all upper division courses.

Graduates of the program will be able to:

1. Demonstrate effective communications that integrate decision-making and analytic thinking skills.
2. Identify and apply concepts, theories, and models for diversity and cultural awareness to managerial decisions.
3. Incorporate and apply concepts, theories, and models of risk and risk management to achieve goals and objectives in a supervisory and management-related context.
4. Identify and apply concepts, theories, and models of organizational behavior.

5. Integrate information systems and information security into a managerial-specific context.
6. Demonstrate and apply legal and ethical concepts and models in supervisory and management situations.
7. Apply human resource methods and concepts that are consistent with community, industry, and organizational standards, policies, and procedures.
8. Conduct research and prepare reports and analyses that lead to evidence-based decisions.
9. Integrate operational and supply chain management processes in the context of major organizational functions.
10. Demonstrate knowledge of strategic management concepts and methods that include analysis, formulation, and implementation to achieve competitive advantage.
11. Demonstrate knowledge and skills related to the concentrations available under this degree by completing a Capstone Project, Internship or Practicum and obtaining available certifications.

Program Learning Outcomes

- Evaluate the functions and applications of various management processes in the areas of planning, organizing, staffing, directing, leading, and controlling.
- Analyze and interpret quantitative data and apply results to improve business management strategy, tactics, and practice
- Analyze the impact of international, legal, social, political, economic, technological, and environmental issues as they relate to supervisory and management behavior in terms of the individual, group/team, and overall organizational performance.
- Demonstrate skills in critical thinking, data interpretation, and decision making necessary for developing systematic processes and approaches in the management of human capital and achievement of organizational effectiveness.
- Demonstrate interpersonal and written communication skills in collaborative projects, and in providing clear directions, instructions, and guidelines within a business setting
- Demonstrate ethical decision-making in business and develop strategies, practices, and policies that advance ethical management practices and corporate social responsibility in a global environment.

Admissions Requirements

• An Associate in Science degree or
• An Associate in Arts degree or
• 60 college credits
• 2.0 GPA on a scale of 4.0

Prerequisites

*Students without these courses will be required to complete this requirement as part of the BAS Curriculum.

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- STA 2023 - Elementary Statistics **(3 Credit Hours)**
- Mathematics Choose from Area II (A.A.), **(3 Credit Hours)**

Total Credit Hours: 21

Program Core Requirements

- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 3504 - Operations Management **(3 Credit Hours)**
- MAN 4102 - Applied Management Concepts **(3 Credit Hours)**

- MNA 4404 - Human Resources: Employee Relations & Employment Regulations **(3 Credit Hours)**
  Or
- MNA 4304 - Resource Management for Government **(3 Credit Hours)**

- MAN 4720 - Strategic Management **(3 Credit Hours)**
- MAN 4915 - Senior Capstone Project or Internship **(3 Credit Hours)**

Total Core Credit Hours: 24

Management and Leadership Specialization

- ISM 3541 - Data Analytics **(3 Credit Hours)**
- GEB 3213 - Business Writing and Communications **(3 Credit Hours)**
- MAN 3593 - Logistics and Supply Chain Management **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- ECP 3009 - Economic Problems and Policy **(3 Credit Hours)**
- MAR 4354 - Marketing and Today's Job Market **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- GEB 3356 - Foundations of International Business **(3 Credit Hours)**

Total Credit Hours: 27

Management and Leadership Electives

Select three courses (9 credit hours)

- BUL 3322 - Legal Issues in International Business **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- ETP 3320 - Intro to Energy Technology **(3 Credit Hours)**
- ETS 4515 - Building Automation Systems **(3 Credit Hours)**
- ETS 4536 - Control Systems and Networking **(3 Credit Hours)**
- ISM 3324 - Applications in Information Security **(3 Credit Hours)**
- ISM 4212 - Database Design and Administration **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(3 Credit Hours)**
- MAN 3910 - Directed Research Principles and Applications **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- MAN 4442 - International Business Negotiations **(3 Credit Hours)**

Total Credit Hours: 9

Technology Management Specialization

- ISM 3541 - Data Analytics **(3 Credit Hours)**
- ETS 4515 - Building Automation Systems **(3 Credit Hours)**
- ETS 4536 - Control Systems and Networking **(3 Credit Hours)**
- ISM 3324 - Applications in Information Security **(3 Credit Hours)**
- ISM 4212 - Database Design and Administration **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(3 Credit Hours)**

Total Credit Hours: 21

Technology Management Electives

Select five courses (15 credit hours)

- BUL 3322 - Legal Issues in International Business **(3 Credit Hours)**
- CJE 4668 - Computer Crime **(3 Credit Hours)**
- ECP 3009 - Economic Problems and Policy **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- ETP 3320 - Intro to Energy Technology **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**

- GEB 3213 - Business Writing and Communications **(3 Credit Hours)**
- GEB 3356 - Foundations of International Business **(3 Credit Hours)**
- MAN 3593 - Logistics and Supply Chain Management **(3 Credit Hours)**
- MAN 3910 - Directed Research Principles and Applications **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- MAR 4354 - Marketing and Today's Job Market **(3 Credit Hours)**

Subtotal Credit Hours: 15

International Business and Trade Specialization

- GEB 3213 - Business Writing and Communications **(3 Credit Hours)**
- GEB 3356 - Foundations of International Business **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- MAN 3593 - Logistics and Supply Chain Management **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- BUL 3322 - Legal Issues in International Business **(3 Credit Hours)**
- MAN 4442 - International Business Negotiations **(3 Credit Hours)**

Total Credit Hours: 27

International Business and Trade Electives

Select three courses (9 credit hours)

- ECP 3009 - Economic Problems and Policy **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- ETP 3320 - Intro to Energy Technology **(3 Credit Hours)**
- ETS 4515 - Building Automation Systems **(3 Credit Hours)**
- ETS 4536 - Control Systems and Networking **(3 Credit Hours)**
- ISM 3324 - Applications in Information Security **(3 Credit Hours)**
- ISM 3541 - Data Analytics **(3 Credit Hours)**
- ISM 4212 - Database Design and Administration **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(3 Credit Hours)**
- MAN 3910 - Directed Research Principles and Applications **(3 Credit Hours)**
- MAR 4354 - Marketing and Today's Job Market **(3 Credit Hours)**
- PLA 3843 - Immigration Law and Procedures **(3 Credit Hours)**

Total Credit Hours: 9

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.
6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program.

SCF reserves the right to make changes in the regulations, offerings, requirements, and any provisions announced in this Catalog at any time as circumstances require.

Public Safety and Emergency Management [8008]

Bachelor of Applied Science
(120 Credit Hours)

Program Manager

Dr. Michael Ryan
941-752-5495
RyanM@SCF.edu

Program Description and Goal

The Bachelor of Applied Science in Public Safety and Emergency Management provides third year college students and associate degree graduates in areas such as law enforcement, paralegal, fire science, emergency medical services, emergency management, or an Associate in Arts with an educational pathway that leads to a bachelor's degree with workforce skills based on the Public Administration and Security Personnel needs of government and of private companies. Coursework includes the areas of general security, crisis and disaster issues, public safety, homeland security, management, administration, and terrorism prevention (including cybersecurity). Graduates of this program will find employment opportunities in local, state, and federal governments, colleges and universities and in private companies. In addition, the program is ideal preparation for further study in graduate school for programs in law, public administration, emergency management or public policy.

Program Learning Outcomes

- Apply the knowledge, skills, attitudes, values, and ethics necessary for success as a professional public employee in the management of a variety of governmental and nongovernmental settings.
- Demonstrate the ability to effectively lead and supervise a group of managers and/or employees in both governmental and nongovernmental settings.
- Demonstrate the knowledge necessary to critically evaluate and manage the day-to-day safety operations of an agency or company.
- Discuss the needs in a community for coordinated safety action plans and know how to create and manage such plans.
- Demonstrate the ability to coordinate and manage different types of budgets in the governmental and non-governmental setting.

- Exhibit knowledge through the ability to apply the National Incident Management System (NIMS) to specific situations.
- Demonstrate the knowledge to properly integrate appropriate technology into the leadership and management of governmental and nongovernmental work settings.
- Understand the many forms of terrorism and analyze how to protect an agency or company from external threats.
- Apply the knowledge, skills, attitudes, values, and ethics necessary for success as a professional public employee in the management of a variety of governmental and nongovernmental settings.
- Demonstrate the ability to effectively lead and supervise a group of managers and/or employees in both governmental and nongovernmental settings.
- Demonstrate the knowledge necessary to critically evaluate and manage the day-to-day safety operations of an agency or company.
- Understand the many forms of terrorism and analyze how to protect an agency or company from external threats.

This bachelor's degree has two tracks:

- The Public Safety Administration Track provides students in areas such as law enforcement, paralegal, fire science, emergency medical services, emergency management, or an Associate in Arts with an educational pathway that leads to a bachelor's degree with workforce skills desired in public administrative positions for first responders, in government, and some highly regulated private sectors. Coursework includes the areas of public safety, homeland security, public finance, public management, administrative law, crisis and disaster issues, and terrorism prevention. Employment options include positions such as fire chief, deputy chief, battalion chief, fire inspector, fire marshal, emergency management coordinator, training officer, captain and lieutenant (fire and law enforcement), emergency management officer, state trooper, emergency management communications center chief and mitigation coordinator. Work settings include fire and rescue departments, law enforcement agencies, emergency management operations and facilities, planning and utilities departments, and private companies as security officers or emergency coordinators. In addition, the Public Safety Administration Program is ideal preparation for further study in graduate school for programs in law, emergency management or public policy.
- The Homeland Security Track provides students in areas such as law enforcement, paralegal, fire science, emergency medical services, emergency management, or with an Associate in Arts with an educational pathway that leads to a bachelor's degree with workforce skills based on the Security Personnel needs of local, state and Federal governments and private companies. Coursework includes the areas of crisis and disaster issues, public safety, homeland security, management and terrorism prevention. Graduates of this program will find employment opportunities in local, state, or Federal government, colleges and universities, and corporate security offices. In addition, the

Homeland Security Program is ideal preparation for further study in graduate school for programs in law, investigations, Homeland Security, emergency management or public policy.

Admission Requirements

Admission requirements include:

1. A 2.0 GPA on a scale of 4.0
2. An A.S. or A.A. degree from a regionally accredited college or university

Public Safety and Emergency Management Program Requirements

Upper-Level Core Program Courses: 27 Credit Hours

- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3554 - Critical Infrastructure and Risk Analysis **(3 Credit Hours)**
- FES 3833 - Emerging Issues in Environmental Disaster Management **(3 Credit Hours)**
- FES 4014 - Evolution of Emergency Management **(3 Credit Hours)**
- PAD 3820 - Foundations of Public Safety Administration **(3 Credit Hours)**
- PAD 3821 - Contemporary Issues in Public Safety/Homeland Security **(3 Credit Hours)**
- PAD 4603 - Administrative Law **(3 Credit Hours)**
- PAD 4046 - Values, Ethics and Conflict Resolution **(3 Credit Hours)**
- PAD 4878 - Public Safety Administration/Homeland Security Capstone **(3 Credit Hours)**

Subtotal Credit Hours: 27

Homeland Security Track

Core courses (15 Credit Hours)

- DSC 3243 - Industrial Security **(3 Credit Hours)**
- CJE 3361 - Management of Specialized Law Enforcement Units **(3 Credit Hours)**
- DSC 4038 - Terrorism and Emergency Management **(3 Credit Hours)**
- DSC 4594 - Intelligence Analysis **(3 Credit Hours)**
- CJE 4668 - Computer Crime **(3 Credit Hours)**

Subtotal Credit Hours: 15

Public Safety Track

Core courses (15 Credit Hours)

- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Subtotal Credit Hours: 15

Electives: 18 Credit Hours

Choose six upper-level courses from the following list:

- BUL 4333 - Contract Negotiation and Administration **(3 Credit Hours)**
- CJE 3361 - Management of Specialized Law Enforcement Units **(3 Credit Hours)**
- CJE 4668 - Computer Crime **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- DSC 3243 - Industrial Security **(3 Credit Hours)**
- DSC 4038 - Terrorism and Emergency Management **(3 Credit Hours)**
- DSC 4594 - Intelligence Analysis **(3 Credit Hours)**
- ETI 3647 - Supply Chain Management **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- GEY 3001 - Aging and Special Populations **(3 Credit Hours)**
- GEY 3302 - Communicating with Older Adults **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(3 Credit Hours)**
- ISS 3300 - Introduction to Evidence Based Research Methods **(3 Credit Hours)**
- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 3504 - Operations Management **(3 Credit Hours)**
- MAN 4102 - Applied Management Concepts **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 3332 - Strategic Planning **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**
- PAD 4949 - Special Topics: Practicum in Public Safety or Homeland Security **(3 Credit Hours)**

- PLA 3843 - Immigration Law and Procedures **(3 Credit Hours)**

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.
6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any

other degree requirements and graduation requirements listed above for the second program.

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Note(s)

(Note the Gordon Rule and intercultural course requirements do not have to be met for a bachelor's
degree program).

Bachelor of Science

Early Childhood Education [8005] ‡

Bachelor of Science
(120 Credit Hours)

Program Manager

Dr. Nicole Kammer
941-752-5454
Education@SCF.edu

Program Description and Goal

The Bachelor of Science Degree in Early Childhood Education (ECE) program is designed to prepare graduates to work in early learning programs serving young children birth through age four. The B.S. in ECE program is for students with a conferred Associate in Science or an Associate in Arts degree and are interested in pursuing additional education. While the B.S. in ECE does not lead to Florida teacher certification, it does meet requirements identified to become either Head Start or Voluntary Pre-Kindergarten (VPK) lead teachers. Students will graduate with a knowledge base in the variety of careers and professions related to working with young children, their families, and communities. The B.S. in ECE program does not lead directly to Florida teaching certification, it does prepare graduates for the Preschool Education (birth through age 4) subject area test.

Program Learning Outcomes

- Understand child development and learning related to supporting children's early development and growth.

- Develop ability to create positive family-teacher partnerships.
- Observe, document, and assess young children to make informed decisions.
- Demonstrate understanding of developmentally, culturally, and linguistically appropriate teaching practices.
- Demonstrate knowledge, application, and integration of content in the early childhood curriculum.
- Demonstrate professionalism as an early childhood educator.

Separate Application

‡ Degrees/programs will require a separate application and acceptance notification from the specific department before enrollment in the desired program.

Admission Requirements

The admission requirements for entering the B.S. in Early Childhood Education:

- Completed A.S. in Early Childhood or A.A. degree (with 2.0 GPA on a scale of 4.0), which must include EEC 1000, EEC 1001, EEC 1319, EEC 1601
- Successful completion (grade C or higher) in all required lower-level courses

Early Childhood Education Program Requirements

Lower-Level Courses: 15 Credit Hours

- EEC 1000 - Introduction to Early Childhood Education **(3 Credit Hours)**
- EEC 1001 - Early Childhood Growth and Development **(3 Credit Hours)**
- EEC 1319 - Portfolio Development and Performance Observation **(3 Credit Hours)**
- EEC 1601 - Observation and Assessment in Early Childhood **(3 Credit Hours)**
- EEC 2949 - Final Internship in Education: Early Childhood **(3 Credit Hours)**

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

Lower/Upper-Level Electives: 15 Credit Hours

- EDF 1005 - Introduction to the Teaching Profession **(3 Credit Hours)**
- EME 2040 - Introduction to Technology for Educators **(3 Credit Hours)**
- EEX 2010 - Introduction to Exceptional Learners **(3 Credit Hours)**

Choose two A.A. elective over and above A.A. general education requirements. To meet the requirement of A.A. elective, any course that has (A.A.) after the course title in the catalog description.

Upper-Level Core Courses: 54 Credit Hours

- EEC 3214 - Early Childhood Education Learning Environment **(3 Credit Hours)**
- EEC 3731 - Health, Nutrition and Safety of Young Children **(3 Credit Hours)**
- EEC 4204 - Infant/Toddler Curriculum **(3 Credit Hours)**
- EEC 4267 - Curriculum Programs - Preschool **(3 Credit Hours)**
- EEC 4268 - Curriculum Activities in Early Childhood (Child Dev.) **(3 Credit Hours)**
- EEC 4400 - Parents as Teachers and Field Experiences **(3 Credit Hours)**
- EEC 4402 - Family Systems **(3 Credit Hours)**
- EEC 4661 - Theory and Practice in Early Childhood Education **(3 Credit Hours)**
- EEC 4706 - Language and Emerging Literacy **(3 Credit Hours)**
- EEC 4940 - Internship: Early Childhood Education **(9 Credit Hours)**
- EEX 3226 - Assessment of All Young Children **(3 Credit Hours)**
- EEX 3401 - Special Needs of Children and their Families **(3 Credit Hours)**
- EEC 4211 - Integrated Math and Science in Early Childhood **(3 Credit Hours)**
- EEC 4241 - Integrated Art, Music and Movement **(3 Credit Hours)**
- EEX 4603 - Behavior Management in the Preschool **(3 Credit Hours)**
- LAE 3414 - Children's Literature **(3 Credit Hours)**

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.

5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.
6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program.

SCF reserves the right to make changes in the regulations, offerings, requirements and any provisions announced in this Catalog at any time as circumstances require.

Elementary Education (K-6) [8024]

Bachelor of Science
(120 Credit Hours)

Program Manager

Dr. Nicholas Catania
941-363-7215
CataniN@SCF.edu

Program Goal

The Bachelor of Science Elementary Education Program is a state-approved educator preparation program that prepares candidates to teach children in kindergarten through sixth grade. The program includes endorsements for Reading and ESOL. Students will be placed in elementary school settings each semester of the program. The program ends in a semester long, 15-week student teaching internship. The SCF Bachelor of Science Elementary Education graduate is eligible for Florida Elementary Teacher Certification (K-Grade 6), and endorsements in Reading (K-12) and English for Speakers of Other Languages (ESOL, K-12).

Program Learning Outcomes

- Demonstrate the ability to develop, plan and implement lessons and units of study that are engaging, meaningful, and standards-based.
- Demonstrate the ability to make instructional decisions, plan and create effective summative and formative assessment, and generate higher order thinking questions.
- Demonstrate mastery of the Florida Educator Accomplished Practices (FEAP) and Professional Education Competencies (PEC).
- Demonstrate mastery of the English for Speakers of Other Languages (ESOL) Performance Standards and Subject Area Competencies and skills for ESOL.
- Demonstrate mastery of Reading Competencies 1-5.
- Demonstrate mastery of the Subject Area Competencies (SAC) and skills for teacher certification in Elementary Education K-6.
- Align additional Uniform Core Curriculum content.

Separate Application

New students are welcome to apply online for bachelor's degree program admission.

Current SCF Students

1. Log into MySCF
2. Under YOUR MYSCF HUB tab choose "Quick Links"
3. Click on, "Apply for Admission to Baccalaureate Programs"
4. Applicant Type - select BS Elementary Education application and complete the online form.

Once you have submitted the online application you will receive an email confirming receipt through your SCF Student email. Be sure to check your SCF Student email account throughout the application process.

Admission Requirements

The admission requirements for entering the B.S. Elementary Education:

1. Acceptance to State College of Florida as a degree-seeking student with all required admissions documents received by Enrollment Services.
2. Completion of an Associate in Arts (A.A.) degree from a regionally accredited college or university.
3. A program grade point average of at least 2.5 on a 4.0 scale for post-secondary work.
4. Students must complete the State mandated 36 hours of general education core prior to applying:
    - Communications - 9 hours
    - Mathematics - 6-9 hours
    - Social Sciences - 6-9 hours
    - Humanities - 6-9 hours
    - Natural Sciences - 6-9 hours
    - All applicable Gordon Rule course requirements: Please see the SCF Catalog for General Education requirements for Associate in Arts degree.
5. Completion of all lower-division state mandated common prerequisites including education prerequisite EDF 1005 -Introduction to the Teaching Profession with a grade of C or better

Elementary Education Program Requirements

Prerequisite Courses: 3 credit hours

- Required: EDF 1005 - Introduction to the Teaching Profession (3 credits)

General Education Courses: 36 Credit Hours

General education courses from Area I-V.

Electives from A.A. Degree: 24 Credit Hours

- Recommended: EME 2040 - Introduction to Technology for Educators **(3 Credit Hours)**
- Recommended: EEX 2010 - Introduction to Exceptional Learners **(3 Credit Hours)**
  Please Note: Foreign language and civic literacy requirements must be satisfied.

Upper-Level Core Courses: 60 Credit Hours

- EDE 3223 - Integrating Art, Music and Physical Education **(3 Credit Hours)**
- EDF 3214 - Child/Adolescent Development & Learning **(3 Credit Hours)**
- MAE 3310 - Teaching Mathematics in Elementary School **(3 Credit Hours)**
- RED 3309 - Teaching Early and Emergent Literacy **(3 Credit Hours)**
- TSL 3080 - ESOL Principles and Practices **(3 Credit Hours)**
- EDE 4942 - Integrated Practicum: Elementary Education **(3 Credit Hour) ****

- SCE 3310 - Teaching Science in Elementary School **(3 Credit Hours)**
- SSE 3312 - Teaching Social Science in Elementary School **(3 Credit Hours)**
- TSL 4081 - TESOL Issues and Practices: Responsive Teaching for Linguistic Learners **(3 Credit Hours) ****
- LAE 3414 - Children's Literature **(3 Credit Hours)**
- MAE 3312 - How Children Learn Math **(3 Credit Hours) ****
- EDF 3430 - Measurement, Evaluations, and Assessment in Education **(3 Credit Hours) ***
- RED 4318 - Teaching Reading in Intermediate Grades **(3 Credit Hours)**
- EDG 4410 - Classroom Management and Communication **(3 Credit Hours)** **
- EEX 3012 - Educational Needs of Students with Exceptionalities **(3 Credit Hours)**
- RED 4519 - Diagnostic and Intervention in Reading **(3 Credit Hours) **+**
- RED 4940 - Reading Internship **(3 Credit Hours) **+**
- EDE 4945 - Final Internship: Elementary Education **(9 Credit Hours)**

  \+ Corequisite course

  **School-based hours in major total 160 clinical clock hours plus a 15-week (min. 35 hrs. per week) internship in Elementary Education and Reading.

Note(s)

1. Fingerprinting and a Level-2 criminal background check are required before a student may enroll in Internship courses.
2. General Knowledge Test: The GKT of the Florida Teacher Certification Exam is an exit requirement. The GKT examination for those students with a master's degree or higher would be deemed as passed and having met the GKT requirement. However, students without an advanced degree are required to pass the GKT prior to exiting the program.
3. Completion of all courses above with a minimum grade of "C" and verification of a passing score on GKT, SAE-Elem K-6 and Professional Educator Exams are required prior to EDE 4945- Final Internship: Elementary Education.
4. Final Internship is not offered in summer term.
5. This degree requires student teaching internship experiences in the State of Florida. Certifications and licensure of graduates would apply only to the requirements of the State of Florida. Any institution approved to participate in SARA that offers courses or programs designated to lead to professional licensure or certification or advertised as leading to licensure must satisfy all federal requirements for disclosure regarding such licensure program (34 § C.F.R. 668.43).
6. Addendum: State-approved changes to this program took effect in September 2026. See the addendum at the end of the catalog for details or contact your College and Career Success Coach.

Exceptional Student Education (ESE) [8025]

Bachelor of Science
(120 Credit Hours)

Program Manager

Dr. Anne Ristow
941-363-7281
Education@SCF.edu

Program Goals

This state-approved Bachelor of Science (B.S.) program qualifies students for dual Florida certification in ESE (K-12) plus an additional subject area. Coursework combines evidence-based instruction, specialization pathways and hands-on field experience, culminating in a 15-week internship. Graduates also earn Reading and ESOL endorsements.

Program Learning Outcomes

- Demonstrate the ability to develop, plan and implement lessons and units of study that are engaging, meaningful, and standards-based.
- Demonstrate the ability to make instructional decisions, plan and create effective summative and formative assessment, and generate higher order thinking questions.
- Demonstrate mastery of the Florida Educator Accomplished Practices (FEAP) and Professional Education Competencies (PEC).
- Demonstrate initial preparation standards from Council for Exceptional Children (CEC).
- Demonstrate mastery of the English for Speakers of Other Languages (ESOL) Performance Standards and Subject Area Competencies and skills for ESOL.
- Demonstrate mastery of Reading Competencies 1-5.
- Demonstrate mastery of the Subject Area Competencies (SAC) and skills for teacher certification in Exceptional Student Education.
- Align additional Uniform Core Curriculum content.

Separate Application

New students are welcome to Apply online for Bachelor's Degree Program Admission.

Current SCF Students

1. Log into MySCF
2. Under YOUR MYSCF HUB tab choose "Quick Links"
3. Click on, "Apply for Admission to Baccalaureate Programs"

4. Applicant Type - select BS Exceptional Student Education application and complete the online form.

Once you have submitted the online application you will receive an email confirming receipt through your SCF Student email. Be sure to check your SCF Student email account throughout the application process.

Admission Requirements

The admission requirements for entering the B.S. Exceptional Student Education:

1. Acceptance to State College of Florida as a degree-seeking student with all required admissions documents received by Enrollment Services.
2. Conferred Associate in Arts (A.A.) degree from a regionally accredited institution.
3. A cumulative grade point average of 2.5 on a 4.0 scale for post-secondary work.
4. Students must complete the State mandated 36 hours of general education core prior to applying.
    - Communications - 9 hours
    - Mathematics - 6-9 hours
    - Social Sciences - 6-9 hours
    - Humanities - 6-9 hours
    - Natural Sciences - 6-9 hours
    - Gordon Rule courses - *Please see the SCF Catalog for General Education requirements for Associate in Arts degrees*.
5. GKT must be attempted to enter the program.

Exceptional Student Education Program Requirements

Corequisite Courses: 3 credit hours

- Required: EDF 1005 - Introduction to the Teaching Profession (3 credits)

General Education Courses: 36 Credit Hours

General education courses from Area I-V.

Electives from A.A. Degree: 24 credit hours

- Recommended: EME 2040 - Introduction to Technology for Educators **(3 Credit Hours)**
  Please Note: Foreign language and civic literacy requirements must be satisfied.

Upper-Level Core Courses: 60 credit hours

- EEX 3012 - Educational Needs of Students with Exceptionalities **(3 Credit Hours)**
- EDF 3214 - Child/Adolescent Development & Learning **(3 Credit Hours)**
- EEX 4221 - Introduction to Assessment & MTSS **(3 Credit Hours) ****
- RED 3041 - Foundations of Research Based Reading Based Practices in Education and Application **(3 Credit Hours)**
- EDG 3412 - Behavior Supports & Learning in the Classroom **(3 Credit Hours)**
- EEX 3811 - Seminar in Exceptional Student Education: An Introduction to High Leverage Practices **(1 Credit Hour)**
- EEX 3241 - Curriculum and Instruction for Exceptional Students **(3 Credit Hours)**
- EEX 4604 - Effective Classroom Management and Communication for Students in General and Exceptional Education **(3 Credit Hours)**
- RED 3450 - Progressive Differentiated Literacy Instruction **(3 Credit Hours)**
- EEX 3472 - Instructional Practices for Students with Moderate/Severe Disabilities **(3 Credit Hours)**
- TSL 3080 - ESOL Principles and Practices **(3 Credit Hours)**
- MAE 4314 - Mathematics for All Students **(3 Credit Hours)**
- EEX 4271 - High Leverage Practices for Exceptional Learners 2 **(1 Credit Hour)**
- RED 4352 - Reading Assessment & Instruction for a Variety of Learners **(3 Credit Hours)**
- RED 4335 - Teaching Reading in the Content Areas (Math, Science, Social Studies) **(3 Credit Hours)**
- TSL 4081 - TESOL Issues and Practices: Responsive Teaching for Linguistic Learners **(3 Credit Hours) ****
- EEX 4330 - Data-Driven Decision Making **(3 Credit Hours)**
- EEX 3764 - Instructional and Assistive Technology in Education **(3 Credit Hours)**
- EEX 4272 - High Leverage Practices for Exceptional Learners 3: Lab/Studio/Field **(1 Credit Hour)**
- TSL 4939 - ESOL Capstone **(3 Credit Hours)**
- RED 4844 - Reading Practicum **(3 Credit Hours)**
- EEX 4995 - Final Internship: Exceptional Student Education **(3-6 Credit Hours) ****

  \+ Corequisite course

  ** School-based hours in major total 160 clinical hours plus a 15-week (min 35 hours per week) internship in a K-12 ESE Education setting.

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly

college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.
6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program. SCF reserves the right to make changes in the regulations, offerings, requirements and any provisions announced in this Catalog at any time as circumstances require.

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Note(s)

1. Fingerprinting and a Level-2 criminal background check are required before a student may enroll in Internship courses.

2. General Knowledge Test: The GKT of the Florida Teacher Certification Exam is an exit requirement. The GKT examination for those students with a master's degree or higher would be deemed as passed and having met the GKT requirement. However, students without an advanced degree are required to pass the GKT prior to exiting the program.
3. Completion of all courses above with a minimum grade of "C" and verification of a passing score on GKT, SAE - ESE and Professional Educator Exams are required prior to EEX 4945- Final Internship: Exceptional Student Education.
4. Final Internship is not offered in summer term.
5. This degree requires student teaching internship experiences in the State of Florida. Certifications and licensure of graduates would apply only to the requirements of the State of Florida. Any institution approved to participate in SARA that offers courses or programs designated to lead to professional licensure or certification or advertised as leading to licensure must satisfy all federal requirements for disclosure regarding such licensure program (34 § C.F.R. 668.43).
6. Addendum: State-approved changes to this program took effect in September 2026. See the addendum at the end of the catalog for details or contact your College and Career Success Coach.

(Note the Gordon Rule and Intercultural course requirements do not have to be met for a bachelor's degree program).

RN - BSN, Nursing [8019] ‡

Bachelor of Science
(120 Credit Hours)

Dean of Nursing

Dr. Tammy Sawmelle, Ph.D., MSN, RN

BSN Program Manager

Dr. Katie Tinley
TinleyK@SCF.edu
SCFNursing@SCF.edu

Program Description and Goal

The Registered Nurse to Bachelor of Science in Nursing (RN to BSN) Program is designed primarily as a 2+2 program for current Florida registered nurses (RN) who would like to obtain a Bachelor of Science in Nursing (BSN). This program incorporates prior nursing education and experience in

nursing practice, theory and concepts. BSN coursework addresses topics related to leadership and management, informatics, community and public health, nursing theory and research. This program is approved by the Florida State Department of Education.

This program is approved by the Florida State Department of Education. The Baccalaureate nursing program at State College of Florida is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Baccalaureate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at ACENursing.org/Search-Programs.

The goal of the RN to BSN Nursing Program is to develop nursing professionals who excel in leadership and effective communication, as well as critical thinking and evidence-based practice. The program aims to enhance understanding of healthcare policy, finance, and ethics, while integrating advanced technology. Additionally, it fosters resilience and innovative qualities, preparing graduates to navigate and lead in the dynamic healthcare environment, and opening numerous career advancement opportunities.

Program Learning Outcomes

- Apply critical thinking to provide holistic nursing care for people and communities of all ages and backgrounds.
- Synthesize nursing theory, research, and best practices to improve patient safety and outcomes.
- Analyze healthcare policy, finance, ethics, and global issues to ensure fair and high-quality care.
- Evaluate the impact of technology to improve patient safety and outcomes.
- Demonstrate effective communication, leadership, and resilience supporting the role of nurse leader.

Separate Application

‡ Degrees/programs will require a separate application and acceptance notification from the specific department before enrollment in the desired program.

Admission Requirements

1. A 2.0 GPA on a scale of 4.0;

2. A current, unencumbered, unrestricted Florida RN license or eligible for Florida RN licensure.
3. Associated degree and completion of all prerequisite courses listed below. Courses transferred with fewer credits than listed will be evaluated on a case by case-by-case basis.

RN-BSN Program Requirements

Prerequisite Courses: 36 Credit Hours

Completion of all or part of the academic courses required does not guarantee acceptance into the RN to BSN Program.

- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)** (+)
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)** (+)
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- DEP 2004 - Human Development: Life Span **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)** (+)
- ENC 1102 - Written Communication II **(3 Credit Hours)** (+)
- Humanities - Any Area IV (A.A.) **(3 credit hours)** (+)
- HUN 2201 - Fundamentals of Human Nutrition **(3 Credit Hours)**
- Mathematics - Any Area II (A.A.), **(3 Credit Hours)** (+)
- MCB 2010 - Microbiology **(3 Credit Hours)** (+)
- MCB 2010L - Microbiology Laboratory **(1 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)** (+)
- STA 2023 - Elementary Statistics **(3 Credit Hours)** (+)

Additional Academic Requirements: 12 Credit Hours

Courses from the prerequisites (+) count toward the 36 credit hours needed in general education requirements, Areas I - V.

To complete this requirement, students will need to complete the following courses:

- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**
- Social Sciences Choose from **Area III, A.A. (3 credit hours)**
- Humanities Choose from Area IV-A, A.A. **(3 Credit Hours)**
- Chemistry (Choose any CHM course) **(3 Credit Hours)**

Postsecondary Civics Literacy and Foreign Language

Must meet State of Florida requirements for civic literacy and foreign language. Details are outlined in the general education requirements, Associate in Arts Degree section of the catalog.

Upper-Level Core Courses: 33 Credit Hours

- NUR 3066C - Health Assessment and Physical Appraisal **(4 Credit Hours)**
- NUR 3125 - Pathophysiology **(3 Credit Hours)**
- NUR 3145 - Pharmacology **(3 Credit Hours)**
- NUR 3805 - Dimensions of Professional Nursing Practice **(3 Credit Hours)**
- NUR 3826 - Ethics and Legal Issues in Healthcare **(3 Credit Hours)**
- NUR 3870 - Informatics in Healthcare **(3 Credit Hours)**
- NUR 4169 - Evidence Based Practice: Nursing Research **(3 Credit Hours)**
- NUR 4636 - Community/Public Health: Population Based **(3 Credit Hours)**
- NUR 4636L - Community/Public Health: Practicum **(3 Credit Hours)**
- NUR 4827 - Leadership and Management in Professional Nursing **(3 Credit Hours)**
- NUR 4925 - Capstone **(2 Credit Hour)**

BSN Electives: 6 Credit Hours

Minimum of two courses from this list:

- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- GEY 3001 - Aging and Special Populations **(3 Credit Hours)**
- GEY 3045 - Nutrition and Gerontology **(3 Credit Hours)**
- GEY 3302 - Communicating with Older Adults **(3 Credit Hours)**
- GEY 4601 - Biology of Aging **(3 Credit Hours)**
- HSA 3111 - Health Care Delivery in The United States **(3 Credit Hours)**
- HSA 3113 - Contemporary Issues in Health Care **(3 Credit Hours)**
- HSA 3170 - Health Care Finance **(3 Credit Hours)**
- HSA 3383 - Quality Management in Health Care **(3 Credit Hours)**
- HSA 3430 - Health Care Economics **(3 Credit Hours)**
- HSA 3502 - Health Care Risk Management **(3 Credit Hours)**
- HSA 4180 - Health Care Management **(3 Credit Hours)**
- HUN 3126 - Food and Culture **(3 Credit Hours)**
- HUN 3205 - Dietary Influences on Disease **(3 Credit Hours)**
- HUN 3272 - Sports Nutrition **(3 Credit Hours)**
- HUN 3403 - Lifecycle Nutrition **(3 Credit Hours)**
- HUN 3601 - Nutrition Education **(3 Credit Hours)**
- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**

- MAN 4102 - Applied Management Concepts **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- NUR 3076 - Communication in Health Care **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- NUR 4837 - Healthcare Policy **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 3332 - Strategic Planning **(3 Credit Hours)**
- PAD 3821 - Contemporary Issues in Public Safety/Homeland Security **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Lower/Upper-Level Electives: 3 Credit Hours to meet 120 Credit Hours graduation requirement

- Any A.A. elective course

- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- GEY 3001 - Aging and Special Populations **(3 Credit Hours)**
- GEY 3045 - Nutrition and Gerontology **(3 Credit Hours)**
- GEY 3302 - Communicating with Older Adults **(3 Credit Hours)**
- GEY 4601 - Biology of Aging **(3 Credit Hours)**
- HSA 3111 - Health Care Delivery in The United States **(3 Credit Hours)**
- HSA 3113 - Contemporary Issues in Health Care **(3 Credit Hours)**
- HSA 3170 - Health Care Finance **(3 Credit Hours)**
- HSA 3383 - Quality Management in Health Care **(3 Credit Hours)**
- HSA 3430 - Health Care Economics **(3 Credit Hours)**
- HSA 3502 - Health Care Risk Management **(3 Credit Hours)**
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- HUN 3601 - Nutrition Education **(3 Credit Hours)**
- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 4102 - Applied Management Concepts **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- NUR 3076 - Communication in Health Care **(3 Credit Hours)** Not available online
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**

- NUR 4837 - Healthcare Policy **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 3821 - Contemporary Issues in Public Safety/Homeland Security **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Validated Nursing Credits

Upon validation of an unrestricted, unencumbered Florida RN license up to 30 credit hours will be awarded at the completion of the upper division nursing core courses and application for BSN graduation.

Licensure Requirement

Students must submit a current, unencumbered, unrestricted Florida RN license by 2/28 for students admitted for Spring, 6/30 for students admitted for Summer, and 9/30 for students admitted for Fall, and maintain their license throughout their study in the RN to BSN Program.

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.

6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program.

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Florida's 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 non-public 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 on the SCNS website at FLSCNS.FLDOE.org.

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 *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course,

having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers 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 sub-category 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, 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 statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possesses credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses

that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (FLSCNS.FLDOE.org) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Office of the Registrar 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.

Key to Course Descriptions

(3) =	Number of credit hours. Number of hours per week in a 16-week term.
(A.A.) =	May be used to meet the credit requirements of the Associate in Arts (A.A.) degree, and may also be credited to an Associate in Science (A.S.) degree, or a Certificate.
(A.S.) =	Only creditable to an Associate in Science (A.S.) degree or a Certificate. Will not be counted for the Associate in Arts (A.A.) degree and will not, as an individual course, transfer to a university.
(B.A.S.) =	Only creditable to a Bachelor of Applied Science (B.A.S.) degree.
(B.S.) =	Only creditable to a Bachelor of Science (B.S.) degree.
(D) =	Carries developmental credit only. No credit toward any degree or certificate. Used for developmental (formerly referred to as college preparatory) courses. Counts in a student's time status (e.g., part-time) and financial aid except the Bright Futures scholarships.

(I.C.) =	Institutional credit. These courses cannot be used to meet degree requirements and do not count toward the GPA.
prerequisite =	A course that must be completed with a grade of "C" or higher before registering for the next sequential course.
corequisite =	A course that must be taken at the same time as another course and they are linked together for proper enrollment.
concurrent =	A course that must be taken during the same semester as another course.

Unless otherwise indicated, a grade of "C" or better shall be considered successful completion of prerequisite courses. Courses generally are offered in Fall, Spring and Summer terms unless indicated otherwise.

See current online Class Schedule for prefix guide. SCF.edu/ClassSchedules

Course Descriptions

Course Type	Accounting: General
Course Prefix/Code	ACG 2021
Course Name	Principles of Financial Accounting
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture per week.
Description	This course provides a corporate view of accounting principles from a user and preparers perspective. It is designed to introduce students to the major concepts in financial accounting, namely how business transactions/decisions impact the accounting equation and financial statements. Additionally, students will use ratio analysis and data analytics to identify potential problems and communicate ethical, workable solutions to their supervisors.

Course Type	Accounting: General
Course Prefix/Code	ACG 2071
Course Name	Principles of Managerial Accounting
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ACG 2021
Description	Emphasis is on managerial accounting concepts and systems, planning and control, decentralized operations, analysis for decision-making, financial analysis for management and modern uses of managerial accounting in nonprofit organizations.

Course Type	Accounting: General
Course Prefix/Code	ACG 2100
Course Name	Intermediate Accounting I
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	ACG 2071
Description	This course reviews the accounting model, statement preparation, concepts, standards, and principles underlying the measurement and reporting of financial position. Further topics include accounting income, cash, receivables, inventories, plant and equipment, and intangible assets.

Course Type	Accounting: General
Course Prefix/Code	ACG 2110
Course Name	Intermediate Accounting II
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.S.)
Prerequisites	ACG 2100
Description	This course is a continuation of Intermediate Accounting I and includes a detailed study of current and long-term liabilities, investments, shareholders' equity,

retained earnings and earnings per share, pensions, leases, tax allocation, errors and corrections, and the statement of cash flows.

Course Type Accounting: General
Course Prefix/Code ACG 2360
Course Name Cost Accounting
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites ACG 2071
Description The accumulation of cost data with detailed coverage of materials, labor and factory overhead, job order and process costing, budgeting and standard costs.

Course Type Accounting: General
Course Prefix/Code ACG 2930
Course Name Special Topics in Accounting
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.S.)
Description This course is designed to meet the special needs of individuals or groups for whom regularly described courses in accounting may not be available.

Course Type Accounting: General
Course Prefix/Code ACG 2949
Course Name Internship in Accounting
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.S.)
Lecture/Lab Hours Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements.
Prerequisites ACG 2021 and permission of program manager.
Description This work-study course reinforces educational and professional growth in accounting through coordinated field experiences or through a virtual internship course focused on auditing. It is designed to provide students with the opportunity to apply classroom theory to practical, work-related applications. The student, instructor and work site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type American History
Course Prefix/Code AMH 1010
Course Name U.S. History to 1877
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area III of the A.A./A.S. general education and civic literacy requirements. In this course, students 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 Type American History
Course Prefix/Code AMH 1020
Course Name U.S. History Since 1877
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area III of the A.A./A.S. general education and civic literacy requirements. This one-semester course of United States history covers the end of Reconstruction to the present. Emphasis on historical study to determine the social economic and political problems of the 20th and 21st centuries. In this course, students will trace the history of the United States from the end of the Reconstruction Era 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 New Deal, World War II, the Civil Rights Era, the Cold War, and the United States Since 1989.

Course Type American History
Course Prefix/Code AMH 1091
Course Name African-American History and Culture
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course introduces the student to the history and culture of African-Americans. The aim of the course is threefold: 1) to analyze the discourse that surrounds African-American history and culture; 2) to observe major trends in African-American history and culture; and 3) to examine the critical nexus of race/class and its implications for future generations.

Course Type American History
Course Prefix/Code AMH 2036
Course Name The 60's
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This survey course covers the history of Civil Rights, Feminism, the Vietnam War, and American politics and citizenship during a transformative period in American history.

Course Type American History
Course Prefix/Code AMH 2930
Course Name Special Topics in American History
Credit Hours (1 to 4 Variable Credit Hours)
Creditable (A.A.)
Prerequisites Permission of instructor.

Description	This course is designed to meet the specific needs of individuals or groups for whom regularly described courses may not be available.

Course Type	American Literature
Course Prefix/Code	AML 2010
Course Name	American Literature I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets the Area IV requirement for A.A./A..S. general education and meets the 6,000-word Gordon Rule requirement. The semester begins with a study of the literature of native Americans and European explorers to literature of colonization, federalization transcendentalism, selections from the western canon, and the development of major American literature to 1865.

Course Type	American Literature
Course Prefix/Code	AML 2020
Course Name	American Literature II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets the Area IV requirement for A.A./A.S. general education requirements, and the 6,000-word Gordon requirement. This course begins in 1865 and explores literary Realism, Naturalism, Modernism, Post-Modernism, and selections from the western canon that continued the development of major American literature since 1865.

Course Type	American Literature
Course Prefix/Code	AML 2266
Course Name	Florida Writers
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and ENC 1102 with a grade of "C" or better, or concurrent registration in ENC 1102.
Description	This course meets the Gordon Rule requirement, and part of the International/Intercultural requirement. The course provides a study of Florida literature from the Native American cultures through that of early European settlers and explorers, as well as a survey of major works about or set in Florida from the modern period into the 21st century.

Course Type	American Literature
Course Prefix/Code	AML 2600
Course Name	African-American Literature
Credit Hours	(3) Credit Hours
Creditable	(A.A.)

Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	Meets the Gordon Rule requirement. Historical and critical analyses of African-American literature; its roots in an Afro-centric cultural and literary experience that affects major genres and historical movements: slave narrative, poetry, folklore, drama, political essay; the Harlem Renaissance; and the development of the novel and contemporary writers are covered.

Course Type	American Studies
Course Prefix/Code	AMS 2030
Course Name	Introduction to American Studies
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course presents an introduction to the methods and themes of the academic discipline of American Studies, the interdisciplinary study of American culture. Includes analysis of the visual arts, literature, and music; social issues; popular culture; material culture; political and religious culture; and social change.

Course Type	Anthropology
Course Prefix/Code	ANT 2000
Course Name	Introduction to Anthropology
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets Area III requirements for the A.A. /A.A.S. /A.S. general education requirements and the Gordon Rule requirement. In this course, students will learn the foundations of anthropology as the study of human variation in its biological, social, and cultural dimensions. Students will learn about anthropological concepts, principles, and methodologies to understand and explore past and present human behavior. They will apply the anthropological approach to analyze issues pertaining to past and contemporary cultures, and develop intellectual skills and habits to understand behavioral, social, and cultural issues from multiple disciplinary perspectives.

Course Type	Anthropology
Course Prefix/Code	ANT 2100
Course Name	Introduction to Archaeology
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course highlights the basic concepts and fundamental principles of method and theory in modern archaeology. The history of archaeology is traced from its origins to its emergence as a scientific discipline within anthropology. Students are familiarized with the concepts and methods of modern archaeology, and with the scientific goals of archaeological research. A survey of the latest advances in the field such as remote sensing and non-intrusive techniques is included. As a writing intensive course, ANT 2100 allows students to explore the subject through a variety of college-level writing exercises that may include essay exams, book reviews,

research papers, reaction papers, research proposals, research designs and excavation logs.

Course Type Anthropology
Course Prefix/Code ANT 2410
Course Name Introduction to Cultural Anthropology
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three Hours per week.
Description This course introduces the student to the study of human culture on a global scale including Native American, European, African, Asian, and oceanic societies. Topics to be explored include technologies, political-economic organization, kinship systems, religion, art, and cultural change.

Course Type Anthropology
Course Prefix/Code ANT 2511
Course Name Introduction to Physical Anthropology
Credit Hours (3) Credit Hours
Creditable (A.A.)
Corequisites ANT 2511L
Description This course will trace the origins of humanity from non-human primates throughout extinct hominins to modern humans. Topics of emphasis include the basics of human evolutionary theory, genetics and paleoanthropology, primate taxonomy, human evolutionary history through the fossil record, modern human origins theories and global migration, and human diversity and variation. The course includes a lab companion in which students will be conducting laboratories relevant to topics covered in the classroom.

Course Type Anthropology
Course Prefix/Code ANT 2511L
Course Name Introduction to Physical Anthropology Lab
Credit Hours (1) Credit Hour
Creditable (A.A.)
Corequisites ANT 2511.
Description This is a lab companion to an overview of biological anthropology. The student will be doing laboratories which are relevant to the class topics covered in the lecture and material in ANT 2511.

Course Type Anthropology
Course Prefix/Code ANT 2930
Course Name Special Topics in Anthropology
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)
Prerequisites ANT 2000 and permission of the instructor.
Description This course is designed to meet the specific needs of individuals or groups for whom regularly described courses may not be available. It may involve study,

research or field projects in areas such as physical anthropology, archaeology, linguistics or cultural anthropology.

Course Type Applied Accounting
Course Prefix/Code APA 1111
Course Name Introduction to Accounting
Credit Hours (3) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Three hours per week.
Description Introduction and practice in fundamentals of financial record keeping and reporting. This course is appropriate for accounting, business, and non-business majors whose program only requires three hours of accounting. A study of the accounting equation, commonly used accounting statements including income measurement, financial condition, cash flow and retained earnings and how they meet the needs of stakeholders including owners, creditors, government agencies, providers of capital, managers and employees among others. This course is neither a prerequisite nor substitute for ACG 2021.

Course Type Applied Accounting
Course Prefix/Code APA 2141
Course Name Computerized Accounting Applications
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites ACG 2021 and CGS 1570.
Description This course provides a realistic approach to computerized, integrated accounting principles. Accounting systems commonly found in business environments are examined. Standards, capability, limitations and flexibility of computerized accounting systems are discussed and implemented.
Fees Additional special fees are required. (Spring)

Course Type Art History
Course Prefix/Code ARH 2000
Course Name Art Appreciation
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area IV requirements for the A.A./A.S. General education requirements. In this course, students 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.

Course Type Art History
Course Prefix/Code ARH 2050
Course Name Art History: Prehistory through Medieval
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101 with a grade of "C" or better.

Description	This course meets Area IV of the A.A./A.S. general education requirements and Gordon Rule requirement. This course is a survey of the art of the world from prehistoric times through the medieval period in the West that includes a study and comparison of Western art with that of the East. This course meets the 6,000-word Gordon Rule requirement.

Course Type	Art History
Course Prefix/Code	ARH 2051
Course Name	Art History: Renaissance through Present
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets Area IV requirements for A.A./A.S. general education requirements. This course surveys the art and architecture of the West tradition from the Renaissance to Contemporary Art. Special focus will be given to placing major works of art and artists in a historical and stylistic context. This course meets the 6,000-word Gordon Rule requirement.

Course Type	Art History
Course Prefix/Code	ARH 2500
Course Name	Non Western Art History
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101
Description	This course meets Area IV of the A.A./A.S. general education requirements and Gordon Rule requirements. This course is a survey of the art of the world from Paleolithic times through the present from Asian, Islamic, African, Oceanic, Pre-Columbian, Indigenous North American and Mesoamerican cultures with a focus on history, customs, myths and styles.

Course Type	Art History
Course Prefix/Code	ARH 2930
Course Name	Special Topics: Art History
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the specific needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Art
Course Prefix/Code	ART 1150C
Course Name	Jewelry
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Description	Jewelry I is an introductory course focusing on the design and fabrication of jewelry and metal forms. Techniques include soldering, casting, forming, stone setting and polishing.

Course Type	Art
Course Prefix/Code	ART 1201C
Course Name	Two-Dimensional Design
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Description	This foundation course explores the two-dimensional design process, and the principles and elements of design. Students are introduced to the Apple OSX platform, digital lab equipment and software programs as creative problem-solving tools.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 1203C
Course Name	Three-Dimensional Design
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Description	This course is designed to develop a working understanding and appreciation of the interaction of form in space.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 1205C
Course Name	Color Fundamentals
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Description	This course will explore the effective use of color theory in the visual arts. Students will learn additive and subtractive techniques using various media and digital software.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 1300C
Course Name	Drawing I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Description	Drawing I is an introduction to basic processes and concepts of observational drawing and the use of traditional drawing materials.
Fees	Additional special fees are required.

Course Type	Art

Course Prefix/Code	ART 1301C
Course Name	Drawing II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	ART 1300C.
Description	Drawing II continues the development of an observational drawing practice using advanced techniques, subject matter that links form to content, alternative materials and color media.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 2251C
Course Name	Illustration I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	ART 1300C
Description	This is the introductory course for intent on pursuing a career in commercial art. The course will cover illustration techniques used in the editorial, advertising, sequential and commercial fields of art. Assignments focus on black-and-white and/or color techniques using contrast, values, composition and function.

Course Type	Art
Course Prefix/Code	ART 2254C
Course Name	Illustration II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	ART 2251C
Description	This is the intermediate study of illustration for students intending to pursue a career as an illustrator. The course will cover intermediate to advanced rendering in a variety of media and linear techniques as used in the industry of commercial illustration. Attention will be given to composition, perspective drawing, formalizing concepts and interpreting client needs to successfully complete assignments.

Course Type	Art
Course Prefix/Code	ART 2330C
Course Name	Figure Drawing I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	ART 1300C or permission of department.
Description	Students are prepared for application in the basic phases of drawing the figure. Through observing the visual study of the movement, structure and rhythm of the figure, students will grasp the basics in rendering the human form onto a two-dimensional field.

Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 2331C
Course Name	Figure Drawing II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	ART 2330C or permission of department.
Description	Intermediate techniques of figure drawing. The emphasis of this course is in the continuation of application. Students are prepared for the application into the intermediate phases of drawing the figure. Through observing the visual study of the movement, structure and rhythm of the figure, students will grasp an elevated understanding of the human form.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 2500C
Course Name	Painting I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Description	This course is an introduction to the basic conceptual techniques of painting. The main emphasis of this course involves color mixing, composition, form and perspective techniques including the basics in media preparation. Furthermore, the exploration of shape and space through the training of observation is approached.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 2501C
Course Name	Painting II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	ART 2500C or approval of department.
Description	Intermediate techniques of painting. The emphasis of this course is in the continuation of application. Moreover, the aesthetic quality of the presentation is investigated. Intermediate students receive instruction in the application of alternative painting techniques, unique perspective control, compositional form and emerged thought.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 2502C
Course Name	Figure Painting
Credit Hours	(3) Credit Hours
Creditable	(A.A.)

Lecture/Lab Hours	Three hours studio/lecture per week
Prerequisites	ART 2500C
Description	Approaches to rendering the human form in paint are explored and developed through color studies and studio paintings from a live model. Students build on basic painting skills and learn how to use color to portray the human form in space. Painting and brushwork techniques such as layering, glazing and impasto are developed. Solvent-free oil painting process is used.

Course Type	Art
Course Prefix/Code	ART 2623C
Course Name	Introduction to 3D Modeling
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	DIG 2111C
Description	This course introduces the computer as a viable tool in the design and implementation of character concepts, sculpture and product design. It incorporates the concepts of orthographic drawing, primitives, shapes into wireframes, lofting and surface revolution, surface mapping and three-point lighting. Students will utilize Mac computers and 3-D rendering software to create 3-D models of products, sculptures and characters based on their photographs and drawings.

Course Type	Art
Course Prefix/Code	ART 2701C
Course Name	Sculpture
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Description	Concentration is on aesthetic principles, techniques and materials used in the medium. Materials used are stone and clay with an emphasis on plaster waste-mold construction. Alternative materials that may be used include wood and polyester resin.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 2702C
Course Name	Sculpture II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week with the expectation that students will put in additional hours for time-consuming projects.
Prerequisites	ART 2701C.
Description	This course offers more advanced sculptural concepts and techniques in multiple forms and installation format. Materials used are clay, stone and alternative materials such as found object constructions. More emphasis is on mold making.
Fees	Additional special fees are required.

Course Type Art
Course Prefix/Code ART 2715C
Course Name Welding: Steel Fabrication
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ART 2701C or ART 1203C.
Description This course is an advanced intensive investigation of the possibilities and construction methods of working in sheet, rods and angle iron steel stock. Assignments focus on strength, flexibility, connections and precision of the student's design and fabrication. Additional special fees are required.

Course Type Art
Course Prefix/Code ART 2750C
Course Name Introduction to Ceramics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours studio/lecture per week plus additional hours outside of class.
Description Students participate in a concentrated approach to hand-building techniques in clay and glazing.
Fees Additional special fees are required.

Course Type Art
Course Prefix/Code ART 2751C
Course Name Ceramics II
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours lecture/studio per week plus additional hours outside of class.
Prerequisites ART 2750C.
Description Ceramics II serves as an investigation at the intermediate level in hand-building processes in clay. This course emphasizes both advanced technical processes as well as aesthetic and conceptual exploration. Investigation of glazes and alternative surfaces will be explored in greater detail.
Fees Additional special fees are required.

Course Type Art
Course Prefix/Code ART 2752C
Course Name Wheelthrowing I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours studio/lecture per week plus additional hours outside of class
Description Students will apply a concentrated approach to clay construction on the potter’s wheel and glazing.
Fees Additional special fees are required.

Course Type Art
Course Prefix/Code ART 2753C

Course Name	Wheelthrowing II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week plus a minimum of three additional hours outside of the classroom involving advanced wheel-throwing techniques.
Prerequisites	ART 2752C.
Description	The students are responsible for assisting with the loading of gas and electric fired kilns. Students will work with glaze chemistry as they explore the use of line blend formulas in developing new glazes from scratch.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 2771C
Course Name	Advanced Ceramics
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week plus additional hours outside of class.
Prerequisites	ART 2750C and ART 2751C or ART 2752C and ART 2753C.
Description	More emphasis is placed on the aesthetics and concepts of clay work rather than traditional forming techniques. Students are encouraged to follow their individual interests and where possible, fire their own work. This course may be repeated for credit.
Fees	Additional special fees are required.

Course Type	Art
Course Prefix/Code	ART 2773C
Course Name	Mold Making
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Description	An interdisciplinary investigation into using multiples and mold making that takes the skills of critical thinking, design and form and applies it to fabrication and production. Students will produce 3-D objects from various mold-making techniques made from their original designs.

Course Type	Art
Course Prefix/Code	ART 2930
Course Name	Special Topics: Art
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Art
Course Prefix/Code	ART 2950
Course Name	Portfolio Preparation
Credit Hours	(3) Credit Hours

Creditable	(A.A.)
Prerequisites	ART 1300C or ART 2750C or ART 2752C or ART 2701C or ART 2500C or PGY 2401C or PGY 1800C.
Description	This course includes exploration of the standard business practices of art. It includes development of a working portfolio, biography, artist statement, goals and a business plan. Students learn the essential skills relevant to begin their careers in the arts.

Course Type	American Sign Language: Interpreting
Course Prefix/Code	ASL 1140
Course Name	American Sign Language I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	4 hours per week includes one additional hour of laboratory work
Corequisites	ASL 1140L
Description	This course is an introduction to the basic vocabulary, grammar and syntax of American Sign Language. The history, values and culture of the deaf are explored.

Course Type	American Sign Language: Interpreting
Course Prefix/Code	ASL 1140L
Course Name	American Sign Language I Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Description	Required companion lab and co-requisite for ASL 1140.

Course Type	American Sign Language: Interpreting
Course Prefix/Code	ASL 1150
Course Name	American Sign Language II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours per week includes one additional hour of laboratory work.
Prerequisites	Successful completion of ASL 1140 ASL 1140L
Corequisites	ASL 1150L
Description	This course expands knowledge and vocabulary introduced in American Sign Language I by emphasizing increasingly complex grammatical structure and conversational skills.

Course Type	American Sign Language: Interpreting
Course Prefix/Code	ASL 1150L
Course Name	American Sign Language II Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Prerequisites	Successful completion of ASL 1140 and ASL 1140L with a grade of "C" or better.
Corequisites	ASL 1150
Description	Required companion lab and co-requisite for ASL 1150.

Course Type	American Sign Language: Interpreting
Course Prefix/Code	ASL 2160
Course Name	American Sign Language III
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Successful completion of ASL 1150 ASL 1150L with a grade of "C" or better.
Description	This course develops students' skills to recognize and produce different varieties of ASL discourse and will focus on how to start and finish a narrative, how to describe and include details, how to shift focus or change topics, and how to incorporate persuasive techniques and more sophisticated ways to share feelings and personal experiences.

Course Type	American Sign Language: Interpreting
Course Prefix/Code	ASL 2200
Course Name	American Sign Language IV
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Successful completion of ASL 2160 with a grade of "C" or better.
Description	This course is an integration of expressive and receptive skills in American Sign Language with an emphasis on culturally appropriate discourse styles and contextualization. Students will be given instruction regarding idiomatic and colloquial usages of signs. Additional complex grammatical topics such as classifiers, role-shifting, use of space and contrastive structure will be included.

Course Type	Astronomy
Course Prefix/Code	AST 1002
Course Name	Descriptive Astronomy
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	The course meets Area V requirements for the A.A./A.S. general education requirements. 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, students will develop the ability to discern scientific knowledge from non-scientific information by using critical thinking. Some fieldwork may be required.

Course Type	Biochemistry
Course Prefix/Code	BCH 3023
Course Name	Introduction to Biochemistry
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Lecture/Lab Hours	Three hours of lecture per week.
Prerequisites	BSC 2010 and CHM 2211 with a grade of “C” or better.
Description	This biochemistry course includes an investigation of the structure and function of biological macromolecules. The principles of enzymology, metabolism and

bioenergetics are explored. This is an inquiry-based course that accentuates active learning techniques.

Course Type Building Construction
Course Prefix/Code BCN 1227
Course Name Building Envelope Science
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description The course covers the building envelope in terms of the functions it performs, atmospheric conditions it mediates between, its relationship to other building-perimeter systems, and the principles of physics and properties of materials employed to perform its functions.

Course Type Building Construction
Course Prefix/Code BCN 1251C
Course Name Construction Drafting
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is an introduction to the use of tools/techniques used in preparing a set of residential working drawings. A complete set of plans is required (in order to obtain a permit) and the set of plans must be saleable (having good design features). Emphasis is on developing accuracy, line quality, construction vocabulary and understanding the design process.

Course Type Building Construction
Course Prefix/Code BCN 1512C
Course Name Energy Efficient HVAC Engineering
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is an introduction to heating, ventilation and air conditioning systems installed in residential home buildings. The systems are studied for code requirements, system design, HVAC safety and working principles. Offered as BCN 1057 prior to Fall 2012.

Course Type Building Construction
Course Prefix/Code BCN 1554
Course Name Off the Grid
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course reviews the various programs and organizations that emphasize low, very low and net-zero building impact. Sustainable concepts such as stormwater retention systems, solar systems, photovoltaics, biofuels, roof top gardens, reforestation and xeriscaping are discussed, while continuing to address building aesthetics and beauty. Programs and organizations related to sustainability such as LEED, COTE, USGBC and the Living Building Challenge are highlighted. This class includes lectures and guest speakers.

Course Type Building Construction
Course Prefix/Code BCN 1592
Course Name Energy Efficient Building Construction
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This is an introductory course to designing and building energy efficient structures for Florida's subtropical and tropical climates. This course investigates strategies, elements and devices that have been used successfully, in both historic and contemporary contexts, to enhance human comfort with less impact on the environment.

Course Type Building Construction
Course Prefix/Code BCN 1597
Course Name Introduction to Solar Energy
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is an introduction to the characteristics of solar energy and the passive and active uses of solar energy in heating and cooling situations in typical residential construction. The course explores the characteristics of solar energy, its adaptation by the earth's atmosphere, and current and future methods available to harness, control, and best utilize this source of energy. The course emphasizes the potential advantages available in the sustainability of this natural resource.

Course Type Building Construction
Course Prefix/Code BCN 2046
Course Name Introduction to Sustainability
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course examines issues essential to scholarship in history, theory and practice of sustainability. Prominent issues include carbon footprint, economics, energy auditing, building certification, alternative energy, workforce credentials and transportation.

Course Type Building Construction
Course Prefix/Code BCN 2230
Course Name Building Construction Materials and Methods
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is designed to teach the principles and practices of light construction. Building layout, form work for concrete, concrete placing, block and frame, stair building, roof framing, and exterior and interior finishes are some of the topics to be covered.

Course Type Building Construction
Course Prefix/Code BCN 2280
Course Name Surveying Construction Layout

Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is a study of the fundamental theory and practice of surveying related to construction. Included in the course will be the use of surveying instruments and the study of surveying as related to engineering and preparation of maps and charts related to
construction.

Course Type Building Construction
Course Prefix/Code BCN 2930
Course Name Special Topics: Building Construction
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.S.)
Description This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

Course Type Building Construction Trades
Course Prefix/Code BCT 2760
Course Name Building Codes and Specifications
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course covers current SBCCI Standard Building Code and the SBCCI Standard for Hurricane Resistant Residential Construction. In addition, the writing and reading of specifications, bidding procedures and the relationships between contractor, engineer, architect, owner, subcontractor and supplier are covered. The student also studies questions similar to those found on the Florida State Certification Exam.

Course Type Building Construction Trades
Course Prefix/Code BCT 2770
Course Name Building Construction Estimating
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This is a study of estimating for the construction industries. Accurate estimates and computations are made of materials, labor, equipment, overhead costs and profits. The steps of estimating are covered from preliminary investigation through approximation to final estimate.

Course Type Biological Sciences
Course Prefix/Code BSC 1005C
Course Name Diversity of Life
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Four hours lecture/lab per week.
Description The course meets Area V requirements for the A.A./A.S. general education requirements. 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. This course is appropriate for non-science majors.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 1007
Course Name	Introduction to Biology
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture
Corequisites	BSC 1007L
Description	This course meets Area V requirements of the A.A./A.S. general education requirements. The course is designed to give the student an understanding of the unifying principles governing life. The course is a recommended prerequisite for BSC 2010L and BSC 2010 or BSC 2085L and BSC 2085 and can be used as a prerequisite for MCB 2010 and MCB 2010L. Course topics include chemistry of living organisms, cell structures and functions, energy and its transformations, cell division processes, genetics, and review of current biology research. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Note(s)	Students already with credit for BSC 2010 and BSC 2010L cannot subsequently receive credit for this course.

Course Type	Biological Sciences
Course Prefix/Code	BSC 1007L
Course Name	Introduction to Biology Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Corequisites	BSC 1007
Description	The course is designed to give the student an understanding of the unifying principles governing life. The course is a recommended prerequisite for BSC 2010L and BSC 2010, BSC 2085L and BSC 2085, and can be used as a prerequisite for MCB 2010 and MCB 2010L. Students already with credit for BSC 2010 and BSC 2010L cannot subsequently receive credit for this course. Course topics include chemistry of living organisms, cell structures and functions, energy and its transformations, cell division processes, genetics, and review of current biology research. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 1020
Course Name	Human Body
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture per week
Description	This course meets part of the General Education requirements for Area V. In this class, the student will be introduced to the basic anatomical components and

	physiological functions of the eleven organ systems of the human body: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphoid, respiratory, digestive, urinary, and reproductive. Additionally, the student will achieve a detailed understanding of at least 6 of the organ systems. The selection of organ systems for detailed instruction will be made at the discretion of the course instructor.
Note(s)	Students who have successfully completed or are currently enrolled in BSC 2085, BSC 2085L or BSC 2086, BSC 2086L cannot earn credit for BSC 1020.

Course Type	Biological Sciences
Course Prefix/Code	BSC 1421
Course Name	Introduction to Biotechnology
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Description	This is a 1 credit course that meets the requirement for the A.S. in Biotechnology. This course provides an introduction to the theoretical foundations of biotechnology, current DNA and RNA technologies, mathematical principles, and basics of laboratory procedures and instrumentation.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 1949
Course Name	Co-op Work Experience I
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Lecture/Lab Hours	A total of 160 hours of work experience is required.
Prerequisites	Completion of at least one natural science course and permission of the instructor or program manager.
Description	This work-study course is designed to continue training in a student's academic major through field experiences and is intended to be a last-term elective. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and technical project. Cooperative education courses document supervised work experience within the student's major. These hours are not transferable as upper-level internships, practicums or clinical practice. The credit will count toward electives in some A.A. degrees. Contact the departments or universities for specific credit information. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2010
Course Name	Fundamentals of Biology I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.

Prerequisites	CHM 1025 and CHM 1025L with a grade of "C" or better or one year of high school preparatory chemistry.
Corequisites	BSC 2010L
Description	This course meets Area V requirements for the A.A./A.S. general education requirement. In this course students 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. It is strongly recommended that students without recent coursework in biology first take BSC 1007 and BSC 1007L Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2010L
Course Name	Fundamentals of Biology I Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours laboratory per week.
Prerequisites	CHM 1025 and CHM 1025L with a grade of "C" or better or one year of high school preparatory chemistry.
Corequisites	BSC 2010
Description	This course meets area V requirements for the A.A./A.S. general education requirement. This course typically accompanies BSC 2010, a comprehensive study of the fundamentals of biology, including molecular biology, cellular biology, genetics, cell respiration, and cell replication. This laboratory consists of experiential learning activities and is intended for science and science related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2011
Course Name	Fundamentals of Biology II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	BSC 2010 and BSC 2010L with a grade of "C" or better.
Corequisites	BSC 2011L
Description	This course meets Area V requirements for the A.A./A.S. general education requirement. It is the second portion of a comprehensive study of the fundamentals of biology including; evolution, population genetics, phylogenetic systematics, form and function of bacteria, protists, fungi, plants, and animals, and ecology. This course is intended for science and science-related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate corequisite course.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2011L
Course Name	Fundamentals of Biology II Laboratory

Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Prerequisites	BSC 2010 and BSC 2010L with a grade of C or better.
Corequisites	BSC 2010
Description	This course is the companion course to Fundamentals of Biology II (BSC 2011). This course meets Area V requirements for the A.A./A.S. general education requirement. It is the second portion of a comprehensive study of the fundamentals of biology including; evolution, population genetics, phylogenetic systematics, form and function of bacteria, protists, fungi, plants, and animals, and ecology. This course is intended for science and science-related majors. Additional special fees are required. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2031
Course Name	Topics in Biology - Bioethics
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Lecture/Lab Hours	One hour of discussion per week based on reading assignments.
Prerequisites	Completion of BSC 1421 and BSC 2010 with a grade of "C" or higher.
Description	This is a one-credit course that meets the requirement for the A.S. degree in Biotechnology. This course is a series of discussions based on pertinent topics in biological research with societal impact. The course covers a broad range of ethical issues that relate to the fields of biology and medicine.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2085
Course Name	Anatomy and Physiology I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture per week.
Prerequisites	83 or higher on the ACCUPLACER test OR 106 or higher on the PERT (Postsecondary Education Readiness Test in reading). Students who graduated with a Florida standard diploma after 2009 are exempt from the aforementioned prerequisites.
Corequisites	BSC 2085L
Description	This course meets Area V requirements for the A.A./A.S. general education requirements. This course is the first part of a two-semester sequence in which students 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. It is strongly recommended that students without recent course work in biology take BSC 1007 and BSC 1007L or BSC 1020 BEFORE taking BSC 2085.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2085L
Course Name	Anatomy and Physiology I Laboratory

Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three laboratory hours per week.
Prerequisites	83 or higher on the ACCUPLACER test OR 106 or higher on the PERT (Postsecondary Education Readiness Test in reading). Students who graduated with a Florida standard diploma after 2009 are exempt from the aforementioned prerequisites.
Corequisites	BSC 2085
Description	This course meets Area V requirements for the A.A./A.S. general education requirements. This course is the companion course to Anatomy & Physiology I (BSC 2085). It deals with the anatomy and physiology of humans. Anatomical and physiological terminology is introduced in this course. Additionally, the following systems are the focus of laboratory: integumentary, skeletal, muscular, and nervous. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2086
Course Name	Anatomy and Physiology II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture per week.
Prerequisites	BSC 2085, and BSC 2085L with a minimum grade of "C" or better.
Corequisites	BSC 2086L
Description	This course meets Area V requirements of the A.A./A.S. general education requirements. This course is a continuation of BSC 2085. This course deals with the anatomy and physiology of humans for the following systems: cardiovascular, lymphoid, endocrine, respiratory, digestive, urinary, and reproductive. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2086L
Course Name	Anatomy and Physiology II Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours laboratory per week.
Prerequisites	BSC 2085, and BSC 2085L with a minimum grade of "C" or better
Corequisites	BSC 2086
Description	This course meets Area V requirements of the A.A./A.S. general education requirements. This course is a continuation of Anatomy & Physiology I (BSC 2085). This course deals with the anatomy and physiology of humans for the following systems: cardiovascular, lymphoid, endocrine, respiratory, digestive, urinary, and reproductive. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Biological Sciences

Course Prefix/Code	BSC 2419C
Course Name	Plant and Animal Cell Culture
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Prerequisites	successful completion of BSC 2420C, or BSC 2427C, or BSC 2426C
Description	This course covers the theories and techniques used in isolating and cultivating animal and plant cells in vitro. It includes applications of cell culture to solving problems relating to age, cancer, toxicology and genetic engineering.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2420C
Course Name	Introduction to Biotechnology Methods
Credit Hours	(4) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours lecture/laboratory per week.
Prerequisites	Successful completion of BSC 2010.
Description	This course includes basic concepts and techniques necessary to work effectively in a biotechnology laboratory. Basic skills learned include following procedures and keeping records; laboratory safety procedures for biological, chemical and radiological hazards; introduction to quality systems; laboratory mathematics and measuring; preparing solutions; and basic techniques used for the separation of biomolecules. Emphasis is on DNA manipulation techniques. Students develop confidence in their ability to work safely and gain proficiency in the use of basic biotech lab instruments.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2426C
Course Name	Biotechnology Methods I
Credit Hours	(4) Credit Hours
Creditable	(A.A.)
Prerequisites	Successful completion of BSC 2010
Description	This course includes basic concepts and techniques necessary to work effectively in a biotechnology laboratory. Emphasis will be on methods of protein analysis within the context of biotechnology applications.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2427C
Course Name	Biotechnology Methods II
Credit Hours	(4) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours lecture/laboratory per week.
Prerequisites	Successful completion of BSC 2420C or BSC 2426C
Description	This course introduces students to modern concepts of molecular biology with a laboratory focus on basic methods for preparing and analyzing nucleic acids.

	Emphasis is on techniques required for RNA purification and manipulation. Other recent advances in nucleic acid manipulation will also be covered.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2435
Course Name	Introduction to Bioinformatics
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	BSC 2010
Description	This course presents students with the fundamental knowledge and skills of bioinformatics. Specific topics to be covered include: data file formats, accessing public databases for retrieval and submission, analysis using common tools, methods for high throughput data collection, storing and accessing biological data, and algorithms used to analyze data.
Fees	Additional special fees are required.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2930
Course Name	Special Topics in Bioscience
Credit Hours	(1 to 4 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals or groups for whom regularly described courses in biological science may not be available.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2943C
Course Name	Biotechnology Internship
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	A total of 160 hours of work experience is required.
Prerequisites	Completion of BSC 2420C or BSC 2427C and permission of the instructor or program manager.
Description	This work-study course is designed to continue training in a student's academic major through field experiences and is intended to be a last-term elective. The student, instructor, and work site supervisor work together to determine specific learning objectives for each student. The student is evaluated based on documentation for satisfactory completion of the learning objectives and technical project.

Course Type	Biological Sciences
Course Prefix/Code	BSC 2949
Course Name	Internship in Biological Science
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Lecture/Lab Hours	Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements.

Prerequisites	BSC 1949 and permission of the instructor or program manager.
Description	This work-study course is designed to continue training in a student's academic major through field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation for satisfactory completion of the learning objectives and technical project. Cooperative education courses document supervised work experience within the student's major. These hours are not transferable as upper-level internships, practicums or clinical practice. The credit will count toward electives in some A.A. degrees. Contact the departments or universities for specific credit information. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type	Business Law
Course Prefix/Code	BUL 2131
Course Name	Legal Environments of Business
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course introduces the legal environment of businesses and organizations. Emphasis is on public and regulatory law and on the social, political and ethical aspects of legal issues in business. Topics include the nature of law and legal process, law of contracts and torts, the United States Constitution, statutory and common law, business organizations and securities, antitrust, consumer protection and employment law.

Course Type	Business Law
Course Prefix/Code	BUL 3322
Course Name	Legal Issues in International Business
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course gives the international business student an overview of the legal concepts affecting individuals and/or organizations that are involved in international business. Specifically, the student learns about the treaties giving rise to international law, differing legal regimes, international dispute resolution processes including principles of jurisdiction, differing governmental structures as they relate to commerce, global information systems regulations and international social issues affecting businesses and their operations.

Course Type	Business Law
Course Prefix/Code	BUL 4333
Course Name	Contract Negotiation and Administration
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course will expose students to the differences in the public and private sector contracting environments. Emphasis will be placed on the fundamentals of contract formation including sealed bidding, negotiations, and best value methods.

Students will learn the fundamentals of contract administration including inspection and acceptance, quality control, contract changes, and disputes.

Course Type Computer Science & Computing Technologies
Course Prefix/Code CAI 1001
Course Name Artificial Intelligence
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course offers a broad overview of Artificial Intelligence (AI) techniques, theories, and applications. Students will explore core AI concepts and technologies while developing digital competencies essential for working with intelligent systems. Through exposure to practical problems and real-world scenarios, students will learn to apply various AI tools and techniques. The course emphasizes hands-on learning and critical thinking in the context of AI-driven decision-making.

Course Type Computer Science & Computing Technologies
Course Prefix/Code CAI 2930
Course Name Special Topics: Artificial Intelligence
Credit Hours (1-3 Credit Hours)
Creditable (A.A.)
Description This course is designated to meet the specific needs of individuals or groups for whom regularly described course may not be available for artificial intelligence.

Course Type Computer Applications
Course Prefix/Code CAP 2140
Course Name Data Forensics
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CIS 1355.
Description Students master the skills necessary to launch and complete a successful computer investigation. Students learn how to conduct high-tech investigations by acquiring digital evidence, setting up a forensics lab, acquire the proper and necessary tools, and conduct the investigation and subsequent digital analysis.

Course Type Computer Applications
Course Prefix/Code CAP 2141
Course Name Data Forensics II
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CAP 2140.
Description Students master the skills necessary to perform data forensics by doing hands-on activities with popular forensics software. These hands-on projects introduce the students to software such as Encase, ProDiscover, BackTrack 3, HexWorkshop, Knoppix-STD and others.

Course Type Computer Applications

Course Prefix/Code CAP 2930
Course Name Special Topics in Computer Science
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.S.)
Description This course is designed to meet specific needs of individuals or groups for which regular, described courses may not be available. It may involve advanced programming projects, research, group projects or other experiences.

Course Type Criminology and Criminal Justice
Course Prefix/Code CCJ 1020
Course Name Introduction to Criminal Justice
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course defines the components of criminal justice and their responsibilities. The course identifies problems that keep the criminal justice system from functioning effectively and efficiently and explains the functions and procedures of the uniform crime reporting system. It includes information that contrasts present criminal justice concepts and practices with their historical precedents and describes the procedures offenders undergo in their progression through the system. This course explains the duties of the bailiff, witness and defendant, addresses notification and scheduling for court, and evaluates the present value of the Peelian principles.

Course Type Criminology and Criminal Justice
Course Prefix/Code CCJ 1600
Course Name Deviant Behavior
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course discusses these topics: professional behavior and attitudes toward abnormal behavior; theories of normal and abnormal human defense mechanisms and mental disturbances that are confronted by law enforcement; psychopathic behavior with the "normal" criminal; crisis intervention techniques in handling family violence situations; suicidal behavior and forms of suicide; deviant and abnormal sexual behavior, sex crimes and basic theories and philosophies of deviance.

Course Type Criminology and Criminal Justice
Course Prefix/Code CCJ 2010
Course Name Introduction to Criminology
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course analyzes the development of the field of criminology; summarizes the factors and forces assumed to cause crime; illustrates the impact of crime on persons and property; discusses the extent of crime in the U.S.; defines victimless crimes and the origin of that term; and discusses the ramifications of violent crimes, the career criminal and organized crime.

Course Type	Computer Software Engineering
Course Prefix/Code	CEN 2361
Course Name	Mobile Device Software Development
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	COP 2510 and COP 2822
Description	This course focuses on developing Web content for the mobile Web environment. Best practices and development techniques will be applied to a variety of devices including smartphones, tablets, and other mobile devices.

Course Type	Computer Software Engineering
Course Prefix/Code	CEN 2362
Course Name	Advanced Mobile Device Software Development
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CEN 2361
Description	This course covers advanced applications and custom programming to develop applications for mobile devices. Topics include device capabilities, OS specific Software Development Kits (SDK), scripting for functionality and designing interactivity.

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 1114C
Course Name	Digital Fundamentals
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Prerequisites	EET 1033C.
Description	This course covers number systems, codes, logic gates, Boolean algebra, logic simplification and combinational logic. The areas of coverage also include the study of the theory, concepts, and circuits of digital electronics including decoders, encoders, multiplexers, flip flops, counters, and registers used in the applications of combinational and sequential logic. The laboratory exercises cover the measurement and analysis of digital circuits and devices.

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 1600
Course Name	Networking Fundamentals
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CGS 1000 or CGS 1570, or permission of instructor.
Description	This course is the first course designed to provide students with training and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, networking, network terminology and protocols, network standards, local area networks (LANs), wide area networks (WANs), the open system interconnection (OSI) reference model, cabling, routers, LAN/WAN topologies, Internet protocol (IP) addressing and network standards.

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 1605
Course Name	CCNA1 Introduction to Networks
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CET 1600 or permission of the instructor.
Description	Introduction to Networks (ITN) covers the architecture, structure, functions and components of the internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement internet protocol (IP). This course is offered via Cisco Network Academy.
Fees	Additional special fee required.

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 1610
Course Name	CCNA2 Switching, Routing and Wireless Essentials
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CET 1605 or permission of instructor.
Description	This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPng, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This course is offered via the Cisco Networking Academy. (Formerly Router & Switching Essentials).

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 2123C
Course Name	Microprocessor Fundamentals
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Prerequisites	CET 1114C.
Description	This course covers number systems, codes, logic gates, Boolean algebra, logic simplification and combinational logic. The areas of coverage include the study of the theory, concepts, and circuits of digital electronics including decoders, encoders, multiplexers, flip flops, counters, and registers used in the applications of combinational and sequential logic. The laboratory exercises cover the measurement and analysis of digital circuits and devices.

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 2535C
Course Name	Process Control Systems
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two hours lecture, four hours laboratory per week.
Prerequisites	Permission of instructor.

Description	This course provides theory and applications of the microprocessor as a control device to regulate, position, count and detect in industrial electronics, power and motor control applications. (Spring)

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 2615
Course Name	CCNA3 Enterprise Networking, Security, and Automation
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CET 1610 or permission of instructor.
Description	This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. This course is offered via the Cisco Networking Academy. (Formerly Scaling Networks).
Fees	Additional special fee required

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 2854
Course Name	Wireless Networks
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CET 1600 and recommended prerequisite: CET 1610.
Description	This introductory course focuses on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design best practices with particular emphasis on hands-on skills in wireless networks.

Course Type	Computer Engineering Technology
Course Prefix/Code	CET 2890
Course Name	Network Infrastructure Security
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CET 1600, and CIS 1355. CET 1610 Strongly recommended.
Description	This course provides a comprehensive analysis of a wide breadth of network security technologies that could be deployed to harden a network infrastructure against various attacks. The course covers the installation and security configurations of various network devices including switches, access points, routers, proxy servers, firewalls, intrusion detection systems, intrusion prevention systems and other security and network appliances at different layers of the OSI model.

Course Type	Computer General Studies
Course Prefix/Code	CGS 1000

Course Name Computer Information Systems
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course surveys the computing field. The student is introduced to hardware, software, storage concepts, local area networks, data communications, data security, privacy issues, copyright law, file management techniques, email, the Internet and productivity software using an integrated software package.

Course Type Computer General Studies
Course Prefix/Code CGS 1543
Course Name Database Design and Implementation
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites CGS 1000 or CGS 1570 or COP 2170 or permission of instructor.
Description Students study relational database design principles in the context of a popular database management software package. Relationships, entity-relationship diagrams and normalization are emphasized. Implementation includes the creation of tables, queries, forms, reports, macros and programs.

Course Type Computer General Studies
Course Prefix/Code CGS 1570
Course Name Integrated Business Apps Software
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites CGS 1000 or permission of Technology department chair
Description This course will build on the study of integrated business software begun in CGS 1000 with intermediate work in word processing, spreadsheets, database management and an introduction to presentation software. Integrating these applications to solve complex business problems will be emphasized.

Course Type Computer General Studies
Course Prefix/Code CGS 1949
Course Name Co-op Work Experience in Computer Science
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.S.)
Lecture/Lab Hours A total of 160 hours of work experience is required.
Prerequisites Completion of at least 18 hours of computer science courses and/or permission of instructor or program manager.
Description This work-study course is designed to continue training in a student's academic major through field experiences and is intended to be a last-term elective. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type Computer General Studies

Course Prefix/Code CGS 2172
Course Name Implementing a Commerce Enabled Website
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites COP 2510 and CGS 2820.
Description This course teaches students how to conduct business online and how to manage the technological issues associated with constructing an electronic-commerce Web site. Strategies and products available for building electronic-commerce sites are explored.

Course Type Computer General Studies
Course Prefix/Code CGS 2820
Course Name Web Page Development
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course will present an introduction to creating Web pages. Topics to be discussed include the hypertext markup language, displaying text, creating links, adding graphics, building Web pages with multimedia (sound and video), forms and an introduction to JavaScript.

Course Type Computer General Studies
Course Prefix/Code CGS 2823
Course Name Advanced Web Page Development
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CGS 2820 and COP 2510
Description This course builds upon skills learned in CGS 2820. Topics include responsive design, layout of a Web page, using JavaScript in a Web page, introduction to server-side development, introduction to databases in Web development, and Web services.

Course Type Computer General Studies
Course Prefix/Code CGS 2932
Course Name Emerging Web Technologies
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites COP 2510 and CGS 2820.
Description The course will discuss current technologies of interest to students in the Web Development Specialist program. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields.

Course Type Chemistry
Course Prefix/Code CHM 1020C
Course Name The Chemistry of Everyday Life
Credit Hours (3) Credit Hours

Creditable	(A.A.)
Lecture/Lab Hours	Four hours lecture/laboratory per week.
Description	This course meets Area V requirements for A.A./A.S. general education requirements. This course provides students 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.
Fees	Additional special fees are required.

Course Type	Chemistry
Course Prefix/Code	CHM 1025
Course Name	Introductory Chemistry
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	MAT 1033 with a grade of "C" or better.
Corequisites	CHM 1025L
Description	This course is designed primarily to prepare students for entrance into CHM 2045, CHM 2045L and BSC 2010, BSC 2010L. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate corequisite course.

Course Type	Chemistry
Course Prefix/Code	CHM 1025L
Course Name	Introductory Chemistry Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours laboratory per week.
Prerequisites	MAT 1033 with a grade "C" or better.
Corequisites	CHM 1025
Description	Companion lab to CHM 1025. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate corequisite course.
Fees	Additional special fees are required.

Course Type	Chemistry
Course Prefix/Code	CHM 1032C
Course Name	Chemistry for Health Professionals
Credit Hours	(4) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture, three hours laboratory per week.
Prerequisites	MAT 1033 or higher with a grade of "C" or better.
Description	This course meets Area V of the A.A./A.S. general education requirements. This course is designed primarily for allied health science majors (students entering into the BSN program) and is not an acceptable prerequisite for CHM 2045. This course is a survey of general chemistry, organic chemistry and biochemistry.

Course Type	Chemistry

Course Prefix/Code	CHM 1032L
Course Name	Chemistry for Health Professionals Laboratory
Credit Hours	0
Creditable	(A.A.)
Description	Companion laboratory to CHM 1032C.
Fees	Additional special fees are required.

Course Type	Chemistry
Course Prefix/Code	CHM 2045
Course Name	General Chemistry I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	Completion of MAC 1105. Completion of CHM 1025 with a grade of "C" or better or one year of high school college preparatory honors or AP chemistry within last three years.
Corequisites	CHM 2045L
Description	This course meets Area V requirements for the A.A./A.S. general education requirements. This course is designed for students pursuing careers in the sciences or who need a more rigorous presentation of chemical concepts than is offered in an introductory course. Students 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. This course is intended for science and science-related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate corequisite course.

Course Type	Chemistry
Course Prefix/Code	CHM 2045L
Course Name	General Chemistry I Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three laboratory hours per week.
Prerequisites	CHM 1025 and CHM 1025L with a minimum grade of "C" or better.
Corequisites	CHM 2045
Description	This is the companion course to CHM 2045 - General Chemistry I . Please note that students who withdraw from the lecture or lab will be withdrawn from the appropriate corequisite course.
Fees	Additional special fees are required.

Course Type	Chemistry
Course Prefix/Code	CHM 2046
Course Name	General Chemistry II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.

Prerequisites	Completion of CHM 2045 and CHM 2045L with a grade of "C" or better.
Corequisites	CHM 2046L
Description	This course meets Area V requirements for A.A./A.S. general education requirements. This course incorporates a rigorous study of chemical principles for students who already have a foundation in the basic concepts of chemistry. This course is intended for science and science related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Chemistry
Course Prefix/Code	CHM 2046L
Course Name	General Chemistry II Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lab per week.
Prerequisites	CHM 2045 and CHM 2045L with a grade of "C" or better.
Corequisites	CHM 2046
Description	This course meets Area V requirements for A.A./A.S. general education requirements. This course incorporates a rigorous study of chemical principles for students who already have a foundation in the basic concepts of chemistry. This course is intended for science and science related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course. Additional special fees are required.
Fees	Additional special fees are required.

Course Type	Chemistry
Course Prefix/Code	CHM 2210
Course Name	Organic Chemistry I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	CHM 2046 and CHM 2046L with grades of "C" or better.
Corequisites	CHM 2210L
Description	This course meets the Area V requirements for the A.A./A.S. This course includes a study of the structure, synthesis and reactions of alkanes, alkenes, alkynes, alkyl halides, dienes, and alcohols. It is designed to prepare science majors and pre-professional students for upper-division courses in the major field. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course

Course Type	Chemistry
Course Prefix/Code	CHM 2210L
Course Name	Organic Chemistry I Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lab per week.
Prerequisites	CHM 2046 and CHM 2046L with a "C" or better.
Corequisites	CHM 2210

Description	This course meets Area V requirements for A.A./A.S. general education requirements. This course incorporates a rigorous study of chemical principles for students who already have a foundation in the basic concepts of chemistry. This course is intended for science and science related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Chemistry
Course Prefix/Code	CHM 2211
Course Name	Organic Chemistry II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	CHM 2210 and CHM 2210L with a grade of "C" or better.
Corequisites	CHM 2211L
Description	This course meets Area V of the A.A./A.S. general education requirements. This course includes a study of the structure, synthesis and reactions of the hydrocarbons and their derivatives. It is designed to prepare science majors and pre-professional students for upper-division courses in the major field. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Chemistry
Course Prefix/Code	CHM 2211L
Course Name	Organic Chemistry II Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lab per week.
Prerequisites	CHM 2210 and CHM 2210L with a grade "C" or better.
Corequisites	CHM 2211
Description	This course meets Area V requirements for A.A./A.S. general education requirements. This course incorporates a rigorous study of chemical principles for students who already have a foundation in the basic concepts of chemistry. This course is intended for science and science related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Chemistry
Course Prefix/Code	CHM 2930
Course Name	Special Topics in Chemistry
Credit Hours	(1 to 4 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals or groups for whom regularly described courses in chemistry may not be available.

Course Type	Computer Science and Information Systems

Course Prefix/Code CIS 1355
Course Name Security Engineering
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CET 1600.
Description This course addresses the basics of security engineering technology, including concepts of compliance and operational security, network security, threats and vulnerabilities, access controls, and cryptography. Conventional computer security issues, security baselines, and network and web security will be covered.

Course Type Computer Science and Information Systems
Course Prefix/Code CIS 2121
Course Name Cybersecurity Analysis
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CIS 1355 and either CTS 2143, or CTS 2321 or permission of Department Chair
Description This course prepares the student with knowledge and skills needed to identify, detect, and improve the overall IT security of an organization across a broad attack surface. Techniques to analyze, detect, and mitigate risks, as well as recover from security incidents will be emphasized.

Course Type Computer Science and Information Systems
Course Prefix/Code CIS 2321
Course Name Introduction to Systems Analysis and Design
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites CGS 1543 and any COP course with a grade of "C" or better.
Description This course introduces the analysis, design, implementation and control of data systems for management and communications. The scientific method is the platform for studying information systems through the system development life cycle. It includes proper definition of the problem, milestone development and tracking, cost/benefit analysis and design, development and implementation of new or replacement systems.

Course Type Computer Science and Information Systems
Course Prefix/Code CIS 2352
Course Name Ethical Hacking
Credit Hours (3) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Three hours lecture per week.
Prerequisites CIS 1355 and CTS 2390 or CTS 2143
Description This course is designed to provide the student with an understanding of the techniques and methodologies of security penetration testing. This course includes hands-on instruction using the various tools and methods that security professionals use to analyze an information system in order to discover vulnerabilities and protect against information loss, cyberterrorism and corporate espionage. In addition to learning how to properly document a security test, the

student explores the legal and ethical ramifications of penetration testing and learns how to apply the appropriate countermeasures in order to reduce the risks that organizations face. Students are encouraged to prepare for and take the Certified Ethical Hacker certification test offered by the EC-Council.

Course Type Computer Science and Information Systems
Course Prefix/Code CIS 2930
Course Name Special Topics, Computer Science
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.S.)
Description This course is designed to meet the special needs of individuals or groups for which regular described courses may not be available.

Course Type Computer Science and Information Systems
Course Prefix/Code CIS 2931
Course Name Current Issues in Computing
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CGS 1000 with a grade of "C" or better. or permission of instructor.
Description This course is a seminar for students interested in discussion, exploration and observation of select topics in computer science. The topics may include but are not limited to artificial intelligence, career development, managing technology, social responsibility, privacy and ethics.

Course Type Computer Science and Information Systems
Course Prefix/Code CIS 2938
Course Name Current Issues in Cybersecurity
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites Permission of the instructor.
Description This course is a seminar for students interested in discussion, exploration and observation of select topics in cybersecurity. The topics will include case analysis of current and well-known cyber security cases, security governance and policy, administering and managing information security, social responsibility, privacy and ethics.

Course Type Criminal Justice: Corrections
Course Prefix/Code CJC 1000
Course Name Introduction to Corrections
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course explains the value of the history and evolution of corrections. Discussion will center on the philosophies of incarceration, major problems facing correctional administrators and the differences between juvenile and adult institutionalization. It will contrast the early Auburn and Philadelphia styles of prison construction with modern day practices and will explain the general concept of gain time. The course will define the concept of community-based corrections;

contrast and define the concepts of probation and parole and the history of both; discuss problems of probation caseloads; discuss the advantages of work release and prerelease programs; explain contracting correctional services to privately operated organizations, treatment services and the roles of psychologists, psychiatrists and sociologists in correctional institutions; discuss vocational and therapeutic models in rehabilitation and their differences, and discuss the classification process and the conflicts it causes.

Course Type Criminal Justice: Law Enforcement
Course Prefix/Code CJE 1000
Course Name Introduction to Law Enforcement
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course describes patrol techniques and the advantages of each. Topics include how to prepare reports, techniques and safety when stopping and searching vehicles and people, police communication techniques as well as public service announcements and presentations to citizen groups, traffic administration, steps in traffic accident investigations, concepts of selective enforcement; computers in traffic enforcement and advantages of various vehicles in traffic; patrol functions and police ethics and the impact of internal and external controls on police.

Course Type Criminal Justice: Law Enforcement
Course Prefix/Code CJE 1300
Course Name Police Administration and Organization
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course contrasts the variations in organizational structures of law enforcement, correctional and judicial organizations. It appraises the impact of national patrol studies, gives examples of recruiting techniques, explains the principles of and differences between line and staff and defines the general principles of allocation and deployment of manpower. The course discusses crime and vice control, identifies crime prevention techniques, discusses the importance of special operations and explains the importance of computerization to effective administration.

Course Type Criminal Justice: Law Enforcement
Course Prefix/Code CJE 2600
Course Name Criminal Investigations
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course explains the investigative techniques used in solving crimes; focuses on the principles, concepts, theory and history of investigations; defines the importance of evidence to the court proceedings; describes the 11 primary steps of preliminary investigations and discusses principles of proper interview and interrogation techniques. The course also explains the importance of police record-keeping and computers to the investigative process; terms such as demeanor, grooming and appearance; and the importance of the use of notes while testifying.

Course Type Criminal Justice: Law Enforcement
Course Prefix/Code CJE 2640
Course Name Criminalistics I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course explains and discusses criminal laboratory techniques, methods of marking and preserving evidence, crime scene protection and types of investigative hardware and equipment, both field and laboratory. Demonstrations of crime sketching, fingerprinting, plaster casting and other evidence-gathering techniques also will be included.

Course Type Criminal Justice: Law Enforcement
Course Prefix/Code CJE 3361
Course Name Management of Specialized Law Enforcement Units
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course provides students with an opportunity to explore and understand specialized facets of law enforcement service delivery. Students focus on agency implementation of public safety, crime reduction, and/or community relations initiatives, evaluating program effectiveness and community impact. This process enhances students' ability to research program needs, examine budgetary requirements for implementation, and measure program effectiveness from a viability standpoint.

Course Type Criminal Justice: Law Enforcement
Course Prefix/Code CJE 4668
Course Name Computer Crime
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course provides an overview of computer crime from a criminal justice perspective. The course also examines similar issues, such as computer crime prevention, computer security, legal and social issues, and modern investigative methodologies.

Course Type Criminal Justice: Juvenile
Course Prefix/Code CJJ 2002
Course Name Juvenile Delinquency and Rehabilitation
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course defines juvenile delinquency, the general proceedings of the juvenile court system and compares the advantages and disadvantages of juvenile incarceration. Discussion subjects will include major causes of juvenile delinquency; problem areas between peers which have an influence upon juvenile delinquency; parents and school; the labeling theory; the gang theory of juvenile delinquency causation; the importance of the public school system to detection and prevention; and the juvenile halfway house concept.

Course Type Criminal Justice: Law and Process
Course Prefix/Code CJL 2100
Course Name Criminal Law
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course in criminal law emphasizes Florida substantive law and constitutional law. Differences between civil and criminal law and court are compared. English Common Law is used to explain the foundation of current laws. Elements of crimes against persons and property are identified and concepts of stare decisis, ex post facto law and burden of proof are examined.

Course Type Criminal Justice: Law and Process
Course Prefix/Code CJL 2130
Course Name Criminal Evidence and Procedures
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course emphasizes procedures applied to arrest, search and seizure. The course defines and describes evidence and its sufficiency and admissibility, covers aspects of evidence from discovery to submission in court and explains the concepts of privileged information, admissions and confessions and dying declarations. The class integrates the Bill of Rights throughout.

Course Type Computer Programming
Course Prefix/Code COP 2170
Course Name Visual Basic Programming
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites COP 2510 with grade "C" or better.
Description This course introduces object-oriented programming using Visual Basic. Topics covered include object concepts (objects, properties, methods, events) and programming concepts (data types, sequence, selection, iteration, functions, procedures, parameter passing, arrays, text files and databases). Application development techniques are stressed.

Course Type Computer Programming
Course Prefix/Code COP 2224
Course Name C++ Programming I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours lecture per week, plus laboratory assigned by instructor.
Prerequisites COP 2510 with a grade of "C" or better.
Description This course is an introduction to object-oriented programming using C++. The C++ language is well suited for this purpose because it supports traditional structured programming techniques and promotes concepts such as encapsulation, inheritance, polymorphism through user-defined classes.

Course Type Computer Programming

Course Prefix/Code	COP 2228
Course Name	C++ Programming II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture per week, plus laboratory assigned by instructor.
Prerequisites	COP 2224, or (COP 2224C) with a grade of "C" or better.
Description	This course emphasizes more advanced concepts of object-oriented programming. Abstract data types including linked lists, stacks, queues and trees are covered. Advanced techniques including exception handling, file processing and the standard template library are covered.

Course Type	Computer Programming
Course Prefix/Code	COP 2250
Course Name	Java Programming I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	COP 2510 with a grade of "C" or better.
Description	This course introduces object-oriented programming and the Java language including primitive data types; arrays and classes; sequential, selection and repetition control structures; graphical user interface; and events and event handling.

Course Type	Computer Programming
Course Prefix/Code	COP 2373
Course Name	Programming Concepts II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	COP 2510 with a grade "C" or better.
Description	This course will introduce and build upon the basic concepts of an object-oriented programming language using the python programming language. Students will learn to create interactive programs using lists, dictionaries and tuples. Students will learn more advanced techniques of working with files. Finally, students will learn about object oriented programming by manipulating functions and methods within object classes.

Course Type	Computer Programming
Course Prefix/Code	COP 2510
Course Name	Programming Concepts
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course is an introduction to object-oriented programming. The main focus is general object-oriented and programming concepts from a software engineering perspective.

Course Type	Computer Programming
Course Prefix/Code	COP 2805

Course Name	Java Programming II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	COP 2250, or (COP 2250C) with a grade of "C" or better.
Description	This course offers expanded topics in object-oriented programming and the Java language including creating graphical user interfaces, file handling, using the Java collection classes, networking, and database connectivity.

Course Type	Computer Programming
Course Prefix/Code	COP 2822
Course Name	Web Scripting
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	COP 2510 and CGS 2820.
Description	This course presents Web scripting utilizing current programming and scripting languages for Web applications. Various scripting languages will be used to create interactive Web pages.

Course Type	Computer Programming
Course Prefix/Code	COP 2842
Course Name	Developing Websites Using PHP/MYSQL
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	COP 2510.
Description	This course uses MySQL and PHP to build interactive dynamic, data-driven Web applications. PHP is used to interact with databases, build elaborate scripts, validate and process forms, and utilizes XAMPP's Web development tools.

Course Type	Comparative Politics
Course Prefix/Code	CPO 2002
Course Name	Comparative Government
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Description	This course meets part of the Area III of the A.A./A.S. general education requirements. This course is an introductory survey of government institutions and political behavior throughout the world, including topics such as electoral systems, political culture, democratic and nondemocratic regimes, comparative political economics, national identity, and political change and continuity.

Course Type	Creative Writing
Course Prefix/Code	CRW 2001
Course Name	Creative Writing I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.

Description	This course meets the Gordon Rule requirement. This course is a beginning workshop in the writing of poetry and/or fiction; projects in drama are optional. Assignments (some formal, some thematic) in either poetry and/or fiction are designed to stimulate beginning writers and to familiarize them with literary techniques and forms. Students are expected to participate in class discussion.

Course Type	Creative Writing
Course Prefix/Code	CRW 2002
Course Name	Creative Writing II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	ENC 1101, CRW 2001 and concurrent registration or completion of ENC 1102 or its equivalent with a grade of “C” or better.
Description	This course meets the Gordon Rule requirement. This course is a second-level course in writing or poetry and/or short fiction; projects in drama are optional. Assignments (some formal, some thematic) are designed to stimulate second level writers and to familiarize them with literary techniques and forms. Students are expected to share their work with the class and to participate in class discussion.

Course Type	Creative Writing
Course Prefix/Code	CRW 2003
Course Name	Advanced Creative Writing Workshop
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	CRW 2002 or instructor's approval
Description	This course meets Gordon Rule requirements. A continuing development of creative writing ability. Students may work on independent writing projects.

Course Type	Creative Writing
Course Prefix/Code	CRW 2200
Course Name	Magazine Writing
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites/ Corequisites	ENC 1101 with concurrent registration or completion of ENC 1102
Description	This course meets Gordon Rule requirement. This is a course for student writing as it relates to literary magazines. Critical emphasis is on the analysis of article writing and practice on independent writing / editing projects. A course for student writing as it relates to the production of content and layout of magazines. Critical emphasis on the analysis of article writing and practice on independent writing/editing projects. Students will work on editing projects and feature story production with possible overlap on the student literary journal BLAST! and possible internship opportunities with local and national magazines. Students are expected to participate in class discussions and workshops.

Course Type	Creative Writing

Course Prefix/Code	CRW 2201
Course Name	Introduction to Creative Non-Fiction
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites/ Corequisites	ENC 1101 with concurrent registration or completion of ENC 1102
Description	This course meets Gordon Rule requirement. This writing course examines the narrative possibilities of creative nonfiction. We will explore the structure, technique, and authorial presence in representative works of established sub-genres, including Literary Journalism, Travel Writing, Memoir, and the Personal Essay as well as more experimental forms like the Lyric Essay and Collage. Students will develop skills and techniques necessary for the production critique of their own and one another's writing and for the in-depth work of successful revision.

Course Type	Computer Technology and Skills
Course Prefix/Code	CTS 1150
Course Name	Microcomputer Hardware and Maintenance
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course will examine hardware terms, preventive maintenance, and basic computer repairs. This course is designed for the average computer user who desires to understand basic troubleshooting techniques. This course maps CompTIA's Exam objectives.

Course Type	Computer Technology and Skills
Course Prefix/Code	CTS 2143
Course Name	Server Fundamentals
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course is designed to prepare students for current industry certification exams. Topics covered include aspects of server planning, server placement, and disaster planning.

Course Type	Computer Technology and Skills
Course Prefix/Code	CTS 2321
Course Name	Linux System Administration
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CET 1600 and CTS 2390 or CTS 2143
Description	This course on the Linux operating system covers the topics required for the Comp TIA Linux + Certification Exam. Topics include planning a Linux implementation, installation, configuration, administration, system maintenance, troubleshooting, and system hardware. Students will also be exposed to various open-source Linux utilities used in network and security administration.

Course Type	Computer Technology and Skills

Course Prefix/Code CTS 2375
Course Name Cloud Services
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CET 1600
Description This course will develop the technical expertise needed for cloud computing. The student will learn cloud computing functionality, cloud security and compliance considerations, migration to the cloud, architecting and troubleshooting cloud services. This course will help students prepare for industry certification.

Course Type Computer Technology and Skills
Course Prefix/Code CTS 2390
Course Name Windows Server I
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CET 1600 and a working knowledge of Windows.
Description This course provides students with the knowledge and skills necessary to install and configure the Microsoft Windows Server operating system as part of a workgroup or domain, in both physical and virtual environments. Offered as CTS 1300 prior to Fall 2015.

Course Type Computer Technology and Skills
Course Prefix/Code CTS 2391
Course Name Windows Server II
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CTS 2390 with a minimum grade of "C" or permission of instructor.
Description This course provides students with the knowledge and skills necessary to administer Microsoft Windows Server on a domain, including infrastructure, Active Directory, and Group Policy. Offered as CET 2792 prior to Fall 2015.

Course Type Computer Technology and Skills
Course Prefix/Code CTS 2392
Course Name Windows Server III
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CTS 2390, strongly recommended: CTS 2391
Description This course is designed to provide students with the knowledge and skills necessary to configure advanced Microsoft Windows Server Services including fault tolerance and security management options. Offered as CET 2794 prior to Fall 2015.

Course Type Computer Technology and Skills
Course Prefix/Code CTS 2433
Course Name SQL Implementation
Credit Hours (3) Credit Hours

Creditable	(A.S.)
Prerequisites	CGS 1543, and CET 1600 with a grade of "C" or better or permission of instructor.
Description	This course presents the fundamentals of relational databases. It develops the skills needed to use SQL Server to create and manipulate a database and access and maintain data.

Course Type	Computer Technology and Skills
Course Prefix/Code	CTS 2434
Course Name	Server Database Developer
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CGS 1543, CET 1600, and CTS 2433.
Description	This course will introduce Microsoft SQL Server development to students. Students will get theoretical knowledge and practical skills in Transact-SQL coding, debugging, and performance tuning.

Course Type	Computer Technology and Skills
Course Prefix/Code	CTS 2445
Course Name	SQL Server Database Advanced Development
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CTS 2434.
Description	This course provides a comprehensive advanced approach to the Business Intelligence of SQL Server with high availability solutions. Students will learn how to plan a data warehouse infrastructure, define an appropriate disaster recovery approach, balance query-based processing versus filter-based processing, and more.

Course Type	Computer Technology and Skills
Course Prefix/Code	CTS 2937
Course Name	Current Issues in Computer Administration
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CTS 2143 or CTS 2375
Description	This course is designed to allow flexibility for presenting a variety of topics related to computer administration. Topics may include topics such as virtualization, cloud computing, scripting, and Internet of Things (IoT), among other relevant current topics.

Course Type	Dance
Course Prefix/Code	DAA 1000
Course Name	Introduction to Dance I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course provides a study of various styles of dance, useful for the lay person as well as the theatre or music major. An overview of jazz, tap, ballet, modern/lyrical and ballroom dance, for fun and fitness, as well as for audition preparation, is

included. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of dance courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for dance courses.

Course Type Dance
Course Prefix/Code DAA 1000B
Course Name Introduction to Dance IB
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites DAA 1000 or permission of the instructor.
Description This course provides a study of various styles of dance, useful for the lay person as well as the theatre or music major. An overview of jazz, tap, ballet, modern/lyrical and ballroom dance, for fun and fitness, as well as for audition preparation, is included. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of dance courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for dance courses.

Course Type Dance
Course Prefix/Code DAA 2101
Course Name Contemporary and Traditional Dance
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Prerequisites DAA 1000 or consent of instructor.
Description This course is designed for students with some prior dance or movement training and a desire to further develop their modern, jazz, tap, ballet, lyrical and ballroom dance techniques. Various dance techniques are explored that are useful for dance, theatre and music majors for audition preparation as well as the lay person for fun and fitness. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of dance courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for dance courses.

Course Type Dance
Course Prefix/Code DAA 2101B
Course Name Contemporary and Traditional Dance IB
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites DAA 1000 and DAA 2101 and consent of instructor.
Description This course is designed for students with some prior dance or movement training and a desire to further develop their modern, jazz, tap, ballet, lyrical and ballroom dance techniques. Various dance techniques are explored that are useful for dance, theater and music majors for audition preparation as well as the lay person

for fun and fitness. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of dance courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for dance courses.

Course Type Dance
Course Prefix/Code DAA 2930
Course Name Special Topics: Dance
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)
Description This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

Course Type Dental Hygiene
Course Prefix/Code DEH 1000
Course Name Introduction to Dental Hygiene
Credit Hours (2) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Two lecture hours per week
Prerequisites Admission to the Dental Hygiene Program.
Description This course is designed as an introduction to dentistry and the dental hygiene profession. The basic introductory knowledge required to provide comprehensive dental health services for patients will be emphasized.

Course Type Dental Hygiene
Course Prefix/Code DEH 1002
Course Name Introduction to Clinical Procedure
Credit Hours (2) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Two hours lecture per week
Prerequisites DES 1020
Corequisites DEH 1002L.
Description This course is designed to provide the student with knowledge of the basic principles of dental hygiene instrument design, instrumentation, and the fundamental skills necessary to provide comprehensive dental hygiene treatment.

Course Type Dental Hygiene
Course Prefix/Code DEH 1002L
Course Name Introduction to Clinical Procedures Laboratory
Credit Hours (4) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours 12 hours of pre-clinical practice
Corequisites DEH 1002
Description This clinical practice course is designed for the dental hygiene student to apply the principles and concepts of the dental hygiene process of care developed in DEH

	1002. Students will master basic instrumentation skills and dental hygiene procedures on manikin models and on student partners.
Fees	Additional special fees are required.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 1130
Course Name	Oral Embryology and Histology
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Lecture/Lab Hours	One lecture hour per week.
Prerequisites	DES 1020
Corequisites	DEH 1800
Description	This course introduces the student to a comprehensive study of the embryonic development of the tissues and cells that comprise the specific anatomical structures of the face and oral cavity.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 1720
Course Name	Preventive Dentistry
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Lecture/Lab Hours	One lecture hour per week.
Prerequisites	DEH 1000
Description	This course is designed to broaden the dental hygiene student's knowledge of health promotion and disease prevention and the use of oral physiotherapy adjuncts to achieve optimum oral health.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 1800
Course Name	Clinical Dental Hygiene I
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two hours of lecture per week
Prerequisites	DEH 1002, DEH 1002L
Corequisites	DEH 1800L
Description	This course is designed to further enhance the student's knowledge of the dental hygiene process of care with the introduction of adjunct dental hygiene procedures. Emphasis is placed on basic principles and concepts of current dental hygiene services and refinement of preclinical instrumentation.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 1800L
Course Name	Clinical Dental Hygiene I Laboratory
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	12 hours of clinic per week
Corequisites	DEH 1800

Description	This course is designed to provide clinical experiences for the dental hygiene student in total patient care. Emphasis is placed on basic principles and concepts of the dental hygiene process of care, refinement of pre-clinic instrumentation, patient education, treatment planning, and radiology.
Fees	Additional special fees are required.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2300
Course Name	Pharmacology and Pain Control
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours of lecture per week.
Prerequisites	DEH 1000, DEH 2802, and DEH 2822
Corequisites	DEH 2804.
Description	This course is designed to introduce the dental hygiene student to the origin, physical and chemical properties, preparation, and modes of administration of commonly prescribed drugs. The effects commonly prescribed drugs have on the body's systems which may require an alteration of dental hygiene treatment will be covered. Also included is the pharmacology of local anesthesia and vasoconstrictors and the preparation, contraindications, and use of local anesthetics.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2400
Course Name	General and Oral Pathology
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two lecture hours per week.
Prerequisites	DEH 2602 and DEH 2802
Corequisites	DEH 2804.
Description	This course is designed to introduce the dental hygiene student to the principles of pathology and its relationship to the hard and soft tissues of the oral cavity. Emphasis is placed on the importance of early recognition of subtle changes in the oral tissue by the dental hygienist.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2602
Course Name	Periodontology
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two lecture hours per week.
Prerequisites	DEH 1800
Corequisites	DEH 2802.
Description	This course is designed to expand on the dental hygiene student's knowledge of etiology, classification, diagnoses, treatment and maintenance of periodontal diseases and the care of the individual with these diseases.

Course Type	Dental Hygiene

Course Prefix/Code	DEH 2702
Course Name	Community Dental Health
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two hours lecture per week.
Prerequisites	DEH 2804
Corequisites	DEH 2702L .
Description	This course introduces the student to public health and the responsibilities of the dental hygienist in the promotion of oral health education in the community. Content will include basic concepts of education and community dental health, history and trends in public health, principles of communication, dental epidemiology and indices, needs assessment, biostatistics, literature review, community organizations, and the dental care delivery system.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2702L
Course Name	Community Dental Health Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Lecture/Lab Hours	Three hours of laboratory per week.
Prerequisites	DEH 2804
Corequisites	DEH 2702
Description	This course immerses the student in the promotion of oral health education in the community. The student will plan, implement, and evaluate dental health programs and community service projects will be included.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2802
Course Name	Clinical Dental Hygiene II
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two lecture hours per week
Prerequisites	DEH 1800 and DEH 1800L
Corequisites	DEH 2802L
Description	This course is designed to provide the dental hygiene student with the knowledge and understanding of dental hygiene care for the patient with special needs. This course will also introduce the dental hygiene student to the theory and techniques of additional equipment and procedures to expand the student's knowledge and ability to perform total patient care.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2802L
Course Name	Clinical Dental Hygiene II Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Eight hours of clinic per week
Corequisites	DEH 2802

Description	This course is designed to provide ongoing clinical experiences for the dental hygiene student in total patient care. Emphasis is placed on instrumentation, radiographic skills, patient education, and dental hygiene process of care with the special population patient. Incorporation of new treatment modes include sealant placement, study models, and intra oral image acquisition.
Fees	Additional special fees are required.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2804
Course Name	Clinical Dental Hygiene III
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two lecture hours per week
Prerequisites	DEH 2802 and DEH 2802L
Corequisites	DEH 2300 and DEH 2804L.
Description	This course is designed to provide ongoing clinical experiences for the dental hygiene student in total patient care. Emphasis is placed on advanced instrumentation, new technologies in the provision of comprehensive patient treatment, local anesthesia, and expanded functions.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2804L
Course Name	Clinical Dental Hygiene III Laboratory
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Sixteen clinical hours per week and three lab hours per week.
Corequisites	DEH 2804
Description	This course is designed to provide ongoing clinical experiences for the dental hygiene student in total patient care. Emphasis is placed on advanced instrumentation, refined radiographic skills, enhanced patient education and dental hygiene process of care planning. Local anesthesia and expanded functions in dental hygiene will be included.
Fees	Additional fees are required.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2806
Course Name	Clinical Dental Hygiene IV
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two lecture hours per week
Prerequisites	DEH 2804 and DEH 2804L
Corequisites	DEH 2806L.
Description	This course incorporates a discussion of ethical and legal issues, professional organizations, the Florida State Dental Practice Act and continuing education regulations and requirements. Dental office management procedures and the business and professional skills necessary to practice in a dental office and alternate practice settings are discussed. Methods of preparation for the National Board Examination are reviewed.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2806L
Course Name	Clinical Dental Hygiene IV Laboratory
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Sixteen clinical hours per week.
Corequisites	DEH 2806
Description	This course is designed to provide ongoing clinical experience for the dental hygiene student in comprehensive patient care. Emphasis is placed on formulation and implementation of the dental hygiene process of care including assessment, dental hygiene diagnosis, planning, implementation, evaluation, and documentation.
Fees	Additional special fees are required.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2822
Course Name	Dental Office Emergencies
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Lecture/Lab Hours	One lecture hour per week.
Prerequisites	DEH 1000 and DEH 1002
Corequisites	DEH 1800
Description	This course is designed to develop the dental hygiene student's skill to plan for, identify and manage a medical emergency in the dental office, including those in conjunction with the administration of local anesthesia. Also included is the specific protocol for the management of a medical emergency in the SCF Dental Hygiene Clinic.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2900
Course Name	Dental Hygiene Competency Review
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.S.)
Lecture/Lab Hours	One to three hours of didactic instruction per week or four to 12 hours per week of clinical practice.
Prerequisites	Permission of the Dental Hygiene Program director.
Description	This course is designed to meet the needs of students who either wish to re-enter the program or a graduate student who desires clinical updating and competency review in preparation for the clinical licensure examination.
Fees	Additional special fee is required.

Course Type	Dental Hygiene
Course Prefix/Code	DEH 2930
Course Name	Special Topics, Dental Hygiene
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.S.)

Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Developmental Psychology
Course Prefix/Code	DEP 2002
Course Name	Child Development
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	PSY 2012 with a grade of "C" or better.
Description	This course is a study of the physical, social/behavioral, emotional, personality and cognitive factors that affect children's development and birth through adolescence.

Course Type	Developmental Psychology
Course Prefix/Code	DEP 2004
Course Name	Human Development: Life Span
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	PSY 2012 with a grade of “C” or better.
Description	This course is a study of human growth and development from birth through adulthood in an effort to describe and explain changes in human behavior across the years of the life span. Theories using information from psychology as well as biology, sociology and anthropology are discussed to allow for understanding, predicting and explaining human behavior.

Course Type	Dental Hygiene Support
Course Prefix/Code	DES 1010
Course Name	Head and Neck Anatomy
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Corequisites	DEH 1002
Description	This course is designed to introduce the student to an in-depth study of the head and neck areas that include skeletal support, blood supply, the muscular structures, nerve intervention, glandular system, temporomandibular joint and the spread of infection. Offered as DES 1010C prior to Fall 2012.

Course Type	Dental Hygiene Support
Course Prefix/Code	DES 1020
Course Name	Oral Anatomy
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Prerequisites	Admission to the Dental Hygiene Program.
Description	This course is designed to introduce the student to the hard and soft tissues of the oral cavity and the appropriate examination of each tissue. The eruption, arrangement, function, developmental disturbances, occlusion, and morphological characteristics of the permanent and deciduous dentitions are presented.
Fees	Additional special fees are required.

Course Type	Dental Hygiene Support
Course Prefix/Code	DES 1100C
Course Name	Dental Materials
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two lecture hours per week and three laboratory hours per week.
Prerequisites	DES 1020 and DEH 1002.
Corequisites	DEH 1800 and DES 1100L.
Description	This course introduces the dental hygiene student to the study of the physical, chemical, and biological properties and uses of dental materials. Identification and manipulation of common dental materials are incorporated in laboratory experiences.
Fees	Additional special fees are required.

Course Type	Dental Hygiene Support
Course Prefix/Code	DES 1100L
Course Name	Dental Materials Laboratory
Credit Hours	0
Creditable	(A.S.)
Corequisites	DES 1100C
Description	This laboratory introduces the dental hygiene student to the basic properties; principles of manipulation and procedures related to dental materials and their application in the clinical setting.

Course Type	Dental Hygiene Support
Course Prefix/Code	DES 1200C
Course Name	Dental Radiography
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two lecture hours per week and three laboratory hours per week.
Prerequisites	DES 1020.
Corequisites	DES 1010 and DES 1200L.
Description	This course is designed to introduce the student to the fundamental background and theory necessary for safe and effective use of radiographs in dentistry. The course includes the history of radiology, production and uses of radiation, dental x-ray images and interpretation, exposure techniques, and radiation safety.
Fees	Additional special fees are required.

Course Type	Dental Hygiene Support
Course Prefix/Code	DES 1200L
Course Name	Dental Radiography Laboratory
Credit Hours	0
Creditable	(A.S.)
Corequisites	DES 1200C
Description	This laboratory course is designed for the dental hygiene student to apply principles and concepts of dental radiography developed in DES 1200C. Students will master basic radiographic obtainment skills utilizing a DXTTR mannequin.

Course Type Digital Media
Course Prefix/Code DIG 1132C
Course Name Digital Art and Design
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours studio/lecture per week
Description This digital foundation course explores the two-dimensional design process, and the principles and elements of design. Students are introduced to the Apple OSX platform, digital lab equipment and Adobe software as creative problem-solving tools.

Course Type Digital Media
Course Prefix/Code DIG 2000
Course Name Media Interpretation and Adaptation
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites FIL 1420 and PGY 1800C
Description This course prepares qualified designers and communicators to manipulate the latest technology and procedures for digital media publications. It focuses on interpreting and developing content, as well as adapting original literary and nonfiction work for media production. Students employ critical thinking, problem-solving strategies, research techniques and organizational skills to create digital audio/video productions for internet programming.

Course Type Digital Media
Course Prefix/Code DIG 2111C
Course Name Digital Illustration I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description An exploration of various forms of computer-generated drawing and imagery and the processes used to digitally alter, edit, and enhance that imagery including editing and compositing, vector and raster drawing. Emphasis is given to digital color theory, manipulation and mixing. The course also acquaints the student with the artist critique, involving presentation, discussion, and analysis of electronic media. Formerly ART 2600C.

Course Type Digital Media
Course Prefix/Code DIG 2117C
Course Name Digital Illustration II
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites DIG 2111C
Description Three hours studio/lecture per week. Prerequisite - DIG 2111C Digital Illustration. Building on skills developed in Digital Illustration I, students are engaged in an intermediate study of various forms of computer-generated drawing and imagery, and the processes used to digitally alter, edit, and enhance that imagery including

editing and compositing, vector and raster drawing. Emphasis is given to digital color theory, manipulation and mixing. Students are expected to apply techniques to various assignment parameters based on a client/artist relationship including style guides, size limitations, concept and strict deadlines.

Course Type	Digital Media
Course Prefix/Code	DIG 2132C
Course Name	Digital Media Design
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	ART 1201C or GRA 1206C or GRA 2122C or PGY 1800C.
Description	Through the use of graphic and image editing software students will develop critical thinking skills necessary to create a multimedia publication. Working within a group, students will collaboratively incorporate design, color, layout, typography, pagination and image editing techniques to resolve challenges unique to the digital design industry.

Course Type	Digital Media
Course Prefix/Code	DIG 2510
Course Name	Applications in Film Production Technology
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Prerequisites	FIL 1000, or FIL 2423, FIL 1420, FIL 1537, FIL 2571, FIL 1949 OR MMC 1949, FIL 2949 OR MMC 2949, MMC 2000 OR RTV 2000, GRA 1100C, GRA 2160C. Recommended prerequisites: FIL 2100, FIL 2580
Description	This course examines the many ways in which digital media professionals can promote and apply their work. It also examines legal and social issues in the context of media marketing. Sessions cover industry trends, business communications, marketing, work estimating and pricing. Other areas discussed are copyright law, insurance liability and work-for-hire implications.

Course Type	Digital Media
Course Prefix/Code	DIG 2930
Course Name	Special Topics: Digital Media
Credit Hours	(1-3 Variable Credit Hours)
Creditable	(A.S.)
Description	This course is designed to meet the specific needs of individuals or groups for whom regular, described courses may not be available.

Course Type	Domestic Security
Course Prefix/Code	DSC 3013
Course Name	Introduction to Homeland Security
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course introduces students to vocabulary and important components of homeland security. Students learn about the agencies associated with homeland

security and their inter-related duties and relationships. Students examine historical events that impact homeland security. Students explore state, national, and international laws impacting homeland security and students examine the most critical threats confronting homeland security.

Course Type Domestic Security
Course Prefix/Code DSC 3214
Course Name Catastrophic Event Response Planning
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front-end planning involved in preparation for a catastrophic event. Students are introduced to the development of an emergency response plan that will include concepts such as lookout, awareness, communications, escape, safety (laces), training and various agency relationships.

Course Type Domestic Security
Course Prefix/Code DSC 3243
Course Name Industrial Security
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course studies the essentials of industrial security including the global transportation systems in airports, railroads and seaports, and issues surrounding border control. Internal U.S. critical infrastructure threats are covered including best defensive practices. A study of existing governmental agencies and the role they each play is included. Existing domestic and international laws are studied. Potential threats and countermeasures are examined, including new technologies currently employed to protect our industrial facilities.

Course Type Domestic Security
Course Prefix/Code DSC 3554
Course Name Critical Infrastructure and Risk Analysis
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites DSC 3013 and PAD 3821.
Description This course examines the importance of risk analysis and introduces students to procedures for community hazard assessments, and implementation of the Critical Infrastructure Process (CIP) used to protect people, physical entities, and cyber systems that are critical to many facilities. Topics related to the design of proper detection and deterrence procedures and equipment are covered. Included are relevant parts of the National Incident Management System (NIMS) protocols.

Course Type Domestic Security
Course Prefix/Code DSC 4038
Course Name Terrorism and Emergency Management
Credit Hours (3) Credit Hours
Creditable (B.A.S.)

Prerequisites	DSC 3013, PAD 3821 and FES 4014.
Description	This course reviews terrorism and counterterrorist intelligence functions and operations. It covers the most significant points that surround the emergency response processes needed to cope with terrorism incidents. The course includes how to prepare communications center staff for terrorist events, and the protection of critical infrastructures both private and public by the coordination of agencies. Included are past and potential national policy, strategies for dealing with various types of terrorist acts, and the delicate balance between personal freedoms and limitations of freedom needed for protection from terrorism.

Course Type	Domestic Security
Course Prefix/Code	DSC 4594
Course Name	Intelligence Analysis
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Prerequisites	DSC 3013 and PAD 3821.
Description	This course examines existing intelligence systems, both federal and state, and how they operate. It distinguishes the use of intelligence in criminal investigations to prove crimes that have already occurred from the proactive and protective uses in Homeland Security agencies. Generally accepted principles on protection of critical infrastructures using intelligence analysis is covered.

Course Type	English for Academic Purposes
Course Prefix/Code	EAP 0385
Course Name	Writing/Grammar 3, Integrated
Credit Hours	(5) Credit Hours
Creditable	(Institutional Credit)
Prerequisites	Placement by current State College of Florica EAP placement tool and writing sample.
Description	Intermediate-level English language learners will acquire skills necessary to write well-developed paragraphs using intermediate grammar and rhetorical structures. A grade of "C" or better is necessary to move to EAP 0485 Writing/Grammar 4, Integrated.

Course Type	English for Academic Purposes
Course Prefix/Code	EAP 0386
Course Name	Speaking-Listening/Reading 3, Integrated
Credit Hours	(5) Credit Hours
Creditable	(Institutional Credit)
Prerequisites	Placement by State College of Florida EAP placement tool.
Description	Intermediate-level English language learners will develop proficiency in reading level-appropriate material, listening in an academic setting, building academic vocabulary, and speaking in various social and academic situations. A grade of "C" or better is necessary to move EAP 0486 Speaking-Listening/Reading 4, Integrated.

Course Type	English for Academic Purposes
Course Prefix/Code	EAP 0485

Course Name	Writing/Grammar 4, Integrated
Credit Hours	(5) Credit Hours
Creditable	(Institutional Credit)
Prerequisites	Placement by current State College of Florida EAP placement tool and writing sample or successful completion of EAP 0385.
Description	High intermediate-level English language learners will acquire skills necessary to write multi-paragraph essays using high intermediate-level grammar and rhetorical structures. A grade of "C" or better is necessary to move to EAP 1540 Writing 5.

Course Type	English for Academic Purposes
Course Prefix/Code	EAP 0486
Course Name	Speaking-Listening/Reading 4, Integrated
Credit Hours	(5) Credit Hours
Creditable	(Institutional Credit)
Prerequisites	Placement by State College of Florida EAP placement tool, or successful completion of EAP 0386
Description	High intermediate-level English language learners will develop proficiency in reading level-appropriate material, listening in an academic setting, building academic vocabulary, and speaking in various social and academic situations. A grade of “C” or better is necessary to move EAP 1520 Reading 5.

Course Type	English for Academic Purposes
Course Prefix/Code	EAP 1520
Course Name	Reading 5
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Placement by State College of Florida EAP placement tool or successful completion of EAP 0486. Placement may also be made by PERT with the permission of the Department Chair or Program Coordinator.
Description	This is an advanced level reading course for English language learners designed to increase their vocabulary and their ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies. Please note that no more than a total of twelve (12) combined credits from EAP courses may count towards A.A. elective credits. Students are advised to consult the transfer university about the number of transferable credits for EAP courses.

Course Type	English for Academic Purposes
Course Prefix/Code	EAP 1540
Course Name	Writing 5
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Placement by State College of Florida EAP placement tool and writing sample or successful completion of EAP 0485. Placement may also be made by PERT and with permission of Department Chair or Program Coordinator.
Description	This is an advanced level writing course for English language learners designed to develop their ability to write basic, structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. Please note that no more than a total of twelve (12) combined credits from EAP courses

may count toward A.A. elective credits. Students are advised to consult the transfer university about the number of transferable credits for EAP courses.

Course Type English for Academic Purposes
Course Prefix/Code EAP 1620
Course Name Reading VI
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites Placement by ESL Accuplacer and writing sample or successful completion of EAP 1520.
Description This is a high advanced level reading course for ESL students designed to develop their ability to comprehend and interpret authentic college-level texts in content areas by applying appropriate reading strategies. Please note that no more than a total of twelve (12) combined credits from EAP courses may count toward A.A. elective credits. Students are advised to consult the transfer university about the number of transferrable credits for EAP courses.

Course Type English for Academic Purposes
Course Prefix/Code EAP 1640
Course Name Writing VI
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites Placement by ESL Accuplacer and writing sample or successful completion of EAP 1540.
Description This is a high advanced level writing course for ESL students designed to develop their ability to write a variety of college-level essays with sophistication, fluency and accuracy and execute other academic writing tasks. Please note that no more than a total of twelve (12) combined credits from EAP courses may count towards A.A. elective credits. Students are advised to consult the transfer university about the number of transferrable credits for EAP courses.

Course Type English for Academic Purposes
Course Prefix/Code EAP 1660
Course Name Advanced Grammar and Editing
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites Placement by ESL Accuplacer and writing sample, successful completion of EAP 0440 or permission of the Language and Literature department chair.
Description This advanced level course for ESL students is designed to enhance their editing skills using advanced grammatical forms and to broaden their acquisition of academic vocabulary. Please note that no more than a total of twelve (12) combined credits from EAP courses may count toward A.A. elective credits. Students are advised to consult the transfer university about the number of transferrable credits for EAP courses.

Course Type English for Academic Purposes
Course Prefix/Code EAP 2930 (A) or (B)

Course Name Advanced Grammar and Editing
Credit Hours (3) Credit Hours
Creditable (Institutional Credit)
Prerequisites Departmental approval required.
Description This course is designed to meet specific needs of individuals or groups for whom regular, described courses are not available.

Course Type Economics
Course Prefix/Code ECO 2013
Course Name Principles of Macroeconomics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description In this course, students 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. Students will examine theories and evidence related to 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 Type Economics
Course Prefix/Code ECO 2023
Course Name Principles of Microeconomics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours lecture per week.
Description The objective of this course is to present the nature of economics and tools for economic analysis. The market system, price theory, theory of the firm, theories of production and distribution are also presented.

Course Type Economics: Business
Course Prefix/Code ECP 3009
Course Name Economic Problems and Policy
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites ECO 2013
Description This course focuses on theoretical economics' historical and philosophical foundations and reviews the primary macroeconomic traditions upon which complex policy debates rest in dealing with economic problems in the US and globally. Alternative economic solutions to these problems will be investigated. The course will emphasize the ability of free-market capitalism to provide appropriate policy guidance in resolving economic issues and how to apply these concepts to alternative economic systems globally. Case Studies analysis emphasizes the relationship between theory and practice in real-world circumstances.

Course Type Education: Elementary

Course Prefix/Code	EDE 2221
Course Name	Integrating Art, Music and Health Education Across the Curriculum
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	At least 10 hours of clinical experience is required, in addition to class sessions.
Description	This course examines the methodology for the integration of art, music and health education into the elementary school curriculum based on the theory of multiple intelligences. Age and grade appropriate methods, materials, activities and assessment are introduced through practical applicators, which are based on current research.

Course Type	Education: Elementary
Course Prefix/Code	EDE 3223
Course Name	Integrating Art, Music and Physical Education
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course provides teacher candidates with a foundation in art, music, and physical education instruction for elementary classrooms. Subject area knowledge and skills are developed as required in state-adopted standards. Emphasis is placed on methods of instruction and creation of lesson plans that effectively integrate art, music, and physical education with other subject areas within elementary classrooms.

Course Type	Education: Elementary
Course Prefix/Code	EDE 4942
Course Name	Integrated Practicum: Elementary Education
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	MAE 3310, MAE 3312, RED 3309, SCE 3310, and SSE 3312
Description	In this course, Practical application in a clinical setting of knowledge is acquired in the classroom. This course provides student observation and participation in a field experience in a K-6 setting (public, private or charter) under the supervision of a certified classroom teacher. Field hours are required. This course is ESOL infused.

Course Type	Education: Elementary
Course Prefix/Code	EDE 4945
Course Name	Final Internship: Elementary Education
Credit Hours	(9) Credit Hours
Creditable	(B.S.)
Description	This course is the required clinical field experience for elementary teacher candidates. During their full-day internship in a K-6 elementary public, private or charter school setting, candidates will demonstrate professional competencies and practical application in a clinical setting of knowledge acquired in the classroom. All coursework must be successfully completed prior to final internship. This course is ESOL infused.

Course Type	Education: Foundation and Policy Studies

Course Prefix/Code	EDF 1005
Course Name	Introduction to the Teaching Profession
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course provides an overview of Florida's educator certification pathways and career options in education in accordance with Florida Statutes. Topics include key educational philosophies; professional ethics; legal responsibilities, including mandatory reporting for child abuse and neglect; the Florida Educator Accomplished Practices (FEAP); key instructional practices associated with effective teaching of students with exceptionalities; Florida's state academic standards; and historical, legal and financial foundations of the Florida education systems. Students will explore effective teaching strategies in classroom management, educational technology and the foundations of all student learning needs. Includes a minimum of 15 hours of required clinical experience in a variety of school settings.

Course Type	Education: Foundation and Policy Studies
Course Prefix/Code	EDF 1030
Course Name	Effective Classroom Management
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course focuses on the basic principles of classroom management, establishing effective rules, use of reward systems, program evaluation and review of typical school problems/proven programs.

Course Type	Education: Foundation and Policy Studies
Course Prefix/Code	EDF 3214
Course Name	Child/Adolescent Development & Learning
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course is designed to cover principles of learning and student development and their applications to learning/teaching situations. Self-concept, motivation, views of intelligence and assessment are examined with opportunities to analyze teaching/learning episodes and to develop a repertoire of teaching approaches. Emphasis is placed on the interaction between the role of the teacher and the needs and learning styles of students at various developmental ages and stages.

Course Type	Education: Foundation and Policy Studies
Course Prefix/Code	EDF 3430
Course Name	Measurement, Evaluations, and Assessment in Education
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course involves the study of principles of traditional and alternative assessment strategies, which helps students obtain skills relevant to the development and use of classroom assessments to increase teaching and learning. Students develop a basic understanding of the principles of measurement,

formative and summative assessment strategies, test construction, performance assessments, and reading and interpreting data to make instructional decisions.

Course Type	Education: Foundation and Policy Studies
Course Prefix/Code	EDF 3940
Course Name	Clinical Field Experience
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	EDF 3214, EDG 3620, EDG 4410, EEX 3242, RED 3309, RED 4318
Corequisites	RED 4940
Description	This course is the required clinical field experience for EPI teacher candidates. A minimum of 60 hours in a public, charter, or accredited private school which includes teaching demonstrations, analysis, and reflections on candidates' current teaching related to the Florida Educator Accomplished Practices (FEAPs) supervised by college faculty.

Course Type	Education: General
Course Prefix/Code	EDG 3412
Course Name	Behavior Supports & Learning in the Classroom
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This foundational course focuses on strategies for creating and maintaining effective learning environments across PreK-12 settings. Candidates explore the development of positive relationships, organization of groups, creation and implementation of rules and procedures, and instructionally effective teaching practices. Emphasis is placed on the application of positive behavior support strategies and individualized behavioral interventions. Lab/studio experiences provide opportunities for candidates to practice, reflect on, and analyze these strategies in controlled or simulated learning environments. The course prepares candidates for subsequent, more advanced classroom management coursework and aligns with FDOE standards for effective teaching, and classroom management.

Course Type	Education: General
Course Prefix/Code	EDG 3620
Course Name	Curriculum & Instruction
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course is an introduction to curriculum and instruction. Teacher candidates will understand the principles of curriculum development and the use of instructional strategies. The foundation of this course will include the development, implementation, and evaluation of lesson plans appropriate to the specific ability level of the intended audience.

Course Type	Education: General
Course Prefix/Code	EDG 4410
Course Name	Classroom Management and Communication

Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	Course provides teacher candidate with the basic skills of classroom discipline designed to equip the teacher candidate with strategies for managing regular and exceptional learners, the environment, and academic tasks so that all students' opportunities for psychosocial and cognitive growth are enhanced. Emphasis is on individual and large-group management skills.

Course Type	Education: General
Course Prefix/Code	EEC 2949
Course Name	Final Internship in Education: Early Childhood
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	Majority of EDF, EDG, EEC, EEX, EME courses (51 credit hours in degree-seeking Early Childhood courses) and permission of program manager.
Description	This course should be taken during the last semester before graduating. This “Capstone” reinforces education and professional growth in a student’s academic major in Early Childhood. Students must complete minimum of 120 hours within the semester of volunteer or work experience and classroom seminars. Students are evaluated on performance observation, professional portfolio, and completion of learning objectives. Hours are not transferable to upper-level internships, practicum, or clinical practice.

Course Type	Education: Early Childhood
Course Prefix/Code	EEC 1000
Course Name	Introduction to Early Childhood Education
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course will provide an overview of early childhood education from birth to age 8. The student will develop an understanding of theories and philosophies, family and societal influences on young children, planning principles of child growth and development, the role of play in early childhood. This course is one of four required to meet the educational requirements for the DCF Child Care Professional Credential (FCCPC).

Course Type	Education: Early Childhood
Course Prefix/Code	EEC 1001
Course Name	Early Childhood Growth and Development
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course is a study of the physical, social, behavioral, emotional, personality and cognitive factors that affect the development of children birth to adolescence. Focus will be given to the impact of these developmental changes and the appropriate educational environment to best meet the individual needs of these young children. This course is one of four required to meet the educational requirements for the DCF Child Care Professional Credential (FCCPC). Field experience hours are required in this course.

Course Type Education: Early Childhood
Course Prefix/Code EEC 1312
Course Name Creative Experiences for Young Children
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course emphasizes the importance of creativity and play in the physical, cognitive, language, emotional and social development of young children. Students will create materials and activities for young children and adapt them to the developmental level of the child.

Course Type Education: Early Childhood
Course Prefix/Code EEC 1319
Course Name Portfolio Development and Performance Observation
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites: EEC 1000, EEC 1001 with a grade of "C" or higher.
Prerequisites/ Corequisites: EEC 1601
Description This course is designed to provide students with learning opportunities related to demonstration of written competencies for children ages birth to five years, in the functional areas of early childhood education. Students are required to be evaluated on competencies through classroom seminars, field experiences and performance observation in an early childhood setting. This course is one of four required to meet the educational requirements for the DCF Child Care Professional Credential (FCCPC). Field experience hours are required in this course.

Course Type Education: Early Childhood
Course Prefix/Code EEC 1601
Course Name Observation and Assessment in Early Childhood
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites EEC 1000, and EEC 1001
Description This course will implement a system of ongoing child observation and assessment for children from birth to age five. The student will understand the importance of and strategies for planning and preparing for an effective system of ongoing child assessment to inform their teaching, improve children's learning, and provide information and opportunities for individualizing ongoing assessment strategies for children who are dual language learners and children with special needs. The student will learn how to use a variety of assessment tools related to language, literacy and school readiness. This course is one of four required to meet the educational requirements for the DCF Child Care Professional Credential (FCCPC). Field experience hours are required in this course.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2002
Course Name Early Child Care Center Management
Credit Hours (3) Credit Hours

Creditable (A.A.)
Description This course provides a study of the facilities, equipment and program planning, using educational objectives and lesson plans in an early childhood setting. The student will study the following topics: organizational leadership and management, programming, and financial and legal issues.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2202
Course Name Program Development in Early Childhood
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites EEC 2002
Description This course addresses several developmentally appropriate curriculum models and underlying theories designed in early care and education programs for children birth through age eight. Students will gain experience in examining factors that impact curriculum development in early childhood education. Additionally, focus will be on curriculum planning and development including goal setting, environment, roles of teachers and families, selection of appropriate materials, classroom assessment and settings. This course may be taken for renewal of the Florida director's credential.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2217
Course Name Introduction to Language and Emergent Literacy
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description The course covers the cognitive development of young children through language and emergent literacy. Emphasis is on building rapport with families, integrating children's cultures/languages, analyzing developmental stages, and adapting assessments to promote optimal progress of young children's language and literacy development.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2226
Course Name Introduction to Principles of Mathematics and Science for Young Children
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description The course covers the cognitive development of young children through science and math. Students will plan, guide, and implement developmentally appropriate science and math activities. Students will also apply and integrate science and mathematics content into activities through the use of centers, cooperative learning, hands-on manipulation, and discovery learning.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2401
Course Name Family Interaction and Cultural Continuity
Credit Hours (3) Credit Hours

Creditable (A.A.)
Description This course is designed for students to become acquainted with the dynamics of the relationships of home, school, and community in early childhood education.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2500
Course Name Infant and Toddler Development
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is the study of the developmental needs of infants and toddlers ages birth to three. Emphasis is on developing appropriate environments, curriculum and policies that support young children and their families. Five (5) hours of field experience in a licensed, professional early childhood setting is required.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2520
Course Name Early Childhood Education Organizational Leadership Management
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course is designed to provide potential and current childcare administrators with the opportunity to satisfy one of the educational requirements for the Level II Child Care Director Administrator credential as defined by the state of Florida. It is intended to present the skills and information needed in the following areas: organizational structure and dynamics; ethics and professionalism; leadership personnel policies and relationships; and the evaluation and retention involved in staff development. It can be used for CDA renewal.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2527
Course Name Legal Issues and Financial Issues in Child Care
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description The goal of this course is to develop and enhance the financial and legal knowledge of childcare managers. It satisfies one of the educational requirements for the Level II Child Care Director Administrator credential. The course includes knowledge in the competencies of financial planning and ongoing monitoring of budgeting and accounting; compensation and benefits; facilities and equipment; financial resource and marketing; technology and record-keeping; legal obligations, tax law, insurance and licensure; regulatory requirements and personnel law. It can be used for CDA renewal.

Course Type Education: Early Childhood
Course Prefix/Code EEC 2930
Course Name Special Topics: Education
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)

Description	This course is designed to meet the specific needs of individuals or groups for whom regular, described courses may not be available.

Course Type	Education: Early Childhood
Course Prefix/Code	EEC 3214
Course Name	Early Childhood Education Learning Environment
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course is an overview designed to help students understand the curriculum expectations, instruction and activities, parent/community relationships, infant care, theory and research, child development and strategies expected for practicum and clinical practice. The course correlates with the NAEYC Standards for EC Professional Preparation Programs.

Course Type	Education: Early Childhood
Course Prefix/Code	EEC 3731
Course Name	Health, Nutrition and Safety of Young Children
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	The purpose of this course is to provide students with knowledge of appropriate health, safety, and nutritional practices implemented in developmentally appropriate educational programs for children from birth through age 8. The course includes focus on proper emergency procedures and the recognition and prevention of childhood diseases as well as child abuse and neglect. The course correlates with the NAEYC Standards for EC Professional Preparation Programs.

Course Type	Education: Early Childhood
Course Prefix/Code	EEC 4204
Course Name	Infant/Toddler Curriculum
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course introduces students to the educational strategies for children from birth to age 3. The course also covers curriculum state and national standards for infant/toddler lesson plans, classroom management, teacher preparation, assessment, discipline and parent participation. The focus is on quality programs on infant-toddler development and interactions. This course correlates with the NAEYC Standards for EC Professional Preparation Programs (B.S. and M.A. degrees) Advanced (leadership roles).

Course Type	Education: Early Childhood
Course Prefix/Code	EEC 4211
Course Name	Integrated Math and Science in Early Childhood
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course provides students the knowledge in methodologies for teaching and assessing young children in mathematics and science concepts and skills through an integrated developmentally appropriate program.

Course Type Education: Early Childhood
Course Prefix/Code EEC 4241
Course Name Integrated Art, Music and Movement
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course promotes skills, concepts, creativity, and enjoyment in music, art, dramatic play, and movement to create expressive learning activities for young children. The role of the teacher includes instructional strategies for integration, assessment, and concept development to encourage growth and participation for all students.

Course Type Education: Early Childhood
Course Prefix/Code EEC 4267
Course Name Curriculum Programs - Preschool
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course introduces students to educational strategies for preschool and VPK children. The course covers curriculum, state and national standards for preschoolers' lesson plans, classroom management, teacher preparation, assessment, and discipline and parent participation. The course is for teacher educators who are developing pedagogies for the analysis of teaching and learning contend that analyzing teaching artifacts with specific advantages. This course correlates with the NAEYC Standards for EC Professional Preparation Programs (B.S. and M.A. degrees) Advanced (leadership roles).

Course Type Education: Early Childhood
Course Prefix/Code EEC 4268
Course Name Curriculum Activities in Early Childhood (Child Dev.)
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course introduces students to the stages of human development from birth to age 3. The course covers the multicultural perspective and prepares students to meet the distinct needs of diverse cultures including language and linguistic development of second-language learning by non-English speakers. The course addresses other aspects of child development including health, parenting, environment, nutrition, mental health, and self-esteem on normal and abnormal development.

Course Type Education: Early Childhood
Course Prefix/Code EEC 4400
Course Name Parents as Teachers and Field Experiences
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description Students develop the knowledge base and skills necessary to form partnerships with families and the community to enhance the care and education of young children, to design an environment, develop policies and adopt strategies that will

assist children in developing pro-social behavior. Students also examine problem-solving techniques to assist in negotiating with children who exhibit challenging behaviors. Field experience is required (including creating and facilitating parent workshop activities).

Course Type Education: Early Childhood
Course Prefix/Code EEC 4402
Course Name Family Systems
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course consists of a developmental study of children from birth to age 5 through the adolescent years in the family setting. The course stresses practical methods and strategies for parents and teachers to deal with different family systems in various environments.

Course Type Education: Early Childhood
Course Prefix/Code EEC 4613
Course Name Assessment and Evaluation for Young Children
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description Students learn how to provide a comprehensive knowledge base concerning assessment of young children. Areas of emphasis include development of skills in selection, use, and interpretation of developmentally appropriate formal and holistic instruments and procedures; measurement terms and principles, procedures, and legal requirements for record keeping; use of technology in assessment; and managing an assessment team.

Course Type Education: Early Childhood
Course Prefix/Code EEC 4661
Course Name Theory and Practice in Early Childhood Education
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description Students study the current issues of early childhood education and services for young children and families. Examples of appropriate classroom practices are viewed and classroom-based examples and suggested strategies that help students' bridge theory and practice are featured. This course includes individual detailed models of early childhood historical, philosophical and sociological perspectives; learning theories with discussions; and field-based experiences.

Course Type Education: Early Childhood
Course Prefix/Code EEC 4706
Course Name Language and Emerging Literacy
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description The purpose of this course is the study of the acquisition of language in young children and the development of basic communications skills in the language arts

curriculum, infancy through age 8 years. Students will analyze literacy stages and plan appropriate materials and activities to apply this content knowledge.

Course Type Education: Early Childhood
Course Prefix/Code EEC 4940
Course Name Internship: Early Childhood Education
Credit Hours (9) Credit Hours
Creditable (B.S.)
Prerequisites All coursework in EEC must be completed before entering the Internship
Description This course provides a focused field-based teaching experience in early childhood education, emphasizing hands-on classroom instruction, lesson implementation, and reflective practice. Students will apply theoretical knowledge to real-world settings, develop professional competencies, and engage in reflective practice. In addition to teaching responsibilities, students will evaluate the administrative and leadership practices of the centers they are placed in, using professional assessment tools to analyze operational effectiveness and classroom quality. Designed to prepare students for teaching and leadership roles in early childhood education, this course emphasizes collaboration, critical thinking, and effective communication. Internship hours are required in a preapproved early learning setting.

Course Type Electronic Engineering Technology
Course Prefix/Code EET 1033C
Course Name Fundamentals of DC/AC Circuits
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites CGS 1000.
Description This course examines principles of direct and alternating current circuits, Ohm's Law, energy and power, Kirchhoff's Law, inductance, capacitance, reactance and impedance. Emphasis is placed on the application of these concepts in industry.
Fees Additional special fee is required.

Course Type Electronic Engineering Technology
Course Prefix/Code EET 1084C
Course Name Introduction to Electronics
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course introduces the basic fundamentals, terminology, and applications used in the electronics industry. The topic coverage will include circuit theory principles, electronic components, transistor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments. This course will also include some basic laboratory exercises to strengthen the topic coverage as it pertains to basic measurement involving both analog and digital circuits.

Course Type Electronic Engineering Technology
Course Prefix/Code EET 1141C
Course Name Electronic Devices and Circuits I

Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Prerequisites	EET 1033C.
Description	This course includes the study of electronic devices and circuits, including diodes, Zener diodes, light emitting diodes, bipolar transistor, MOSFET's and op-amps.
Fees	Additional special fees are required.

Course Type	Electronic Engineering Technology
Course Prefix/Code	EET 2142C
Course Name	Electronic Devices and Circuits II
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Prerequisites	EET 1141C.
Description	This course includes the study of operational amplifiers, including open and closed loop configurations, frequency response and gain, input and output impedance, noise and distortion. The laboratory exercises provide hands-on experience with applications such as power supplies and regulation, mixer circuits, oscillators, comparators, active filters and phase locked loops. Industrial electronics applications such as power control using SCR, TRIAC and UJT devices will be studied.
Fees	Additional special fees are required.

Course Type	Electronic Engineering Technology
Course Prefix/Code	EET 2525C
Course Name	Programmable Logic Controllers
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	EET 1084C.
Description	This course is a comprehensive introduction to digital and analog PLC theory, installation, programming, maintenance and troubleshooting. Emphasis is placed on wiring and programming of PLCs for the control of industrial, commercial, and residential systems. Safety is emphasized throughout the course. Students will conduct hands-on exercises with various PLC platforms.

Course Type	Electronic Engineering Technology
Course Prefix/Code	EET 2930
Course Name	Special Topics: Electronics
Credit Hours	(1 to 6 Variable Credit Hours)
Creditable	(A.S.)
Description	This course is designed to meet specific needs which existing courses cannot meet. Prerequisites vary and depend on the topics covered.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 2010
Course Name	Introduction to Exceptional Learners
Credit Hours	(3) Credit Hours
Creditable	(A.S.)

Description	The overall goal of this course is to introduce the techniques of identifying and understanding the needs of children who are significantly different from members of the dominant culture. Specific attention will be given to identifying their needs and accommodating their needs in the classroom.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3012
Course Name	Educational Needs of Students with Exceptionalities
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course surveys significant concepts in relation to the educational needs of students with exceptionalities. Current policies and practices will also be examined.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3226
Course Name	Assessment of All Young Children
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course focuses on authentic assessment of all young children. It includes identifying, administering, and interpreting assessment instruments and processes for intellectual, social, physical, emotional, educational, and language evaluation. Students learn classroom-based assessment and analyze that information to plan a curriculum responsive to and supportive of children's learning and the early childhood teacher's assessment responsibilities. Students are provided with information on the Florida Early Learning Standards. Students must complete a minimum of 15 hours of field-based experience (during the term in which the course is taken) in an early learning center.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3241
Course Name	Curriculum and Instruction for Exceptional Learners
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	EEX 3012, EEX 3242 and EDF 3214
Description	This course addresses curriculum alignment, assessment of learning gains, and technologies available to teach students with exceptionalities. Course topics also include teaching strategies, instructional materials, and monitoring techniques for children and adolescents with exceptionalities, and professional organizations to support the diverse needs of students with varying exceptionalities.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3242
Course Name	Differentiated Instruction
Credit Hours	(3) Credit Hours
Creditable	(B.S.)

Description	This course is designed to introduce teacher candidates to the categories and characteristics of exceptional students served in the school setting and how these classifications impact curriculum and instruction. Teacher candidates will review the concepts of differentiated instruction and classroom practices for exceptional students and students of different backgrounds.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3401
Course Name	Special Needs of Children and their Families
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	Students receive a comprehensive overview of the field of early childhood special education (ECSE) and in-depth information on state-of-the-art practices that facilitate both teacher and child comprehension. Students focus on "applications," emphasizing "hands-on" experience while working with parents. Students are provided with information on the Florida Early Learning Standards. Students must complete a minimum of 15 hours of field-based experience (during the term in which the course is taken) in an early learning center.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3472
Course Name	Instructional Practices for Students with Moderate/Severe Disabilities
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	EEX 3012
Description	This course examines evidence-based instructional practices for students with moderate and severe disabilities across PreK-12 settings. Candidates explore strategies for individualized instruction, curriculum adaptation, and the implementation of High-Leverage Practices in integrated and specialized classrooms. Lab/studio experiences provide opportunities to practice, reflect on, and analyze instructional strategies in simulated and applied contexts. The course is ESOL-infused and prepares candidates for the ESE Subject Area exam, supporting the dual certification option and aligning program coursework with applied instructional competencies.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3764
Course Name	Instructional and Assistive Technology in Education
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	EEX 4272
Description	This course provides teacher candidates with knowledge and applied experience in using instructional and assistive technologies to support learners across PreK-12 settings. Candidates explore research-based practices for integrating technology into reading instruction, behavior supports, and differentiated learning, including strategies aligned with Reading Competencies 1-5 and ESOL Standards. Through lab, studio, and field-based experiences, candidates design, implement, and reflect on technology-supported lessons that emphasize High-Leverage Practices (HLPs),

ESOL-informed strategies, data-informed decision-making, and evidence-based instructional practices. This course supports preparation for FTCE Subject Area Exams and the dual certification pathway. ESOL infused.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3811
Course Name	Seminar in Exceptional Student Education: An Introduction to High Leverage Practices
Credit Hours	(1) Credit Hour
Creditable	(B.S.)
Prerequisites	EEX 4221, RED 3041, EDG 3412
Description	This seminar introduces high-leverage practices in exceptional student education and emphasizes lab/studio-based immersive experiences in K-12 settings. Students engage with simulations, expert practitioners, and applied activities to practice and demonstrate foundational skills in assessment, instructional planning, behavior support, and reading instruction. Lab/studio experiences integrate content from EEX 4221, RED 3041, and EDG 3412, providing opportunities for formative feedback and collection of evidence for the Foundation Development Portfolio (FDP) "Proof in the Practice." Candidates also prepare for the FTCE General Knowledge Test (GKT) through applied tasks and implement ESOL informed strategies. The course explicitly incorporates Reading Endorsement Competencies 1 and 2 through applied reading assessment and instructional planning activities.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3830
Course Name	Practicum: Exceptional Student Education
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	EEX 3012
Description	This course provides student observation and participation in a field experience in a special education setting in K-12 classroom under the supervision of a certified classroom teacher. Field hours are required. This course is ESOL infused.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4221
Course Name	Introduction to Assessment & MTSS
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course provides an introduction to assessment practices and the Multi-Tiered System of Supports (MTSS) framework for supporting K-12 learners. Emphasis is placed on universal screening, progress monitoring, diagnostic assessment, and data-based decision making to inform instruction and intervention across tiers of support. Candidates will examine assessment practices that address individual differences in language, learning, and educational experience, as well as legal and ethical considerations related to evaluation and eligibility for exceptional student education services. Lab/studio-based experiences support the application of assessment data to instructional planning and goal development.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4271
Course Name	High Leverage Practices for Exceptional Learners 2
Credit Hours	(1) Credit Hours
Creditable	(B.S.)
Corequisites	EEX 4272, TSL 3080, MAE 4314
Description	This course provides an introduction to assessment practices and the Multi-Tiered System of Supports (MTSS) framework for supporting K-12 learners. Emphasis is placed on universal screening, progress monitoring, diagnostic assessment, and data-based decision making to inform instruction and intervention across tiers of support. Candidates will examine assessment practices that address individual differences in language, learning, and educational experience, as well as legal and ethical considerations related to evaluation and eligibility for exceptional student education services. Lab/studio-based experiences support the application of assessment data to instructional planning and goal development.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4272
Course Name	High Leverage Practices for Exceptional Learners 3: Lab/Studio/Field
Credit Hours	(1) Credit Hours
Creditable	(B.S.)
Corequisites	EEX 4272, TSL 3080, MAE 4314
Description	This course provides an introduction to assessment practices and the Multi-Tiered System of Supports (MTSS) framework for supporting K-12 learners. Emphasis is placed on universal screening, progress monitoring, diagnostic assessment, and data-based decision making to inform instruction and intervention across tiers of support. Candidates will examine assessment practices that address individual differences in language, learning, and educational experience, as well as legal and ethical considerations related to evaluation and eligibility for exceptional student education services. Lab/studio-based experiences support the application of assessment data to instructional planning and goal development.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4330
Course Name	Data-Driven Decision Making
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Corequisites	EEX 4272
Description	This course emphasizes the application of assessment data to instructional planning and decision making for learners across PreK-12 educational settings. Candidates integrate high-leverage practices, reading assessment and instruction, ESOL standards, and technological tools to analyze student performance and design responsive instruction. Through the co-requisite EEX 4272 lab/studio/field experience, candidates apply data-informed instructional strategies in simulated and authentic learning contexts, strengthening the connection between coursework

and practice. The course is ESOL infused and builds on prior coursework in assessment, reading, and instructional methods, supporting candidates in translating data into purposeful instructional actions aligned with program outcomes and FTCE ESE Subject Area Exam expectations.

Course Type Education: Exceptional Child-Core
Course Prefix/Code EEX 4603
Course Name Behavior Management in the Preschool
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description Students will develop skills and competencies in classroom management, child guidance, and effective communication of behavioral expectations to children, parents, and other school community members. This course focuses on strategies and methods to support young children in developing pro-social skills within a developmentally appropriate program, fostering a positive and caring environment. Students will gain an understanding of the core standards for early childhood education and professional competencies. A minimum of 15 hours of field-based experience is required, which must be completed during the term in which the course is taken. This experience should be conducted in an early learning center, working with children from birth to age 4.

Course Type Education: Exceptional Child-Core
Course Prefix/Code EEX 4604
Course Name Effective Behavioral Interventions and Practices in Exceptional Students
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course provides an overview of building developmentally appropriate interventions and instructional strategies based on assessment findings, family concerns, and team consensus. Professional literature will provide the background for effective strategies and resources to use to improve a student's behavior including effective learning environments.

Course Type Education: Exceptional Child-Core
Course Prefix/Code EEX 4701
Course Name Blending Early Childhood Methods & Field Experience
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description Field experience required. This course explores an organized approach of teaching young children with and without disabilities, and developmental, educational, and functional skills useful in natural environments including home and educational settings. Students learn classroom-based assessment and then interpret and use that information to plan curriculum that is responsive to and supportive of children's learning and the early childhood teacher's assessment responsibilities. Students are provided information on the Florida Educator Accomplished Practices, Sunshine State Standards and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience (during the term in which the course is taken) with preschoolers, children and/or youth in

schools or similar professional educational settings. (This field component must be via virtual modes of film or Internet.)

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4995
Course Name	Final Internship: Exceptional Student Education
Credit Hours	(3-6) Credit Hours
Creditable	(B.S.)
Corequisites	TSL 4939, RED 4844
Description	This course is the culminating full-day internship for Exceptional Student Education teacher candidates, providing a structured opportunity to apply knowledge and skills acquired throughout the program. Candidates demonstrate professional competencies in K-12 classroom settings, including instructional strategies, reading interventions, and ESOL-infused practices for a variety of learners. The internship emphasizes the integration of High-Leverage Practices (HLPs), Reading Endorsement Competency 5, and Florida Educator Accomplished Practices (FEAPs) through applied experiences. Candidates engage in reflective practice and compile evidence in a Learning Reflection & Synthesis Portfolio (LRSP) representing growth across ESE, reading, and ESOL standards. ESOL infused.

Course Type	Engineering: General
Course Prefix/Code	EGN 111C
Course Name	Engineering Drawing
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course concerns the selection and use of instruments, the making of working and assembly drawings, instructions in applied geometry, applications of principles of geometry in mechanical engineering drawings, lettering, theory of projection drawing, orthographic projections, sections and conventions, pictorial representations, including isometric and oblique projections, and perspective drawings.

Course Type	Education: Technology and Media
Course Prefix/Code	EME 2040
Course Name	Introduction to Technology for Educators
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students regarding research, analysis, and demonstration of technology. Students will be provided with an overview of the Florida Educator Accomplished Practices, Florida standards and the national educational technology standards.

Course Type	English Communication

Course Prefix/Code	ENC 0015
Course Name	Developmental Writing I
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours per week.
Description	This course is required for students whose past performance and/or test scores indicate a need for training in the basic skills of written communication. After successful completion with a grade of "C" or better, the student will enroll in ENC 0025.

Course Type	English Communication
Course Prefix/Code	ENC 0022
Course Name	Modularized Developmental Writing
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours per week.
Description	The focus of this course is to build writing skills, support written arguments and demonstrate command of standard written English including grammar, usage, and mechanics. Credit is not applicable toward A.A. or A.S. degrees. ENC 0022 cannot be repeated. However, students who do not earn a grade of "A.", "B.", or "C." will be allowed to register in ENC 0022A.

Course Type	English Communication
Course Prefix/Code	ENC 0022A
Course Name	Modularized Developmental Writing-A
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours per week.
Prerequisites	ENC 0022 and approval of department chair.
Description	The focus of this course is to build writing skills, support written arguments and demonstrate command of standard written English including grammar, usage, and mechanics. Credit is not applicable toward A.A. or A.S. degrees. ENC 0022A cannot be repeated. However, students who do not earn a grade of "A.", "B.", or "C." will be allowed to register in ENC 0022B.

Course Type	English Communication
Course Prefix/Code	ENC 0022B
Course Name	Modularized Developmental Writing-B
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours per week.
Prerequisites	ENC 0022A and approval of department chair.
Description	The focus of this course is to build writing skills, support written arguments and demonstrate command of standard written English including grammar, usage, and mechanics. ENC 0022B cannot be repeated.

Course Type	English Communication

Course Prefix/Code	ENC 0025
Course Name	Developmental Writing II
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours per week.
Prerequisites	ENC 0015 or appropriate test scores.
Description	This course is required for students whose past performance and/or test scores indicate a need for training in the basic skills of written communication with emphasis on writing multi-paragraph essays. After successful completion with a grade of "C" or better, the student will enroll in ENC 1101.

Course Type	English Communication
Course Prefix/Code	ENC 1101
Course Name	Written Communication I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 0025 or ENC 0022, or EAP 1540 or EAP 1640 and REA 0017 or REA 0019 or EAP 1520 or EAP 1620 or appropriate score on English and Reading placement test or classified as "exempt" from placement test.
Description	This course meets Area I of the A.A./A.S. general education requirements and the Gordon rule requirements. This course introduces students 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.

Course Type	English Communication
Course Prefix/Code	ENC 1102
Course Name	Written Communication II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Completion of ENC 1101 with a grade of "C" or better.
Description	This course meets Area I of the A.A. general education requirements and the Gordon Rule requirement. While instruction in composition, rhetoric, grammar and research is continued from ENC 1101, course content includes an introduction to literature with emphasis on reading critically and analytically, understanding literary terminology and techniques and writing about literature.

Course Type	English Communication
Course Prefix/Code	ENC 1136
Course Name	Multimodal Writing and Digital Literacy
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course meets Gorson Rule requirements. Multimodal composition teaches digital literacy and digital creativity. This course teaches students to compose and circulate multimodal documents in order to convey creative, well researched, carefully crafted information through digital platforms and multimodal documents.

This course promotes digital writing and research as central to academic, civic, and personal expression.

Course Type	English Communication
Course Prefix/Code	ENC 1949
Course Name	Co-Op Work Experience I in English
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Lecture/Lab Hours	Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites	Permission of instructor or program manager.
Description	This work-study course reinforces education and professional growth in a student's academic major through coordinated field experiences. The student, instructor and work site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type	English Communication
Course Prefix/Code	ENC 2210
Course Name	Technical Communication
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets the Gordon Rule requirement. This is a basic course in communication, both written and oral, for anyone who must convey specific information accurately and clearly. Representative aspects of technical communication encountered in industry and business are covered.

Course Type	English Communication
Course Prefix/Code	ENC 2930
Course Name	Special Topics: English
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	English Communication
Course Prefix/Code	ENC 2949
Course Name	Internship Experience in English
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Lecture/Lab Hours	Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites	Six hours of ENC credit and/or permission of instructor or program manager.

Description	This work-study course is designed to continue training in the student's academic major through field experiences. The student, instructor and work site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and technical project. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type	English Literature
Course Prefix/Code	ENL 2012
Course Name	British Literature to 1790
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets Area IV of the A.A./A.S. general education requirements and the Gordon Rule requirement. A chronological survey of masterpieces of British literature, with a focus on literary history, philosophic backgrounds, and analytical and critical reading and writing. This course explores British literature from its origins to 1790, including the Old English (Anglo-Saxon), Medieval, and Renaissance (Early Modern) and Neoclassic periods.

Course Type	English Literature
Course Prefix/Code	ENL 2022
Course Name	British Literature after 1790
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets Area IV of the A.A./A.S. general education requirements and the Gordon Rule requirement. A chronological survey of masterpieces of British literature, with a focus on literary history, philosophic backgrounds, and analytical and critical reading and writing. This course explores British literature after 1790 to the present, including the Romantic, Victorian, Modern, and Contemporary periods. Note: ENC 2010: British Literature to I790 is not a prerequisite to this course.

Course Type	Entrepreneurship
Course Prefix/Code	ENT 2000
Course Name	Introduction to Entrepreneurship
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	GEB 1011 is recommended before enrolling in ENT 2000 although it is not a requirement.
Description	This course is an introduction to entrepreneurship and covers the characteristics of an entrepreneur, the process of evaluating business opportunities, target customers and market mix, business plan basics, and securing and managing

funds to start a business. Students will learn how to assess and evaluate their ideas for a new business and how to develop a business plan: developing an idea into a written outline. Topics will include feasibility studies, SWOT analysis (strengths, weakness, opportunities, threats), market research, opportunity recognition, idea and product development, team formation, resource funding, and basics for business plan development.

Course Type Entrepreneurship
Course Prefix/Code ENT 2100
Course Name Building and Presenting a Business Plan
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites GEB 1011, ENT 2000, or permission of Program Manager.
Description This course is designed to be a capstone course in the Entrepreneurship Program. In today's competitive business world, the business plan is the roadmap for the entrepreneur. The research and development of the business plan helps the entrepreneur further develop the new business concept. The presentation of the business plan ensures that the entrepreneur can make the vision of the business come alive for any type of investor, from banks to angel investors. This course immerses the student in all aspects of developing and selling the business plan to potential investors.

Course Type Entrepreneurship
Course Prefix/Code ENT 2120
Course Name Digital Marketing
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description Consumer preferences and behavior have shifted to digital platforms. That is how consumers in both business-to-consumer and business-to-business environments get information. This course explores the customer journey to better understand which platforms specific customer segments use and why. The focus of this hands-on application course is on how to develop, implement, and evaluate an effective digital marketing strategy to reach a target market.

Course Type Entrepreneurship
Course Prefix/Code ENT 2411
Course Name Business Operations for Entrepreneurs
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites GEB 1011, ENT 2000, ACG 2021 or permission of the instructor.
Description This course is designed to provide the entrepreneur with a comprehensive understanding of key operations of a startup or small business with a focus on financial, accounting, and legal issues. Topics covered include forms of business ownership, contracts, protection of intellectual property, financial statements, use of funds, and sales and payroll taxes, and managing debt.

Course Type Entrepreneurship

Course Prefix/Code	ENT 2430
Course Name	Entrepreneurship Legal Issues
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course enables the aspiring or existing entrepreneur to open and operate a business within the framework of the legal system. This includes compliance with tort law, with the rules and regulations of Florida Common Law and with the U.S. Constitution, and rules of business ethics. How to settle disputes and minimize time spent in litigation is also discussed.

Course Type	Education: Alternative Certification Core
Course Prefix/Code	EPI 0001
Course Name	Classroom Management
Credit Hours	(3) Credit Hours
Creditable	(Institutional Credit)
Lecture/Lab Hours	40 contact hours.
Description	This segment prepares the participant to set up a classroom, establish classroom policies and procedures, create objective-based lesson plans, utilize various styles of presentations, employ varied teaching strategies including technology-infused instruction, develop and administer various forms of assessment, integrate Sunshine State Standards into lesson development, establish and maintain cooperative relations with parents, and research professional literature to seek best practices and to hone the craft of effective instruction. A major focus of this module is the ethical and legal obligations of the teaching profession. Participants will build a developmental, assessment, and professional portfolio demonstrating mastery of competencies.

Course Type	Education: Alternative Certification Core
Course Prefix/Code	EPI 0002
Course Name	Instructional Strategies
Credit Hours	(3) Credit Hours
Creditable	(Institutional Credit)
Lecture/Lab Hours	40 contact hours.
Description	This segment prepares the participant to become proficient in the application of a variety of instructional strategies based on knowledge of learning styles, cooperative and collaborative grouping activities, accommodation for exceptional students, and to develop effective lesson plans that infuse technology.

Course Type	Education: Alternative Certification Core
Course Prefix/Code	EPI 0003
Course Name	Technology
Credit Hours	(3) Credit Hours
Creditable	(Institutional Credit)
Lecture/Lab Hours	40 contact hours.
Description	This module prepares the participant to employ technology as an integral part of the teaching and learning process. Instruction is provided in commonly used software

suites and on the internet. The use of blended learning to enrich and engage students and increase their technology skills is a major emphasis. Copyright and fair use guidelines are reinforced.

Course Type	Education: Alternative Certification Core
Course Prefix/Code	EPI 0004
Course Name	Teaching and Learning Process
Credit Hours	(3) Credit Hours
Creditable	(Institutional Credit)
Lecture/Lab Hours	40 contact hours
Description	This segment provides the participant with a foundation in various learning theories as applied in the instructional process. Standardized testing, test interpretation, and use of results is stressed. Student characteristics such as exceptionalities, multiple intelligence, motivation, persistence, and second language acquisition will be addressed.

Course Type	Education: Alternative Certification Core
Course Prefix/Code	EPI 0007
Course Name	Assessing, Teaching and Learning
Credit Hours	(3) Credit Hours
Creditable	(Institutional Credit)
Description	Principles of traditional and alternative assessment. Topics include integrating assessment and instruction to support learning, reporting assessment results and assessing student progress, content measured by state achievement tests, reading and interpreting data, and using data to improve student achievement.

Course Type	Education: Alternative Certification Core
Course Prefix/Code	EPI 0010
Course Name	Foundations of Research-Based Practices in Reading
Credit Hours	(3) Credit Hours
Creditable	(Institutional Credit)
Lecture/Lab Hours	45 Contact hours
Description	This segment provides substantive knowledge of language structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Further, it provides knowledge of the integration of the reading components. Instruction in this module is grounded in scientifically based reading research as a mechanism to inform instructional practice.

Course Type	Education: Alternative Certification Core
Course Prefix/Code	EPI 0011
Course Name	Foundations of Assessment
Credit Hours	(3) Credit Hours
Creditable	(Institutional Credit)
Description	This course teaches the role of assessments in guiding reading instruction and instructional decision making for reading progress of struggling readers.

Course Type Education: Alternative Certification Core
Course Prefix/Code EPI 0015
Course Name Reading Competency 5
Credit Hours (3) Credit Hours
Creditable (Institutional Credit)
Prerequisites EPI 0010 and EPI 0011
Description This is the final EPI course connected to the Florida Reading Endorsement and provides clinical experience in reading instruction and assessment. Course objectives align with the Florida Reading Competencies and include reading-based instructional components, assessment, and data analyses; best practices; and differentiated instructional techniques. Participants work directly with the supervising teacher and students within large school groups, small groups, or individual settings to demonstrate the use of effective strategies and materials to maximize student reading performance. This course satisfies Florida Reading Endorsement (2011) Competency Five: Demonstration of Accomplishment.

Course Type Education: Alternative Certification Core
Course Prefix/Code EPI 0950
Course Name Field Experience
Credit Hours (3) Credit Hours
Creditable (Institutional Credit)
Lecture/Lab Hours 60 Contact Hours
Prerequisites EPI 0001, EPI 0002, EPI 0003, EPI 0004, EPI 0007, EPI 0010, EPI 0011, and EPI 0015
Description During this course, teacher candidates complete 60 hours of field experience and internship in an accredited public, charter, or private school with a clinically trained mentoring teacher. The field experience provides an opportunity to gain insight into the instructional process and gives pre-service teacher candidates a perspective on the varied backgrounds of students. Candidates must demonstrate mastery of the Uniform Core Curricula (UCC) and complete a series of teaching demonstrations. Candidates are supervised and evaluated by the EPI Clinical Educator Trainer (CET).

Course Type Earth Science
Course Prefix/Code ESC 1000C
Course Name Earth and Space Science
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Four hours lecture/laboratory per week.
Description This course meets Area V requirements for the A.A./A.S. general education requirements. Using the scientific method, critical thinking skills, data analysis, this course will examine the fundamental processes of the earth system, composed of an atmosphere, hydrosphere, lithosphere, biosphere, and exosphere, through time. The course will also explore interactions between these spheres, including critical analysis of scientific theories and emphasize earth's connections with humans.
Fees Additional special fees are required.

Course Type Engineering Technology: Drafting
Course Prefix/Code ETD 1320C

Course Name	Introduction to Auto CAD
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	EGN 1111C or BCN 1251C or permission of instructor.
Description	This course will use the AutoCAD software to teach the student how to apply basic drafting procedures to the computer environment.
Fees	Additional special fees are required.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 1340C
Course Name	AutoCAD II
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	ETD 1320C.
Description	This course is a continuation of Introduction to AutoCAD. The student will learn the advanced topics in AutoCAD using intermediate techniques of AutoCAD software to develop three-dimensional drawings, construction drawings and architectural drawings. The major topics include plotting by various methods, use of the rotation option to draw auxiliary views, extended work with hatching, extended work with blocks and wblocks, dimensioning, use of attributes, library files, polylines, solids, system variables, and customizing AutoCAD.
Fees	Additional special fee is required.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 1350C
Course Name	AutoCAD III
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	ETD 1340C.
Description	This course is a continuation of Introduction to AutoCAD and AutoCAD II. This course covers the construction, viewing and plotting of three-dimensional drawings of objects, including construction and architectural drawings. The major topics involve the construction of three-dimensional drawings by the use of various AutoCAD three-dimensional drawing facilities including (1) prismatic-object construction, (2) preconfigured primitive objects, (3) three-dimensional coordinates and (4) three-dimensional surface entities.
Fees	Additional special fee is required.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 1390C
Course Name	Autodesk Revit
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CGS 1000 and EGN 1111C or BCN 1251C or permission of program director.
Description	This is an introduction course using Revit architectural software to produce three-dimensional (3-D) designs and details of buildings. Topics consist of the techniques and methods to create architectural buildings to include site plans, floor plans, roof

	design, 3-D photo-realistic rendering, and creating two-dimensional (2-D) architectural drawings from the construction documents set of structural drawings.
Fees	Additional special fee is required.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 1395C
Course Name	Architectural Computer-aided Design
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	ETD 1320C and BCN 1251C or permission of instructor.
Description	This course will use computer-based software to design and draw architectural drawings of residential and commercial buildings.
Fees	Additional special fees are required.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 2331C
Course Name	AutoCAD AutoLISP
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	ETD 1320C.
Description	The student will use AutoCAD to customize the drawing process and to write AutoLISP routines to increase efficiency in drawing and to automate some of the CAD process.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 2364C
Course Name	Introduction to SolidWorks
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course is an introduction to the new design techniques and capabilities of solid modeling using the SolidWorks software. Topics include the integration of advance parametric solid modeling drawing tools into SolidWorks.
Fees	Additional special fee is required.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 2368C
Course Name	Advanced SolidWorks
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	ETD 2364C.
Description	This course presents the advanced use of new designing techniques and capabilities of solid modeling using the SolidWorks software, including the integration of advanced parametric modeling and drawing tools for SolidWorks. The course topics to be covered include advanced 3-D sketching, advanced work planes, advanced assembly construction, bottom up and top down, part configuration, Solid Works Tool Box applications, concept of mold design, and creation of sheet metal parts and assemblies.

Fees	Additional special fee is required.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 2392
Course Name	Advanced Architectural Revit
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Prerequisites	ETD 1390C or permission of the program administrator.
Description	This is an advanced course of Autodesk Revit to create, design and produce construction and schematic drawings of mechanical, electrical and plumbing systems of a building project. Topics include the techniques used to create architectural building drawings to include an overview of the Building Information Modeling (BIM) process, including the design integration of the various building disciplines: architectural, interior design, structural, mechanical, electrical and plumbing (MEP).
Fees	Additional special fee is required.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 2545C
Course Name	Advanced Drafting
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	MTB 1321 and SUR 2101C.
Description	The course concerns drafting skills related to structural, civil engineering and surveying. The course includes translating field notes to drawings, engineering and placing drawings, plats, survey maps, paving, water and sewer plans and profiles and site plans.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 2701C
Course Name	Elementary Machine Design
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	One hour lecture, four hours laboratory per week.
Prerequisites	EGN 1111C.
Description	This course focuses on the study of gears, cams, belts, friction drives and assemblies in industrial machinery, as well as emphasizes the design and the use of standardized parts.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 2930C
Course Name	Selected Topics in Technology
Credit Hours	(1 to 6 Variable Credit Hours)
Creditable	(A.S.)
Description	This course is designed to meet specific needs of individuals or groups, which the standard courses do not meet. It may contain material selected from existing courses or emerging topics.

Course Type	Engineering Technology: Drafting
Course Prefix/Code	ETD 2949
Course Name	Internship in Technology
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	Completion of 18 hours of technology courses and/or permission of instructor or program manager.
Description	The student may augment their academic studies with practical field experience. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. Final evaluation of the student is based on documentation of satisfactory completion of the learning objectives and work assignments.

Course Type	Engineering Technology: General
Course Prefix/Code	ETG 2502
Course Name	Engineering Mechanics-Statics
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	A.A./A.S. Area II mathematics course.
Description	This is the study of force systems in equilibrium. Topics include moments of inertia, centroids, couples, trusses and friction.

Course Type	Engineering Technology: General
Course Prefix/Code	ETG 2530C
Course Name	Strength of Materials
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ETG 2502.
Description	This course focuses on the study of strengths and properties of various engineering materials and investigation of stresses, strains, elasticity, thermal properties, deflections and deformations with their effect on design.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 1110
Course Name	Quality Assurance
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	In this course, students encounter the uses of quality assurance methods and quality control concepts and procedures that are standard operating business practices and strategies in a modern manufacturing environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality and the International Organization for Standardization (ISO) series of standards. The responsibility of quality assurance during the engineering, manufacturing and marketing of a product also is covered.

Course Type Engineering Technology: Industrial
Course Prefix/Code ETI 1420C
Course Name Manufacturing Processes and Materials
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course provides an introduction to various materials of industry and fundamental manufacturing methods. In this course, students will encounter manufacturing processes, production systems and techniques, mechanisms, materials and their properties which are used in a modern manufacturing environment.

Course Type Engineering Technology: Industrial
Course Prefix/Code ETI 1622
Course Name Introduction to Lean Manufacturing and Six Sigma
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course provides an introduction to the basic principles and theories of lean manufacturing. Lean manufacturing involves identifying and eliminating non- value-adding activities in design, production, and supply chain management. Topics include cost reduction, work-free manufacturing, continuous flow, kaizen, the 5S's, value stream mapping, modular manufacturing, and overall equipment effectiveness (OEE).

Course Type Engineering Technology: Industrial
Course Prefix/Code ETI 1628
Course Name Coaching Self-Directed Teams
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course begins with an exploration of teams and how they work. Manufacturing teams create the opportunity to mix complementary technical work skills to improve the production process. Topics include the principles and tools used by self-directed teams in identifying and solving problems in the workforce.

Course Type Engineering Technology: Industrial
Course Prefix/Code ETI 1644
Course Name Production and Inventory Control
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This is a survey style course in production planning and inventory control including the topics of production planning and control, scheduling, MRP, capacity planning, among others.

Course Type Engineering Technology: Industrial
Course Prefix/Code ETI 1701
Course Name Industrial Safety
Credit Hours (3) Credit Hours

Creditable	(A.S.)
Description	This course focuses on the theories and principles of occupational safety and health in a practical and useful real-world job-related setting. The major topics include the Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, fire hazards, industrial hygiene, radiation, noise, emergencies and environmental safety. In this course, students encounter a comprehensive view of industrial processes and materials properties, employee activities, and facility operations leading to a safe and productive modern manufacturing workplace.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 1843C
Course Name	Motors & Controls
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	EET 1084C
Description	The course is designed to teach entry level skills in the variety of AC and DC motors, generators, and transformers. It covers how different types of motors operate and how electronic motor control systems are designed and can be used to improve efficiency in range of applications.
Fees	Additional special fees is required.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 2315C
Course Name	Hydraulics & Pneumatics
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	The course introduces the students to the basic hydraulic and pneumatic systems and devices commonly found in advanced manufacturing facilities. Students examine practical approaches to technical problems involving hydraulics and pneumatics, fluid mechanics, hydrostatic forces and pump operations.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 2441
Course Name	Project Management
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course includes statements of work, milestones, activity decisions, timelines, scheduling, and resource allocation methods. The course is project oriented and based on the Project Management International (PMI) model. Microsoft Project software is used in applying project management techniques.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 2610
Course Name	Principles of Six Sigma
Credit Hours	(3) Credit Hours

Creditable	(A.S.)
Description	This course provides an introduction to the basic principles and theories of six sigma as used in the continual improving process. The course examines the tools most common for six-sigma projects and how and when to use them. The focus of the course is on measurement methods, data collection, data integrity, and graphical methods of presenting findings.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 2623
Course Name	Tools for Lean Manufacturing
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	ETI 1622
Description	This course provides an overview of lean manufacturing concepts with a working knowledge of the tools required to implement and maintain a lean manufacturing facility. Course coverage includes mistake proofing, the 5S's for operators, quick changeover, overall equipment effectiveness (OEE), cellular manufacturing, and the Kanban system.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 3781
Course Name	Industrial Management
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course is a study of the basic skills required to supervise employees; includes examining the various functions of a supervisor, and techniques and practices involved in supervising individuals in work situations.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 3647
Course Name	Supply Chain Management
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course presents the basic concepts, principles, techniques of supply chain management. This course will incorporate inventory management, logistic management, and supply chain management as they relate to the core aspects of management practice.

Course Type	Engineering Technology: Industrial
Course Prefix/Code	ETI 4448
Course Name	Applied Project Management
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course stresses mathematical, scientific or technical knowledge that relates to the support of industrial systems including the aspects of industrial processes and social science.

Course Type Engineering Technology: Mechanical
Course Prefix/Code ETM 1010C
Course Name Mechanical Measurement and Instrumentation
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gauges, and other types of measuring equipment. The course will also introduce the student to the basic measurement techniques employing electronic test equipment including the operation and usage of digital multimeters, function generators, and oscilloscopes.

Course Type Engineering Technology: Power
Course Prefix/Code ETP 1511
Course Name Introduction to Biofuels
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This is an introductory course designed to give an understanding of various renewable feedstocks of importance to Florida, and their availability and attributes for biofuels production. It also provides an understanding of the broad concept of second and third generation biofuel production from biomass and other low-cost agriresidues and biowastes. The students learn to analyze and design processes for biofuel production.

Course Type Engineering Technology: Power
Course Prefix/Code ETP 2322
Course Name Smart Grid Technology
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is designed to introduce students to the basic principles of smart grid technology. Students use theory and hands-on practices to become familiar with the various aspects of smart grid technology.

Course Type Engineering Technology: Power
Course Prefix/Code ETP 3240
Course Name Modern Electric Power Systems
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course provides working knowledge of modern electric power systems including generation, transformation, transmission, distribution and utilization of electric power and energy. Basic electrical terminology and concepts are discussed with regard to design, construction, operations and maintenance of power plants substations and transmission and distribution lines. The effects of the deregulation of electric power utilities are discussed.

Course Type Engineering Technology: Power
Course Prefix/Code ETP 3320
Course Name Energy Policy and Regulations
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course begins with a general introduction into policy formation, implementation and assessment. The history of the human use of energy, energy policy and energy regulation is outlined. Focus is on how and why we have our current energy policies and regulations. Open discussions explore some of the possible future scenarios for energy policies and regulation.

Course Type Engineering Technology: Power
Course Prefix/Code ETP 3930
Course Name Intro to Energy Technology
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course introduces the student to various energy generation, transmission and use technologies. Energy efficiency in new and existing buildings, net metering of renewable distributed sources, load control, smart grid, emission reduction methods, cogeneration, waste to energy, and other methods to conserve, generate and deliver energy are detailed.

Course Type Engineering Technology: Power
Course Prefix/Code ETP 3930
Course Name Special Topics: Energy Technology Management
Credit Hours (1 to 3 Credit Hours)
Creditable (B.A.S.)
Description This course is designed to meet specific needs of individuals or groups that the standard courses do not meet. It may contain material selected from existing courses or emerging topics.

Course Type Engineering Technology: Specialty
Course Prefix/Code ETS 1535C
Course Name Automated Process Controls
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites EET 2525C
Description The course introduces modern control theory and the use of sensors, actuators, and controllers. The student will be introduced to state-of-the-art control systems used in industry and the elements that comprise a closed-loop network.

Course Type Engineering Technology: Specialty
Course Prefix/Code ETS 1540
Course Name Industrial Applications Using PLC's & Robotics
Credit Hours (3) Credit Hours
Creditable (A.S.)

Prerequisites	EET 2525C
Description	This course explores and teaches the basics of process controls and automated manufacturing processes. The course examines the benefits realized using computer integrated manufacturing as applied to a production or assembly process.

Course Type	Engineering Technology: Specialty
Course Prefix/Code	ETS 2364
Course Name	Introduction to Nanotechnology
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course is a fundamental nanotechnology course that covers laboratory safety, nanoparticle deposition and measuring techniques using light scattering, x-ray diffraction AFM and SEM. There also is practice writing a scientific paper and scientific paper review. Offered as EST 2360 prior to Fall 2012.

Course Type	Engineering Technology: Specialty
Course Prefix/Code	ETS 2604
Course Name	Robotics Applications
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course is designed to introduce students to the basic principles of robots including classification, operation, maintenance, troubleshooting and applications in the robotics industry. Students use hands-on practices to become familiar with sections of a robotic system.

Course Type	Engineering Technology: Specialty
Course Prefix/Code	ETS 4515
Course Name	Building Automation Systems
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course offers foundational skills in areas of electrical technology and HVAC technology. Course work emphasizes the application of the fundamentals of mechanical systems, control system theory and the use of computer methods to control and integrate the operation of buildings in a productive, safe and efficient manner. Energy management in buildings is studied.

Course Type	Engineering Technology: Specialty
Course Prefix/Code	ETS 4536
Course Name	Control Systems and Networking
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course offers foundational skills of control system design and networking. Course work reviews current topics such as security, network management and sensor networks. Course work also covers two-way information exchange, monitoring and controlling time-varying energy consumption and secure

information and communications networks. Smart meters, gateway devices and software systems also are studied.

Course Type Engineering Technology: Specialty
Course Prefix/Code ETS 4950
Course Name Senior Capstone Project in Energy Technology Management
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites Completion of all major (core courses) in the Energy Technology Management [8001] ‡ program.
Description This capstone course is designed to provide students an opportunity to apply their knowledge of energy technology management through the completion of any of the following: 1) a research project that includes professional interviews, industry data, simulations, etc., 2) teaching, internship, or work experience. This course uses selected sites on and off campus to develop the expanding role of the energy technology manager.

Course Type European History
Course Prefix/Code EUH 1000
Course Name Western Civilization to 1600
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area III of the A.A./A.S. general education requirements. This survey course covers the civilization and cultures of the Western world from the earliest civilizations of the Middle East through the age of the Reformation to approximately 1600.

Course Type European History
Course Prefix/Code EUH 1001
Course Name Western Civilization from 1600 to Present
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area III of the A.A./A.S. general education requirements. This survey course emphasizes the political, social, economic, religious and cultural aspects of the modern world from approximately 1600 to the present.

Course Type European History
Course Prefix/Code EUH 20952
Course Name Study Abroad in Europe
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites Enrollment in study abroad program and permission of instructor.
Description This course meets Area III of the A.A./A.S. general education requirements. The course is designed to meet the specific needs of individuals or groups studying abroad in Europe. The student can expect to complete historical assignments and field projects that focus on European History.

Course Type European History
Course Prefix/Code EUH 2032
Course Name History of World War II and the Holocaust
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101 with a grade of "C" or better.
Description This course meets the Gordon Rule requirement. This survey course addresses the historical, social and psychological forces that made the Second World War a conflict in which actors on all levels and in all theaters used race as motivation for oppression and violence. This course also covers the history of World War II more generally.

Course Type European History
Course Prefix/Code EUH 2930
Course Name Special Topics in Western Civilization
Credit Hours (1 to 4 Variable Credit Hours)
Creditable (A.A.)
Description This course is designed to meet the specific needs of individuals or groups for whom regularly described courses may not be available.

Course Type Environmental Studies
Course Prefix/Code EVR 1001
Course Name Introduction to Environmental Science
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours per week with no laboratory component.
Description The course meets Area V requirements for the A.A./A.S. general education requirements. This 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 students in a wide range of disciplines or programs.

Course Type Environmental Studies
Course Prefix/Code EVR 3315
Course Name Introduction to Renewable Energy
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course introduces students to the different types of renewable energy systems. The term "renewable" is defined. Electrical and thermal solar energy, on and offshore wind power, geo-thermal, algae, biofuels and methane waste to energy processes are some of the renewable technologies that are explored during the course.

Course Type Fire and Emergency Services
Course Prefix/Code FES 3833
Course Name Emerging Issues in Environmental Disaster Management
Credit Hours (3) Credit Hours

Creditable (B.A.S.)
Description This course provides the student with an overview of society's need for planning for disastrous situations. The lessons discuss the best practice and proper methodologies required when preparing for or preventing disaster in land for farming or construction. The course also focuses on mitigation measures that are required to reduce risk from natural and technological hazards. In addition, the course provides the student with an understanding of interagency cooperation between emergency responders such as fire departments, police departments, and emergency medical personnel and the emergency manager to prevent or reduce injury and damage from a disaster.

Course Type Fire and Emergency Services
Course Prefix/Code FES 4014
Course Name Evolution of Emergency Management
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course examines the history and the principles used in establishing emergency management in the United States. It describes the four phases of emergency management, relates processes to codes and laws governing emergency management, and examines emergency management and the terrorist threat.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 1100
Course Name Introduction to Fire Science
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course introduces you to careers in fire and emergency services and the fire and emergency management programs. Pertinent skill sets and professionalism will be discussed. You will learn about the historical background of modern fire service while learning research skills for the future. This course is designed to acclimate you to the academic environment while providing a solid foundation for success in the fire and emergency services profession.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 1109
Course Name Occupational Safety & Health for Emergency Services
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course examines the fundamentals of occupational health and safety for emergency service agencies. You will gain knowledge of risk evaluation and control policies for fire stations, emergency vehicles, and training sites as well as for incidents involving fire, hazardous materials, and other EMS responses. You will also gain knowledge of the basic principles and history to firefighter life safety initiatives.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 1505

Course Name Fire Prevention Practices
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description The purpose of this course is to place emphasis on fire prevention through inspection, code enforcement, the use of model building and fire prevention codes, including detailed information on the legal, economic, and political aspects of the fire inspection process.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 1540
Course Name Private Fire Protection Systems I
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This is a study of Private Fire Protection and Detection Systems such as sprinkler and standpipe systems, chemical extinguishing systems, and detection systems and devices. Each system is discussed as to its need, construction, preventative maintenance and individual uses.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 1740
Course Name Fire Service Course Delivery
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teaching situations, as well as devices for specific training areas. The course also stresses measuring teaching effectiveness, and the use of media and visual aids.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 1793
Course Name Fire and Life Safety Educator
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is designed to provide the public educator with the knowledge and skills needed to successfully perform as a fire and life safety educator as addressed in NFPA 1035. For those who practice the multidiscipline profession of fire and life safety educator (including uniformed fire service personnel and other professionals), topics include fire behavior, community assessment, and injury prevention. The student will also develop presentation skills and learn how to formulate public education programs. This course meets the national certification criteria for Fire and Life Safety Education, Level I.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 1810
Course Name Fire Fighting Tactics and Strategies I
Credit Hours (3) Credit Hours

Creditable (A.S.)
Description This course is designed to cover basic factors involved in coping with a fire emergency and determining the best use of available resources to protect lives and property. The course emphasizes the changing nature of an emergency situation and the ways in which the fire officer can evaluate the effectiveness of his or her proposed incident action plan.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 2111
Course Name Fire Chemistry
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description FFP 2111 Fire Chemistry (3) (A.S.) This course is designed to show the arson investigator the different forms of matter and energy, common substances, and how they relate to fires. The chemical formulas of flammable and combustible substances, their bonding and separations, as well as the different chemical reactions related to fire and oxidation are covered. Particular emphasis is placed on the specific substances used by arsonists to ignite and accelerate burnings.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 2120
Course Name Building Construction for the Fire Service
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course will cover various topics including identifying hazards from assault by fire and gravity; how building construction can influence fire spread, fire confinement or structural collapse; and other life safety issues. This course identifies construction features and their hazards under fire conditions.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 2510
Course Name Codes and Standards
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is a vital segment in completing the Fire Safety Inspector certification. This course is designed to familiarize inspectors with the Florida Fire Prevention Code which includes NFPA 101, NFPA 1, FSS 633, and FAC 69A. Students will learn how to research codes and apply them to inspection activities.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 2521
Course Name Construction Documents and Plans Review
Credit Hours (3) Credit Hours
Creditable (A.S.)

Description	This curriculum is geared towards teaching the student how to assimilate information contained in working and specifications as they related to the fire inspector. The curriculum includes how to interpret conventional graphic communications. Accepted standards and conventions are introduced. Symbol, abbreviations, principles of technical projection, as well as a review of geometry are included. Related worksheets are used to allow for applied experience of finding and interpreting information from authentic drawings.

Course Type	Fire Fighting and Protection
Course Prefix/Code	FFP 2541
Course Name	Private Fire Protection Systems II
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course is an in-depth discussion of pre-engineered and portable systems, Extinguishing agents, inspection procedures for code compliance and enforcement and alarm systems. FP 1000 Introduction to Fire Science (Firefighter Minimum Standards Compliance)(3) A.S. The course will meet the JPR's of NFPA 1001 Standard for Fire Fighter Professional Qualifications, 2013 edition. The 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. The course will present information on fire department communications, building construction hazards and structural collapse, maintenance of electric generators and lighting equipment, service testing fire hose, fire-fighting foam, coordinating fire ground 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.

Course Type	Fire Fighting and Protection
Course Prefix/Code	FFP 2610
Course Name	Fire Investigation: Cause and Origin
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	FFP 2610 Fire Investigation: Cause and Origin (3) (A.S.). The curriculum in this course is designed to enhance the fire investigator's ability to detect and determine the origin and the cause of a fire. Specific topics include fire behavior review, investigator ethics, construction ignition sources, reading fire patterns and scene re-construction ignition sources, reading fire patterns and scene re-construction. Special topics on electrical fire investigation, woodland fires, vehicle fires, mobile home fires, and cell phone devices will be covered. Special emphasis on fire scene documents and extinguisher/alert systems will be stressed.

Course Type	Fire Fighting and Protection
Course Prefix/Code	FFP 2706
Course Name	Public Information Officer
Credit Hours	(3) Credit Hours

Creditable (A.S.)
Description FFP 2706 Public Information Officer (3) (A.S). This course prepares the student 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 role of the PIO in the incident command system.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 2720
Course Name Company Officer
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today's ever-changing fire service. The curriculum includes a review of fire departments organization and administration, management theory, leadership, communications, motivation and group dynamics.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 2741
Course Name Fire Service Course Design
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites FFP 1740
Description This course provides the fire service instructor with the concepts, knowledge and skills necessary to design, schedule, and implement fire service training curriculum. The instructor will develop the skills needed to locate resources, coordinate instructors, schedule classes, and facilitate courses for a variety of groups within the private and public sectors as necessary to accomplish the fire service educational mission.

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 2770
Course Name Ethical and Legal Issues for the Fire Services
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description Ethical and Legal Issues for the Fire Service (3) (A.S.). This course deals with various legal and ethical issues affecting the fire service today. These issues include but are not limited to: human and employee rights, lying, conflict of interest, labor decisions and ethical decisions

Course Type Fire Fighting and Protection
Course Prefix/Code FFP 2811
Course Name Firefighting Tactics and Strategies II
Credit Hours (3) Credit Hours
Creditable (A.S.)

Description	This curriculum covers multiple company operations, logistics, strategy, use of mutual aid services and operations at complex buildings. The course is intended for officers who may be in command of fires and other emergencies involving close coordination and maximum use of large amounts of personnel and equipment. Risk management planning and critical thinking skills are stressed.

Course Type	Film
Course Prefix/Code	FIL 1007
Course Name	Film Analysis and Critique
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101
Description	This course meets the Gordon Rule requirement. It is an analysis of dramatic and cinematic structures designed to help students develop visual literacy. Films are viewed with an emphasis on formalism: how the language of the film (camera work, editing, sound, story structure, acting, etc.) creates meaning for viewers. Various theories of criticism are addressed, along with genre imperatives and storytelling trends in world cinema. This course is not a history of cinema, but an exploration of its language, properties and style that equips the viewer to better understand the audiovisual culture that surrounds us. Formerly, "Foundations of Story".

Course Type	Film
Course Prefix/Code	FIL 1030
Course Name	History of Motion Pictures
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course meets Area IV for the A.A./A.S. general education requirements. This is a basic survey and appreciation course in the art of international filmmaking. Through lectures, text and film, the history of cinema is traced from 1895 to the present. More than 12 feature films are presented for analysis including selections from the western cannon

Course Type	Film
Course Prefix/Code	FIL 1420
Course Name	Digital Production- Non-Fiction
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	FIL 1000, or FIL 2423 or permission of the instructor.
Description	This production course builds upon the aesthetic investigations and elementary technical skills developed in FIL 1000. It includes an exploration of documentary film techniques and hands-on production. Students apply the essentials of creative filmmaking in both studio and location settings.

Course Type	Film
Course Prefix/Code	FIL 1537
Course Name	Sound Recording and Design
Credit Hours	(3) Credit Hours

Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week lecture/demonstration and individual laboratory time.
Description	This course introduces students to the foundational concepts and the basic techniques of sound recording and sound design. Through workshops and assignments, students become familiar with Adobe Audition and other sound post-production tools. Students will complete assignments in conjunction with students in other concurrent and subsequent film production courses.
Fees	Additional special fees are required.

Course Type	Film
Course Prefix/Code	FIL 1949
Course Name	Career Decision Work Experience In Film/Video
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites	Permission of instructor or program manager.
Description	This work-study course reinforces education and professional growth in a student's academic major through coordinated field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments.

Course Type	Film
Course Prefix/Code	FIL 2100
Course Name	Screenwriting I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101
Description	Course meet Gordon rule requirement. This course introduces the student to the elements necessary for understanding and appreciating the motion picture screenplay and provides instruction on the techniques of writing professional scripts. Components include detailed study of the core elements that comprise screenplays (dialogue, character, imagery and plot), thorough analysis of the mechanics of structure and form, individual study of exemplary screenplays and execution of these skills in the form of a completed screenplay.

Course Type	Film
Course Prefix/Code	FIL 2133
Course Name	Screenwriting II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	FIL 2100, or permission of the instructor (to be based on writing sample)
Description	This course meets Gordon Rule writing requirements. This intensive writing workshop covers the development of feature-length screenplays. Over the course of the semester, students will write and revise the first act of a feature-length screenplay with special attention to the development of a compelling protagonist. Students will also write and revise a step outline for the remainder of the screenplay

to guide the creation of the second and third acts. Students will be expected to participate in frequent peer-feedback workshops and to integrate feedback from peers and faculty in the revision of their screenplays and other script documents. This intensive writing workshop covers feature-length screenplays.

Course Type Film
Course Prefix/Code FIL 2423
Course Name Introduction to Film Production
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course introduces the student to the essentials of creative filmmaking and television production, providing a broad theoretical and practical base from which the student can pursue advanced video production projects.

Course Type Film
Course Prefix/Code FIL 2441
Course Name Film Crew Workshop
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites FIL 2423 or permission of instructor.
Description A study and execution of the filmmaking process from concept to completion with special emphasis on relationships between various job categories. Through participation as a member of a production crew, a short film will be produced to help understand the specific roles of "below-the-line" production technicians. This course explores the industrial production process and prepares students to work on professional film sets as well as run their own student productions effectively.
Fees Additional Special fees are required.

Course Type Film
Course Prefix/Code FIL 2461
Course Name Cinematography
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites FIL 1000, or FIL 2423.
Description This course introduces students to the workflow of digital cinematography, including lens selection, lighting, and gripping. There is also an emphasis on the roles and responsibilities of a professional camera crew, specifically the director of photography, camera operator, and camera assistants.

Course Type Film
Course Prefix/Code FIL 2552
Course Name Editing
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites FIL 1000 , or FIL 2423 or permission of the instructor.
Description A comprehensive course examining the theory, procedures and practices of digital video editing. Students edit dramatic scenes and documentary footage to learn the

	tools and techniques of the editor's craft in the service of narrative and information delivery. The language of cinematic montage and issues of continuity, movement, sound and effects are studied as they relate to the essentials of visual storytelling.
Fees	Additional special fee is required.

Course Type	Film
Course Prefix/Code	FIL 2571
Course Name	Video Post-Production
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	FIL 2423, or FIL 1000, or permission of instructor.
Description	This course introduces students to the foundational concepts and the basic techniques of non-linear video editing and video post-production. Through reading, lecture, discussion, and editing workshops and assignments, students become familiar with the non-linear editing workflow and create final exports.

Course Type	Film
Course Prefix/Code	FIL 2580
Course Name	Film-Style Production
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	FIL 1000, or FIL 2423, and FIL 1420.
Description	This course invites participation by advanced students in a practical experience of electronic moviemaking where both technical and aesthetic skills are developed. By experiencing key roles on a film crew, students collaborate to create a single film project that can represent the College on the festival circuit and in student competitions. Ongoing projects are planned and critiqued in weekly three-hour production meetings. All other production activities are scheduled accordingly.
Fees	Additional special fees are required.

Course Type	Film
Course Prefix/Code	FIL 2835
Course Name	Appreciation of Film
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Concurrent registration or completion of ENC 1101 with a grade of "C" or better.
Description	It is designed to improve understanding and appreciation of film as an art form by emphasizing a genre-study approach. This is a critical and historical exploration through lecture, feature film screenings, discussion, text readings and written assignments with a basic introduction to film theory and the rudimentary principles of film production. Appreciation of Film also includes examples from other media such as literature, theatre, music and television, to compare how those forms address the genre conventions.

Course Type	Film
Course Prefix/Code	FIL 2930

Course Name Special Topics: Film
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)
Description This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

Course Type Film
Course Prefix/Code FIL 2949
Course Name Internship in Film/Video
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites Six hours of FIL or MMC credit and/or permission of instructor or program manager.
Description This work-study course is designed to continue training in a student's academic major through field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and technical project.

Course Type Finance
Course Prefix/Code FIN 2001
Course Name Financial Management
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites ACG 2021 or permission of department chair.
Description A study of the processes, decisions, structures and institutional arrangements concerned with the acquisition and utilization of funds by a firm is presented. Financial statement analysis for investment also is covered.

Course Type Finance
Course Prefix/Code FIN 2100
Course Name Personal Finance
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description An introductory course in personal finance. This course provides a survey of the areas of personal economic and financial matters which all citizens face. Topics include budgeting, banking, credit markets, consumer credit, insurance, taxes, home finance and ownership, investments, and retirement planning.

Course Type Finance
Course Prefix/Code FIN 3400
Course Name Financial Management
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites ACG 2021

Description	This is an introductory course in managerial finance in which the students gain a clear, basic understanding of the fundamentals of finance and its related decision-making. This course examines the decisions firms make regarding financing and investing, both in the short term and long run. Topics include debt versus equity financing decisions, short-term financial decisions, capital structure and dividend policy, mergers & acquisitions, ethical financial decision making, and basic risk management techniques. Examine the decisions firms make regarding financing and investment, both in the short-run and long run.

Course Type	French Language
Course Prefix/Code	FRE 1120
Course Name	Elementary French I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours per week includes a required online laboratory component.
Prerequisites	College-level reading and writing skills are required or consent of the department.
Corequisites	FRE 1120L
Description	This course includes fundamentals of grammar with emphasis on reading, speaking and listening.

Course Type	French Language
Course Prefix/Code	FRE 1120L
Course Name	Elementary French I Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Description	Required online companion lab and corequisite for FRE 1120.

Course Type	French Language
Course Prefix/Code	FRE 1121
Course Name	Elementary French II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours per week includes a required online laboratory component.
Prerequisites	FRE 1120 with a grade of "C" or better.
Corequisites	FRE 1121L
Description	This course includes fundamentals of grammar with emphasis on reading, speaking and listening.

Course Type	French Language
Course Prefix/Code	FRE 1121L
Course Name	Elementary French II Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Description	Required on-line companion lab and co-requisite for FRE 1121.

Course Type	French Language

Course Prefix/Code FRE 2200
Course Name Intermediate French I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites FRE 1120 and FRE 1121 or equivalent.
Description This course includes reading the literature and reading about cultural history of France, with discussions. Grammar is reviewed and oral facility is emphasized.

Course Type French Language
Course Prefix/Code FRE 2201
Course Name Intermediate French II
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites FRE 1120, FRE 1121 and FRE 2200 or equivalent.
Description This course includes reading the literature and reading about cultural history of France, with discussions. Grammar is reviewed and oral facility is emphasized.

Course Type Geography: Regional Areas
Course Prefix/Code GEA 2000
Course Name World Regional Geography
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course focuses on the human relationship to physical, cultural and economic zones of the world. The course may include the interpretation of global patterns through the five themes of geography. Place geography and political map use are emphasized. Field trips may be featured.

Course Type Geography: Regional Areas
Course Prefix/Code GEA 2930
Course Name Special Topics: Geography
Credit Hours (1 to 4 Variable Credit Hours)
Creditable (A.A.)
Description This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

Course Type General Business
Course Prefix/Code GEB 1011
Course Name Introduction to Business
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This is an introductory course in general business terminology and in understanding the agencies, methods, functions and practices of modern businesses with their resultant effects on the economic and social life of the nation.

Course Type General Business

Course Prefix/Code	GEB 2210
Course Name	Business Presentations and Communications
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course provides a practical working knowledge of current business communications and develops the skills necessary to analyze, evaluate and formulate effective written, oral and multimedia presentations. Course objectives are achieved through study of readings, research and lecture materials and through individual and group projects and writings. Students are required to complete an empirical research project.

Course Type	General Business
Course Prefix/Code	GEB 2350
Course Name	Introduction to International Business
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours per week.
Description	This introductory course in international business is designed to provide an overview of international trade as it relates to existing and emerging global markets, foreign investments and their impact on financial markets, international marketing, and the operation of multinational corporations.

Course Type	General Business
Course Prefix/Code	GEB 2930
Course Name	Special Topics: Business
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.S.)
Description	This course is designed to meet the special needs of individuals or groups for which regular described courses in business may not be available.

Course Type	General Business
Course Prefix/Code	GEB 2949
Course Name	Internship in Business
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.S.)
Lecture/Lab Hours	Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements.
Prerequisites	Permission of program manager.
Description	This work-study course reinforces educational and professional growth in a student's academic major through coordinated field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type General Business
Course Prefix/Code GEB 3213
Course Name Business Writing and Communications
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites ENC 1101
Description This course analyzes and applies the principles of communication in the business workplace. The course introduces students to common formats such as the memo, letter and report, as well as email, messaging, online meetings, social media, and presentations. Students learn techniques for writing informational, persuasive, sales, employment, positive and negative communications. Other topics include using the appropriate strategies for internal and external communication situations, audience analysis and communication through technology, including web conferences. Students are expected to integrate business decision making and analytical thinking skills into the content. Students must be able to determine solutions to problem-based exercises.

Course Type General Business
Course Prefix/Code GEB 3356
Course Name Foundations of International Business
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course is an overview of the principal aspects of conducting international business. Domestic and international business characteristics are compared, and international political and legal environments are studied. The curriculum includes international trade theory, foreign exchange, export and import strategies, negotiations and diplomacy, and human resource management in the global marketplace.

Course Type Geography: Systematic
Course Prefix/Code GEO 1200
Course Name Introduction to Physical Geography
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours of lecture per week.
Description This course may meet part of the recertification requirement for teachers. This course is an introduction to the study of earth-surface phenomena, earth-sun relationships, landforms, climates, soils, vegetation and conservation of natural resources. Topographic and special purpose map use is emphasized.

Course Type Geography: Systematic
Course Prefix/Code GEO 2420
Course Name Environment and Culture
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description An introduction to cultural geography with an emphasis upon the development and spatial arrangement of the major societies of the world. Some of the patterns

studied include language, religion, economics, and politics. This course is required of geography majors and highly recommended for education and other social science majors.

Course Type	German
Course Prefix/Code	GER 1120
Course Name	Elementary German I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours per week includes a required online laboratory component.
Prerequisites	College-level reading and writing skills are required, or consent of the department.
Corequisites	GER 1120L
Description	This course includes fundamentals of German language acquisition with emphasis on understanding, speaking, reading, and writing German, as well as basic elements of cultural appreciation.

Course Type	German
Course Prefix/Code	GER 1120L
Course Name	Elementary German I Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Description	Required online companion lab and corequisite for GER 1120.

Course Type	German
Course Prefix/Code	GER 1121
Course Name	Elementary German II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours per week includes a required online laboratory component.
Prerequisites	GER 1120 with a grade of "C" or better.
Corequisites	GER 1121L
Description	This course includes fundamentals of German language acquisition with emphasis on understanding, speaking, reading, and writing German, as well as basic elements of cultural appreciation.

Course Type	German
Course Prefix/Code	GER 1121L
Course Name	Elementary German II Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Description	Required on-line companion lab and co-requisite for GER 1121.

Course Type	German
Course Prefix/Code	GER 2200
Course Name	Intermediate German I

Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites GER 1120-GER 1121 with grades of "C" or better or equivalent.
Description This course meets part of the International/Intercultural requirement. This course includes reading literature and reading about cultural history of Germany. Grammar is reviewed and oral facility is developed.

Course Type German
Course Prefix/Code GER 2201
Course Name Intermediate German II
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites GER 2200 with a grade of "C" or better or the equivalent.
Description This course meets part of the International/Intercultural requirement. This course includes reading literature and reading about the cultural history of Germany. Grammar is reviewed and oral facility is developed.

Course Type Gerontology
Course Prefix/Code GEY 3001
Course Name Aging and Special Populations
Credit Hours (3) Credit Hours
Creditable (B.A.S./B.S.)
Description This course introduces the study of aging, its implications for individuals, families and society, and the background for health policy related to older persons. This course presents an overview of aging from different perspectives: demography, biology, epidemiology of diseases, physical and mental disorders, functional capacity and disability, health services, federal and state health policies, social aspects of aging and ethical issues in the care of older individuals.

Course Type Gerontology
Course Prefix/Code GEY 3045
Course Name Nutrition and Gerontology
Credit Hours (3) Credit Hours
Creditable (B.A.S./B.S.)
Description This course introduces students to the nutritional requirements and physiological changes associated with aging. Social, cultural and psychological factors that affect nutritional status of the older adult and strategies for health promotion and disease prevention are addressed.

Course Type Gerontology
Course Prefix/Code GEY 3302
Course Name Communicating with Older Adults
Credit Hours (3) Credit Hours
Creditable (B.A.S./B.S.)
Description This course focuses on compassionate communication with diverse older adults, including those with disabilities. This course addresses principles, concepts,

processes and practice of communication skills critical to interacting with older adults in various health and cultural settings.

Course Type Gerontology
Course Prefix/Code GEY 4601
Course Name Biology of Aging
Credit Hours (3) Credit Hours
Creditable (B.A.S./B.S.)
Description This course addresses selected aspects of the biology of human aging and functional changes associated with both normal aging and pathologic problems often present in the elderly. The goal is to introduce students to broad aspects of physical aging, a complex phenomenon influenced by genetic make-up and environment. The content includes theories of aging, current information about human physical aging and aging processes in specific physiological systems.

Course Type Graphic Arts
Course Prefix/Code GRA 1100C
Course Name Introduction to Computer Graphics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours lecture/Lab per week.
Description Introduction and practical exercises in the use of software on Macintosh computers used to create and generate black/white and color graphics will be the focus of this course. The student will learn necessary computer commands and the use of software to produce assigned graphic layouts. Methods of merging text with graphics, as well as design concepts featuring capabilities of computer graphics will be studied.
Fees Additional special fees are required.

Course Type Graphic Arts
Course Prefix/Code GRA 1206C
Course Name Typography
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours lecture/lab
Prerequisites GRA 1100C with a grade of "C" or better.
Description This course provides the student with information and experience in using type as a design element. This course will include techniques in type, layout, typographic history and recognition of standard type families.
Fees Additional special fees are required.

Course Type Graphic Arts
Course Prefix/Code GRA 2121C
Course Name Communication Design
Credit Hours (3) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Three hours per week.

Prerequisites	GRA 1100C with a grade of "C" or better.
Description	This course provides an introduction to the industry standard page and Web layout software. An emphasis will be placed on creative visual/design concepts used in a variety of communication formats for print and Web, in addition to the mastery of the technical aspects of digital files.
Fees	Additional special fees are required.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2122C
Course Name	Desktop Publishing
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours lecture/Lab per week.
Prerequisites	GRA 1100C, GRA 1206C, GRA 2121C and GRA 2190C or ART 1201C with a grade of "C" or better.
Description	This course is a continuation of GRA 2121C and is designed to provide students with advanced usage of industry standard page layout software. Emphasis will be placed on the more sophisticated usage of the software and its application to the development of multipage publications and identity campaigns.
Fees	Additional special fees are required.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2142C
Course Name	Web Design I
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours lecture/lab per week.
Prerequisites/ Corequisites	GRA 1100C, GRA 2150C, and GRA 2190C, or ART 1201C with a grade "C" or better.
Description	This course introduces students to the design and preparation of web page elements and structure. Focus is from a graphics point of view and emphasis is placed on good design, appropriate use of color and images as well as technical skill.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2143C
Course Name	Web Design II
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	Proved competency in Adobe Creative Suite or GRA 1100C with a grade of "C" or better; ART 1201C, or GRA 2190C, and GRA 2142C.
Description	Utilizing industry current web development software, this course will include advanced instruction in creating web content with a focus on the practical application of skills learned in GRA 2142C. More advanced aspects of web design will be addressed.

Course Type	Graphic Arts

Course Prefix/Code	GRA 2150C
Course Name	Photoshop
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	GRA 1100C with a grade of "C" or better.
Description	This course provides students with an opportunity to advance their design skills by using digital imaging software. Students will use Adobe Photoshop to create, manipulate, restore and collage employing layers, masks and other software specific techniques.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2151C
Course Name	Illustrator
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	GRA 1100C with a grade of "C" or better.
Description	This course addresses the concepts and techniques necessary to create computer-generated vector illustrations. Adobe Illustrator fundamental concepts and features will be introduced and applied to a variety of graphics applications.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2152C
Course Name	Computer Image Making
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two hours lecture, two hours laboratory per week.
Prerequisites	GRA 1100C with a grade of “C” or better.
Description	In this course the student will learn the potential of industry-standard graphic software, process and technology for creative expression. Graphic design students will learn computer imaging using industry-standard graphic software. Course work will include computer exercises to explain the steps involved in visualizing, organizing, working on and completing a digitally rendered image. Lab work will be augmented by handouts and demonstrations. The course will emphasize vocational competency with hardware and software (tools) as well as the aesthetics of the image created (the content).

Course Type	Graphic Arts
Course Prefix/Code	GRA 2160C
Course Name	Motion Graphics
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	GRA 1100C, GRA 2150C, GRA 2151C, and GRA 2190C or ART 1201C with a grade of "C" or better.

Description	This course introduces the student to concepts in multimedia authoring. Students will be exposed to different areas of multimedia including animation and interactivity.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2177C
Course Name	Visual Identity Systems
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	GRA 1100C, GRA 1206C, GRA 2151C, and GRA 2190C or ART 1201C with a grade of "C" or better.
Description	This course provides students with an introduction to visual identity systems for large, medium and small companies. This will be accomplished through research on color symbolism, graphic forms, typography and design as applied to a variety of delivery systems. Creative solutions and originality as well as the mastery of the technical aspects of production will be stressed.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2190C
Course Name	Graphic Design Basics
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture/lab per week.
Description	This course is an overview of the design industry methods of visual communication. Areas covered include terminology, history, techniques for production utilizing hand skills, tools and equipment. The development of creative problem solving as it relates to the design process will be emphasized.
Fees	Additional special fees are required.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2723C
Course Name	Web Design III
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	GRA 2143C, GRA 2150C, GRA 1206C
Description	This course expands on web design foundations established in GRA 2142C and GRA 2143C while teaching advanced techniques for adding interactivity to web pages using standard web technologies. Students will become proficient in creating responsive web pages, designing web pages for mobile use and adding interactivity to web pages. Students will also be informed on web standards, page validation, accessibility, and scripting for the web.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2930
Course Name	Special Topics: Graphic Design

Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.S.)
Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2949
Course Name	Internship in Graphic Design
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	150 hours of work experience is expected.
Prerequisites	permission of instructor or program manager.
Description	This work-study course reinforces education and professional growth through coordinated field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on journal documentation of job responsibilities and examples of work produced.

Course Type	Graphic Arts
Course Prefix/Code	GRA 2950C
Course Name	Professional Practices
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours studio/lecture per week.
Prerequisites	GRA 1100C, GRA 1206C, GRA 2121C, GRA 2122C, GRA 2150C, GRA 2151C, and GRA 2190C with a grade of "C" or better or permission of the program manager.
Description	This course is designed to help students develop strategies for entering the design profession by editing and refining portfolios to meet professional standards, designing a personal logo and using it on a resume and other self-promotional materials, practicing interview techniques and professional presentations.
Fees	Additional special fees are required.

Course Type	Hospitality
Course Prefix/Code	HFT 1000
Course Name	Introduction to Hospitality and Tourism
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course is an introduction to the resort, hospitality, and tourism industry. Discussions include the different industry segments, theories and principles that deliver industry basics, and real-world examples that provide students opportunities to develop problem-solving and decision-making skills. The course introduces basic industry terminology and management concepts.

Course Type	Hospitality
Course Prefix/Code	HFT 1254
Course Name	Lodging Operations

Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course provides an introduction to the lodging industry; including hotels, motels, resorts, and casino operations. Departments such as rooms, housekeeping, engineering, accounting, catering, sales, food & beverage will be explored in detail as well as their interconnectedness in the operations of the lodging property. Students taking this class will leave with skills allowing them to start their careers or advance their careers at a lodging facility.

Course Type Hospitality
Course Prefix/Code HFT 2220
Course Name Human Resource Management for Hospitality
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course is an overview of human resources management in the hospitality industry designed to improve and advance students' skills through an understanding of both hourly and management employee policies. Students will explore the various human resource theories within the hospitality industry and develop an understanding of the labor laws associated with the hospitality industry.

Course Type Hospitality
Course Prefix/Code HFT 2410
Course Name Front Office Systems and Procedures
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description In this intermediate course, the student will learn the various functions of the front office such as reservations, registering and checking out guests, handling guest service requests, proper accounting procedures, and the operation of a Property Management System (PMS). They develop an understanding of how the front office interacts with security, housekeeping and engineering departments. Students will also explore various technology and trends in the rooms division.

Course Type Hospitality
Course Prefix/Code HFT 2750
Course Name The Event Industry
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course will assist students in all aspects of event planning in the hospitality industry. Students explore the differences between the event needs of a wedding versus a large musical festival. Topics such as venue sourcing, logistics, vendor management, entertainment, timing, security and budgets will be explored in detail.

Course Type Hospitality
Course Prefix/Code HFT 2930
Course Name Special Topics: Hospitality
Credit Hours (3) Credit Hours
Creditable (A.A.)

Description This course is designed to meet the special needs of individuals, groups, or programs for whom regular described courses may not be available.

Course Type Hospitality
Course Prefix/Code HFT 2949
Course Name Internship Exploration and Work Experience
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This work-study course is designed to continue training in a student's academic major through field experiences and is intended to be a last-term elective. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type Health Information Management
Course Prefix/Code HIM 1102
Course Name Introduction to Health Informatics
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course studies the collection and organization of patient, facility, and organizational information, the effective management of information using computer technology, and the impact of such technology on medical research, education, and patient care.

Course Type Health Information Management
Course Prefix/Code HIM 2012
Course Name Health Law Concepts and Practices
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites HSA 1100
Description 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 health care delivery system. Topics include the medical record as a legal document and release of information.

Course Type Health Information Management
Course Prefix/Code HIM 2510
Course Name Quality and Performance Improvement
Credit Hours (2) Credit Hours
Creditable (A.S.)
Description This course is an introduction to health care quality and performance improvement. An introduction is also provided in compliance, utilization management, risk management, and credentialing.

Course Type	Health Information Management
Course Prefix/Code	HIM 2652
Course Name	Electronic Health/Medical Record Systems
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CGS 1000
Description	This course addresses information systems theory, electronic health record concepts and associated infrastructure and applications, as well as strategic planning and implementation of health record information systems. Additional issues covered include regulatory concepts, privacy and security requirements, best practices, and future trends.

Course Type	Health Information Management
Course Prefix/Code	HIM 2721
Course Name	Introduction to Coding and Reimbursement Systems
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	CGS 1000
Description	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 Type	Health, Leisure and Physical Education
Course Prefix/Code	HLP 1081
Course Name	Introduction To Physical Education
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course is an introductory study of the historical background of physical education, health and recreation, including aims and objectives. Concepts, trends and responsibilities as a member of the profession are given special attention.

Course Type	Health, Leisure and Physical Education
Course Prefix/Code	HLP 2949
Course Name	Concepts of Wellness
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	An introductory course in personal wellness designed to help students understand their current health status and provide them with knowledge of a functional wellness program for their life.

Course Type Health Services Administration
Course Prefix/Code HSA 1101
Course Name Healthcare Delivery Systems
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101
Prerequisites/ Corequisites ENC 1101
Description This course is an introduction to 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 health care 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 Type Health Services Administration
Course Prefix/Code HSA 1102
Course Name Current Issues in Health
Credit Hours (2) Credit Hours
Creditable (A.S.)
Description The course is designed for the organized presentation of current issues within the health care system. Emphasis focuses on diverse areas of health and is appropriate for persons directly or indirectly involved in provision of health care or health education.

Course Type Health Services Administration
Course Prefix/Code HSA 2001
Course Name Interprofessional Team Based Health Care
Credit Hours (2) Credit Hours
Creditable (A.S.)
Prerequisites HSA 1100
Description This course introduces the student to interprofessional health care delivery. Best practices are emphasized for team formation, effective communication strategies, and patient care processes. Ethical issues related to team management in health care are discussed.

Course Type Health Services Administration
Course Prefix/Code HSA 2182
Course Name Health Services Management Concepts
Credit Hours (2) Credit Hours
Creditable (A.S.)
Prerequisites HSA 1100
Description This course covers the knowledge and basic skills required to enter the field of medical office management. The course focuses on health care delivery in a medical office setting. Topics include an introduction to health care management

information systems, an introduction to essential policies and regulations, and an introduction to evaluation of performance and process outcomes.

Course Type Health Services Administration
Course Prefix/Code HSA 2949
Course Name Internship in Health Services Management
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites HSA 1100
Description This work-study course is designed to continue training in a student's academic major through field experiences. The student, instructor, and work-site supervisor work together to determine specific learning objectives for each student. The student is evaluated based on documentation of satisfactory completion of the learning objectives and work assignments

Course Type Health Services Administration
Course Prefix/Code HSA 3111
Course Name Health Care Delivery in The United States
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course explores the social, economic, political, technological and legal forces that influence the delivery of health care in the United States. The organization, financing and delivery of health care are examined, as are the legislative and policy processes related to health care.

Course Type Health Services Administration
Course Prefix/Code HSA 3113
Course Name Contemporary Issues in Health Care
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites HSA 3111.
Description This course is designed to introduce students to a range of issues related to health and health care in the United States. Course content gives students the opportunity to explore differing perspectives as they develop a deeper understanding of the issues and enhance their research and communication skills. The course enables students to analyze and evaluate evidence regarding controversial issues and allows them to develop and practice skills in formulating and writing well-informed, well-articulated arguments and reflections.

Course Type Health Services Administration
Course Prefix/Code HSA 3170
Course Name Health Care Finance
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites HSA 3111.
Description This course provides students with an overview of the principle financial mechanisms in the U.S. health care industry and the critical issues the industry

currently faces. Additionally, it provides students with a foundation in using financial tools that enable them to better understand health care finances and analysis within the health care system.

Course Type Health Services Administration
Course Prefix/Code HSA 3383
Course Name Quality Management in Health Care
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites HSA 3111.
Description This course focuses on past and present interventions that affect supply and demand for health care at community, state, regional and national levels. Health planning and regulatory entities are presented. Strategic management and program planning in the context of current economic and market conditions are discussed, and students formulate practical implications based on current literature.

Course Type Health Services Administration
Course Prefix/Code HSA 3430
Course Name Health Care Economics
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites HSA 3111.
Description This course offers a comprehensive introduction to the principles and applications of health economics. Students will explore fundamental topics, including healthcare demand and supply, financing and insurance systems, economic evaluation of healthcare technologies, and the role of government in healthcare. The course integrates theoretical foundations with real-world case studies to analyze issues such as healthcare equity, access, quality, disparities, and policy impact. By the end, students will develop analytical skills to assess and contribute to healthcare policy and management, preparing them for careers in health services, public health, and related fields.

Course Type Health Services Administration
Course Prefix/Code HSA 3502
Course Name Health Care Risk Management
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites HSA 3111.
Description This course focuses on the theories, concepts and principles of health care risk management and development of an integration of concepts relevant to health care risk management. Current trends and issues in using, designing, and managing health care risk management systems will be examined. Students, applying evidence-based knowledge, will analyze the design and implementation of health care risk management systems.

Course Type Health Services Administration
Course Prefix/Code HSA 3702

Course Name	Research Methods in Health Care
Credit Hours	(3) Credit Hours
Creditable	(B.A.S)
Prerequisites	HSA 3111
Description	This course focuses on providing students with an overview of the role of evidence-based research methods and the importance of information literacy in healthcare. This course will develop the basic skills required to locate, critically analyze, and disseminate research findings. Emphasis will be placed on the methods of evaluation and analysis of research and supporting data required to plan, implement, and assess evidence-based decision-making in a professional setting.

Course Type	Health Services Administration
Course Prefix/Code	HSA 4180
Course Name	Health Care Management
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Prerequisites	HSA 3111.
Description	This course analyzes organizational patterns of various types of health care institutions. It introduces various administrative functions, including medical staff organization, departmental functions, policy formation, internal control systems, planning procedures, fiscal and personnel management, public relations and various information needs of administration.

Course Type	Health Services Administration
Course Prefix/Code	HSA 4817
Course Name	Practicum in Health Services Administration
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Lecture/Lab Hours	Forty-five contact hours.
Prerequisites	HSA 3111, HSA 3170, HSA 3383, HSA 3502, HSA 4180, and NUR 3870. Program manager approval is also required.
Description	Under the supervision of a community health services administrator, the student will gain practical experience and apply the knowledge attained in the health services administration program. The student, instructor, and work-site supervisor work together to determine specific learning objectives for each student. The student is evaluated based on documentation of satisfactory completion of the learning objectives and practicum assignments.

Course Type	Health Services Administration
Course Prefix/Code	HSA 4850
Course Name	Health Care Capstone Course
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Prerequisites	HSA 3111, HSA 3113, HSA 3170, HSA 3383, HSA 3430, HSA 3502, HSA 4180, HSA 3702, and NUR 3870.
Description	This capstone course, taken in the final semester of the program, is designed to provide students with an opportunity to apply their knowledge of a chosen professional health care or human studies role through teaching, internship,

observation or work experience. This course uses selected sites on and off campus to develop the expanding role of the provider in the health and human services system.

Course Type Health and Wellness
Course Prefix/Code HSC 1004
Course Name Professions of Caring
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description The Professions of Caring course will support the student in exploring a wide range of healthcare fields by providing an overview of related health profession programs, associated costs, admission requirements, and typical starting salaries. In addition, students will develop essential college readiness skills that will strengthen their preparedness for entry into limited enrollment health profession programs. Throughout the course, students will gain confidence, feel supported in their academic journey, and become empowered to make informed decisions about their future career.

Course Type Health and Wellness
Course Prefix/Code HSC 1100
Course Name Personal Health
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course includes a study of personal health problems with emphasis on prevention and measures of immediate concern to adults.

Course Type Health and Wellness
Course Prefix/Code HSC 1149
Course Name General Pharmacology for Health Professionals
Credit Hours (1) Credit Hour
Creditable (A.S.)
Description This course will provide the student 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 Type Health and Wellness
Course Prefix/Code HSC 2200
Course Name Community Health Problems
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course is a study of factors that affect health, prevention and control of disease through organized community effort and utilization of available resources.

Course Type Health and Wellness

Course Prefix/Code	HSC 2403
Course Name	Emergency First Aid and CPR
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course provides a comprehensive study of first aid, CPR, and accident prevention, preparing students to respond effectively in emergency and disaster situations. Emphasis is placed on evidence-based practices in first aid and medical self-help, as well as the development of skills in cardiopulmonary resuscitation across adult, child, and infant populations. Upon successful completion of the course, students have the opportunity to earn certification in CPR.
Fees	Additional special fee is required.

Course Type	Health and Wellness
Course Prefix/Code	HSC 2531
Course Name	Understanding Medical Language
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Description	This course provides the learner with a working knowledge of medical terms relating to the human body in health and disease. Descriptive definitions and applications of practical significance are included with emphasis on the meaning of root words and combination forms.
Fees	Additional special fees are required.

Course Type	Health and Wellness
Course Prefix/Code	HSC 2721
Course Name	Evidence-Based Healthcare Practice
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Description	This course focuses on providing students 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. Students will address concerns in the professional work setting by analyzing decisions made through use of evidence.

Course Type	Health and Wellness
Course Prefix/Code	HSC 2923
Course Name	Special Topics: Health and Wellness
Credit Hours	(1 to 3 Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

Course Type	Humanities
Course Prefix/Code	HUM 1020
Course Name	Introduction to the Humanities
Credit Hours	(3) Credit Hours

Creditable	(A.A.)
Description	This course meets Area IV of AA/AS general education requirements. In this course, students 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.

Course Type	Humanities
Course Prefix/Code	HUM 2210
Course Name	Humanities: The Ancient World
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets Area IV requirements for the A.A./A.S. general education requirements. This course presents an intercultural survey of the humanistic arts and letters from the perspective of various cultures that may include the West, the Middle East, Africa, the Americas and the Far East from the Paleolithic Age to the Renaissance.

Course Type	Humanities
Course Prefix/Code	HUM 2230
Course Name	Humanities II: The Medieval, Renaissance, and Early Modern Periods
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets Area IV requirements for the A.A./AS. general education requirements. This course presents an intercultural and interdisciplinary survey of the humanistic arts and letters from the perspective of various cultures that may include the West, the Middle East, Africa, the Americas, and the Far East focusing on the Medieval, Renaissance, Baroque, and Early Modem Periods. This course meets part of the six-hour international/intercultural requirement and the Gordon Rule requirement.

Course Type	Humanities
Course Prefix/Code	HUM 2234
Course Name	Humanities: Enlightenment Through Romanticism
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets area iv requirements for the A.A./A.S. general education requirements and the Gordon rule requirement. This course presents an intercultural survey of the humanistic arts and letters including the western canon, from the perspective of various cultures that may include the west, the middle east, Africa, the Americas, and the far east from the 17th century through the 19th century focusing on the intellectual and artistic eras of the enlightenment and romanticism.

Course Type	Humanities
Course Prefix/Code	HUM 2250
Course Name	Humanities: The Modern World
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets Area IV requirements for the A.A./A.S. general education requirements and the Gordon Rule requirement. This course presents an intercultural survey of the humanistic arts and letters including selections from the Western canon, from the perspective of various cultures that may include the West, the Middle East, Africa, the Americas, and the Far East from the 18th century to contemporary times.

Course Type	Humanities
Course Prefix/Code	HUM 2930
Course Name	Special Topics: Humanities
Credit Hours	(1 to 4 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

Course Type	Human Nutrition
Course Prefix/Code	HUN 2201
Course Name	Fundamentals of Human Nutrition
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course presents the basic fundamentals of human nutrition by application of principles in chemistry, biochemistry and microbiology. Content includes carbohydrates, protein, fat, vitamins, minerals and water for nutrition throughout various stages of life, and the major links of nutrition to promotion of health. The properties, functions, requirements, interrelationships and metabolism of nutrients are presented. Students learn to calculate individual calorie and nutrient needs. Current nutrition topics are discussed.

Course Type	Human Nutrition
Course Prefix/Code	HUN 3126
Course Name	Food and Culture
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course explores the relationship between food and culture in different races and ethnic groups. Content includes a study of food and its production, distribution and consumption. The course also explores food’s symbolism and history, its implications for health and well-being, and role of food and nutrition in national development and global politics.

Course Type Human Nutrition
Course Prefix/Code HUN 3205
Course Name Dietary Influences on Disease
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course focuses on how nutrition and diet can influence and cause various disorders and diseases of the human body. The course provides an introduction to clinical nutrition, including nutritional assessment and therapy in patient care.

Course Type Human Nutrition
Course Prefix/Code HUN 3272
Course Name Sports Nutrition
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course focuses on the role that nutrition, complemented by physical activity, plays in health and wellness. The influence of exercise on specific nutrient demands and utilization of nutrients will be examined.

Course Type Human Nutrition
Course Prefix/Code HUN 3403
Course Name Lifecycle Nutrition
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course addresses nutrient requirements, dietary adequacy, food habits and special nutritional concerns during pregnancy, lactation, infancy, childhood, adolescence and adulthood, including aging. Socioeconomic, cultural and psychological influences on food and nutrition behavior are addressed.

Course Type Human Nutrition
Course Prefix/Code HUN 3601
Course Name Nutrition Education
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course focuses on principles of education, counseling and communication as they are applied to the field of nutrition education.

Course Type Industrial and Applied Psychology
Course Prefix/Code INP 1390
Course Name Human Relations
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area III of the A.S. general education requirements in limited programs. This course deals with human relationships. It provides a practical foundation for personal productive functioning in the work environment. Fundamental principles of human relations are developed through investigation of

individual behavior and the social forces acting on individuals and applying these principles to daily and working life.

Course Type	Industrial and Applied Psychology
Course Prefix/Code	INP 2101
Course Name	Applied Psychology
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	PSY 2012 with a grade of “C” or better or permission of instructor.
Description	This course is designed to promote an understanding of the very wide applications of psychology to all areas of life including problems of motivation, adjustment, interpersonal relationships, the family, education and the world of work. Practicum experiences are required.

Course Type	International Relations
Course Prefix/Code	INR 2002
Course Name	International Relations
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a "C" or better.
Description	This course meets Area III requirement for the A.A./A.S. general education requirements. It also meets the 6000-word Gordon Rule. This course is an introduction to international relations designed to present basic concepts of international political realities, nationalism, imperialism, state systems and contemporary ideological struggles.

Course Type	International Relations
Course Prefix/Code	INR 2500
Course Name	Model United Nations
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Permission of the instructor.
Description	This course meets the Gordon Rule requirement. This course focuses on the history, current operations and future prospects of multilateral diplomacy and the United Nations. This includes attention to the structure, process and efficacy of the United Nations in the international system. This course will also involve focusing on contemporary topics before the United Nations as assigned by the instructors.

Course Type	International Relations
Course Prefix/Code	INR 2500A
Course Name	Model United Nations
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	INR 2500 and permission of the instructor.
Description	This course focuses on the history, current operations and future prospects of multilateral diplomacy and the United Nations. This includes attention to the structure, process and efficacy of the United Nations in the international system.

	This course will also involve focus on contemporary topics before the United Nations as assigned by the instructors. Degree-seeking students who are making progress on their degree programs are advised to consult the transfer university about the number of transferrable credits for this course.
Fees	Additional special fee is required.

Course Type	International Relations
Course Prefix/Code	INR 2500B
Course Name	Model United Nations
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	INR 2500 and permission of the instructor.
Description	This course focuses on the history, current operations and future prospects of multilateral diplomacy and the United Nations. This includes attention to the structure, process and efficacy of the United Nations in the international system. This course will also involve focus on contemporary topics before the United Nations as assigned by the instructors. Degree-seeking students who are making progress on their degree programs are advised to consult the transfer university about the number of transferrable credits for this course.
Fees	Additional special fees are required.

Course Type	Information Systems Management
Course Prefix/Code	ISM 3324
Course Name	Applications in Information Security
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Prerequisites	CIS 1355
Description	This course helps develop the important security concepts relative to software application development and access control that provide the knowledge and skills necessary for the successful management of information security in an organization. Students learn about the environment where software is designed and developed as well as the critical role software plays in providing security to an organization's information systems. The course focuses on software development concepts that relate to security and how access control methodologies fit into the entire enterprise architecture.

Course Type	Information Systems Management
Course Prefix/Code	ISM 3541
Course Name	Data Analytics
Credit Hours	(3) Credit Hours
Creditable	(BAS)
Prerequisites	ISM 4212
Description	This course covers basic and semi-advanced methods and tools for the collection, transformation and storage of large amounts of data. The course places special attention on data visualization using industry tools widely used for business.

Course Type	Information Systems Management

Course Prefix/Code ISM 4212
Course Name Database Design and Administration
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites CGS 1000
Description This course covers the essentials of database design and administration in a business environment and focuses on the skills and knowledge necessary to develop data models aligned with the requirements of business. This course also covers structured query language (SQL) and the object-oriented approach to data modeling and design.

Course Type Information Systems Management
Course Prefix/Code ISM 4382
Course Name Global Information Systems
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course addresses key management issues as they are applied to global information resources management. This course also addresses strategic global systems issues such as hardware, software, Enterprise Resource Planning (ERP), electronic business integration, security and infrastructure support for a variety of industries.

Course Type Information Systems Management
Course Prefix/Code ISM 4480
Course Name Electronic Commerce Systems and Strategies
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course familiarizes the student with the management approach to defining and implementing e-commerce (EC) systems. The course addresses the digital economy, EC strategy and marketing and EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course covers management and regulatory issues in EC such as internationalization, electronic payment methods, Internet fraud, mobile e-commerce and current implementation technologies. Architectures and interdependence (i.e. integration) of systems is covered.

Course Type Interdisciplinary Science
Course Prefix/Code ISC 1910L
Course Name STEM: Undergraduate Research
Credit Hours (0) Credit Hours
Description This course provides an opportunity for students to engage in independent, interdisciplinary research under the guidance of a faculty mentor(s). Through this course, students will work independently, or in a small group, to explore a research question. Students will acquire skills such as hypothesis testing, data collection, data analysis, and scientific communication, while learning various hands on laboratory skills. The course is designed to encourage critical thinking and intellectual exploration, while fostering independent learning and scholarly inquiry.

This course may be repeated if a student is taking part in a research project that is longer than one semester.

Course Type	Interdisciplinary Social Science
Course Prefix/Code	ISS 1949
Course Name	Work Experience I in Interdisciplinary Social Science
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Lecture/Lab Hours	Four, eight or 12 hours of volunteer or work experience a week are expected depending on the credit hour requirements.
Prerequisites	At least one social science course and permission of instructor or program manager.
Description	This work-study course reinforces education and professional growth in a student's academic major through coordinated field experiences. The student, instructor and work site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type	Interdisciplinary Social Science
Course Prefix/Code	ISS 2949
Course Name	Work Experience II in Interdisciplinary Social Science
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Lecture/Lab Hours	Four, eight or 12 hours of volunteer or work experience a week are required depending on the credit hour requirements.
Prerequisites	At least one social science course and permission of instructor or program manager.
Description	This work-study course is designed to continue training in a student's academic major through field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and technical project. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type	Interdisciplinary Social Science
Course Prefix/Code	ISS 3300
Course Name	Introduction to Evidence Based Research Methods
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course introduces students to the methodologies used in Science and Social Science Research. It covers both qualitative and quantitative research design, sampling, measurement, analysis, and critical evaluation of scholarly literature.

Course Type Italian Language
Course Prefix/Code ITA 1120
Course Name Elementary Italian I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours per week, including one hour of required laboratory work.
Prerequisites College Level reading and writing skills are required, or consent of department.
Corequisites ITA 1120L
Description This course includes fundamentals of Italian language acquisition with emphasis on understanding, speaking, reading, and writing Italian, as well as basic elements of cultural appreciation.

Course Type Italian Language
Course Prefix/Code ITA 1120L
Course Name Elementary Italian I Laboratory
Credit Hours (1) Credit Hour
Creditable (A.A.)
Description Required on-line companion lab and co-requisite for ITA 1120

Course Type Italian Language
Course Prefix/Code ITA 1121
Course Name Elementary Italian II
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours per week, including one hour of required laboratory work.
Prerequisites ITA 1120 with a grade "C" or better.
Corequisites ITA 1121L
Description This course includes fundamentals of Italian language acquisition with emphasis on understanding, speaking, reading, and writing Italian, as well as basic elements of cultural appreciation.

Course Type Italian Language
Course Prefix/Code ITA 1121L
Course Name Elementary Italian II Laboratory
Credit Hours (1) Credit Hour
Creditable (A.A.)
Description Required on-line companion lab and co-requisite for ITA 1121.

Course Type Journalism
Course Prefix/Code JOU 1100
Course Name Basic Reporting
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101.
Description This course meets the Gordon Rule requirement. This is an introduction to fundamentals of print journalism. Issues in media law, including libel and privacy,

and the ethics of journalism are explored. Students learn the basics of reporting techniques, including interviewing skills, computer assisted reporting, civic journalism and information gathering. Students should anticipate spending additional time outside the classroom covering events on campus and in the community to fulfill written assignments.

Course Type	Journalism
Course Prefix/Code	JOU 1103
Course Name	Advanced Reporting and Editing
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	JOU 1100.
Description	This course will focus on advanced reporting for the print media. Throughout the semester, students will employ sophisticated research methods, including public records searches, computer-assisted reporting and archival research. Additionally, students will develop and polish their reporting skills, while gaining a greater understanding of how news is constructed in relation to institutions and people in public life.

Course Type	Journalism
Course Prefix/Code	JOU 1303
Course Name	Feature Article Writing
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	JOU 1100 or MMC 2100. Concurrent is acceptable.
Description	This course will provide students with intense training in a specific area of journalism, feature article writing. This course will place emphasis on the generation of ideas, identification of multiple sources for interview, background research, investigative techniques, and the legal and ethical responsibilities of journalists. An introduction to award-winning copy written in narrative style will be provided.

Course Type	Journalism
Course Prefix/Code	JOU 1440L
Course Name	College Magazine Production I
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Prerequisites	Successful completion of ENC 1101.
Description	This course provides the student with an opportunity to contribute to the making of a humanities magazine that encourages and gives voice to the artistic expression of students at State College of Florida. The students are involved in the layout and makeup of the magazine, including selecting literary and art works, editing and proofreading. Students who are degree-seeking and making progress in their degree programs may repeat this course a maximum of three (3) times; however, no more than a total of three (3) credits may count toward elective credits for one's degree.

Course Type Journalism
Course Prefix/Code JOU 1441L
Course Name College Magazine Production II
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)
Prerequisites Successful completion of JOU 1440L and ENC 1101.
Description This course provides students with an opportunity to take a leadership role in the making of the annual humanities magazine, which encourages and gives voice to the artistic expression of students at State College of Florida. Students participate in the layout and makeup of the magazine including selecting literary and art works, editing and proofreading and providing coordination with printing professionals. Students who are degree-seeking and making progress in their degree programs may repeat this course a maximum of three (3) times; however, no more than a total of three (3) credits may count toward elective credits for one's degree.

Course Type Journalism
Course Prefix/Code JOU 2602
Course Name Introduction to Photojournalism
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Prerequisites PGY 1800C.
Description This course provides students with a comprehensive understanding of the ethical and practical demands of photojournalism. Students are responsible for producing a body of work suitable for publication and are required to complete a variety of assignments by attending various community events.
Fees Additional special fee is required.

Course Type Language Arts and English Education
Course Prefix/Code LAE 3414
Course Name Children's Literature
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course introduces instructional strategies for teaching reading through the use of children's literature. The course includes a study of various literary genres appropriate for use in the classroom. Emphasis is placed on meaningful teaching and learning. Reading competency 2 is infused in course. This course is ESOL infused.

Course Type Latin American History
Course Prefix/Code LAH 202
Course Name Latin American History
Credit Hours (3) Credit Hours
Creditable (A.A.)

Description	This is an introductory survey course in Latin American history. The course covers Latin American history and culture from pre-Columbian times to the present day. Significant points in that history are highlighted and a foundation laid for a basic knowledge of the subject and/or further study.

Course Type	Library and Information Studies
Course Prefix/Code	LIS 2004
Course Name	Introduction to College Research
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Description	Overview of college-level research skills. Students will learn methods and strategies for retrieving, evaluating, using, and documenting information from library catalogs, library databases, and other authoritative sources. Recommended for students preparing to do research for essays, research reports and presentations.

Course Type	Library and Information Studies
Course Prefix/Code	LIS 2930
Course Name	Special Topics: Library and Information Studies
Credit Hours	(1 to 4 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Library and Information Studies
Course Prefix/Code	LIS 3000
Course Name	Information Literacy for Professional Practice
Credit Hours	(1) Credit Hour
Creditable	(B.A.S./B.S.)
Description	Introduction to information literacy principles and research practices for undergraduate students, with an emphasis on finding, evaluating, synthesizing and utilizing information in a professional setting. Students will learn applied information literacy and research skills that enable them to use a variety of information resources and research tools effectively.

Course Type	Literature
Course Prefix/Code	LIT 1949
Course Name	Co-op Work Experience in Literature
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Lecture/Lab Hours	Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites	Permission of instructor or program manager.
Description	This work-study course reinforces education and professional growth in a student's academic major through coordinated field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of

satisfactory completion of the learning objectives and work assignments. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type	Literature
Course Prefix/Code	LIT 2000
Course Name	Introduction to Literature
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets the Area IV requirement for A.A./A.S. general education, the Gordon Rule requirement, and part of the six-hour International/Intercultural requirement. In this course, students will be assigned readings representative of a broad range of literary genres and cultures. These readings will cover a variety of movements and historical eras. The readings will include selections from the Western canon. Written analysis of literary works may be required. Students will be provided with opportunities to practice critical interpretations.

Course Type	Literature
Course Prefix/Code	LIT 2012
Course Name	The Novel
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets area iv of the A.A./A.S. general education requirement and the 6000-word Gordon Rule requirement. The course examines the origin and development of literary conventions unique to the genre as developed by writers from a variety of cultural experiences including selections from the western canon.

Course Type	Literature
Course Prefix/Code	LIT 2020
Course Name	The Short Story
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets the 6,000-word Gordon Rule requirement. The course meets Area IV of the A.A./A.S. general education requirement. The course provides a study of the short story genre and will examine representative world writers including selections from western canon of both traditional and experimental short story forms.

Course Type	Literature
Course Prefix/Code	LIT 2030

Course Name	Introduction to Poetry
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets Area IV of A.A./A.S. general education requirements, the Gordon Rule requirement, and part of the International/Intercultural requirement. This course will introduce students to forms and techniques of poetry; major poets and movements from the Renaissance to the present; and written analysis, explication, interpretation and evaluation of poetry.

Course Type	Literature
Course Prefix/Code	LIT 2090
Course Name	Contemporary Literature
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets Area IV of the A.A./A.S. general education requirements, the Gordon Rule requirement and part of the International/Intercultural requirement. The course is a study of representative works by writers from diverse cultures during the contemporary period that extends from World War II through the Post-Modernists. Students read works by artists who have contributed to literary movements of global significance.

Course Type	Literature
Course Prefix/Code	LIT 2110
Course Name	World Literature I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets the Area IV requirement for A.A./A.S. general education, and the Gordon Rule requirement. This course includes an analytical reading of major literary works and an examination of the social and historical background and culture of each period covered. Selected masterpieces include works from the beginning of ancient civilizations through the Renaissance.

Course Type	Literature
Course Prefix/Code	LIT 2120
Course Name	World Literature II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets the Area IV requirement for A.A./A.S. general education, and the 6,000-word Gordon Rule requirement. This course includes an analytical reading of major literary works and an examination of the social and historical background and

culture of each period covered. Selected masterpieces include works from the Restoration through the Contemporary period.

Course Type	Literature
Course Prefix/Code	LIT 2310
Course Name	Horror, Fantasy and Science Fiction
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets the 6,000-word Gordon Rule requirement. Critical and historical analyses of these popular genres, with emphasis on major authors and subgenres, including their connection to cultural experiences and historical moments; coverage of texts includes early inceptions of Gothic writing and extends into contemporary authors.

Course Type	Literature
Course Prefix/Code	LIT 2330
Course Name	Introduction to Children's Literature
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites/ Corequisites	ENC 1101 with concurrent registration in or completion of ENC 1102 with a grade "C" or better
Description	This course meets the 6,000-word Gordon Rule requirement. This course provides a general survey of critical introduction to Children's Literature, from picture books to young adult novels. This literature may be in the form of realistic fiction, traditional and modern fantasy, mythology and fairy tales, poetry, and/or nonfiction. In addition, critical scholarships written on each sub-genre will be read and analyzed.

Course Type	Literature
Course Prefix/Code	LIT 2380
Course Name	Women in Literature
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better.
Description	This course meets the 6,000-word Gordon Rule requirement. This course presents a critical, historical and thematic study of women writers from a variety of cultures and continents. Course content includes studies of literature and politics, genre, literary theory and aesthetics. Focus is on intercultural and international diversity.

Course Type	Literature
Course Prefix/Code	LIT 2930
Course Name	Special Topics: Literature
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)

Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Literature
Course Prefix/Code	LIT 2949
Course Name	Internship in Literature
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Lecture/Lab Hours	Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites	Six hours of LIT credit and/or permission of instructor or program manager.
Description	This work-study course is designed to continue training in a student's academic major through field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and technical project. With program manager's approval and based upon degree requirements, degree-seeking students who are making progress in their degree program may repeat this course for a maximum total of three credits.

Course Type	Mathematics: Calculus and Precalculus
Course Prefix/Code	MAC 1105
Course Name	College Algebra
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	MAT 1033 or appropriate score on a mathematics placement test.
Description	This course meets Area II of the A.A./A.S. general education requirements. This is a rigorous introduction to the mathematical concepts necessary for successful study of MAC 1114, MAC 1140 or MAC 2233. In this course, students 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, transformation of graphs, operations on functions, composite and inverse functions, basic polynomials and rational functions, exponential and logarithmic functions, and applications. The use of a graphing calculator is integrated throughout the course. Students who already have credit for MAC 1105 cannot subsequently get credit for MAT 1033.
Note(s)	Student enrollment in any mathematics course is contingent upon approval by the mathematics department. This means that students who have been misplaced may be subject to schedule changes. Students must have successfully completed the stated prerequisite course with a grade of "C" or better.

Course Type	Mathematics: Calculus and Precalculus
Course Prefix/Code	MAC 1114
Course Name	Trigonometry
Credit Hours	(3) Credit Hours
Creditable	(A.A.)

Prerequisites	MAC 1105 or equivalent.
Description	This course meets Area II of the A.A./A.S. general education requirements. Topics include the study of trigonometric functions and applications, analytic trigonometry, vectors, trigonometric form of complex numbers, parametric equations and polar coordinates and equations. This course is intended for students whose major requires the calculus sequence. Use of a graphing calculator is integrated throughout this course. Students who have credit for MAC 2147 or 2142 cannot subsequently get credit for MAC 1114, or vice versa.
Note(s)	Student enrollment in any mathematics course is contingent upon approval by the mathematics department. This means that students who have been misplaced may be subject to schedule changes. Students must have successfully completed the stated prerequisite course with a grade of "C" or better.

Course Type	Mathematics: Calculus and Precalculus
Course Prefix/Code	MAC 1140
Course Name	Precalculus Algebra
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	MAC 1105 or equivalent.
Description	This course meets Area II of the A.A./A.S. general education requirements. Topics include the study of the following functions: polynomial, rational, radical, absolute value, exponential and logarithmic. Other topics include matrices and systems of equations and inequalities, trigonometric functions and applications, analytic trigonometry, vectors, trigonometric form of complex numbers, parametric equations, polar coordinates and equations and conic sections. An emphasis will be placed on solving applications by mathematical modeling. This course is intended for students whose major requires calculus sequence. Use of a graphing calculator is integrated throughout this course. Students who have credit for MAC 2147 cannot subsequently get credit for MAC 1105, MAC 2147 or 2142, or vice versa.
Note(s)	Student enrollment in any mathematics course is contingent upon approval by the mathematics department. This means that students who have been misplaced may be subject to schedule changes. Students must have successfully completed the stated prerequisite course with a grade of "C" or better.

Course Type	Mathematics: Calculus and Precalculus
Course Prefix/Code	MAC 2233
Course Name	Applied Calculus
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	MAC 1105 with a "C" or better, or equivalent.
Description	This course meets Area II of the A.A./A.S. general education requirements. Topics in this course include limits, differentiation and integration of algebraic, exponential and logarithmic functions, integration techniques and related applications in management, business and social sciences. This course is not designed for science majors.

Course Type	Mathematics: Calculus and Precalculus

Course Prefix/Code	MAC 2311
Course Name	Calculus with Analytic Geometry I
Credit Hours	(4) Credit Hours
Creditable	(A.A.)
Prerequisites	MAC 1140 and MAC 1114 with a grade "C" or better.
Description	The course meets Area II requirements for both the A.A. and the A.S. general education requirements. In this course, students will develop problem solving skills, critical thinking, computation 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.
Note(s)	Student enrollment in any mathematics course is contingent upon approval by the mathematics department. This means that students who have been misplaced may be subject to schedule changes.

Course Type	Mathematics: Calculus and Precalculus
Course Prefix/Code	MAC 2312
Course Name	Calculus with Analytic Geometry II
Credit Hours	(4) Credit Hours
Creditable	(A.A.)
Prerequisites	MAC 2311.
Description	This course meets Area II of the A.A./A.S. general education requirements. This course is a continuation of MAC 2311, with applications of integration, integration techniques, improper integrals, infinite sequences and series, conics, and calculus of parametric and polar equations.
Note(s)	Student enrollment in any mathematics course is contingent upon approval by the mathematics department. This means that students who have been misplaced may be subject to schedule changes. Students must have successfully completed the stated prerequisite course with a grade of "C" or better.

Course Type	Mathematics: Calculus and Precalculus
Course Prefix/Code	MAC 2313
Course Name	Calculus with Analytic Geometry III
Credit Hours	(4) Credit Hours
Creditable	(A.A.)
Prerequisites	MAC 2312.
Description	This course meets Area II of the A.A./A.S. general education requirements. This course is a continuation of MAC 2312, investigating applications of vectors in 2- and 3-space as well as the differentiation and integration of multi-variable functions.
Note(s)	Student enrollment in any mathematics course is contingent upon approval by the mathematics department. This means that students who have been misplaced may be subject to schedule changes. Students must have successfully completed the stated prerequisite course with a grade of "C" or better.

Course Type	Mathematics: Discrete
Course Prefix/Code	MAD 2104

Course Name Discrete Mathematics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites MAC 1105.with "C" or better or permission of instructor.
Description This course meets Area II of the A.A./A.S. general education requirements. A proof-oriented approach to and applications of propositional logic, sets, functions, relations, combinatorics, graphs and trees. (offered on an independent study basis).

Course Type Mathematics: Education
Course Prefix/Code MAE 3310
Course Name Teaching Mathematics in Elementary School
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course prepares teacher candidates to teach conceptually and developmentally appropriate mathematics content for all students at the PK-6 grade level using various methods. The major topics include number sense, concepts and operations, geometry and measurement, algebraic thinking and the coordinated plane, and probability, statistics, and data interpretation.

Course Type Mathematics: Education
Course Prefix/Code MAE 3312
Course Name How Children Learn Math
Credit Hours (3) Credit Hours
Creditable (B.S.)
Prerequisites MAE 3310
Description This course is designed for future teachers of K-6 mathematics. The purpose of the course is to equip candidates with the mathematical knowledge for teaching that is necessary to effectively teach challenging topics in the K-6 curriculum. The course focuses on matters of specialized content knowledge to answer deeper why questions in mathematics that are applicable to current mathematics standards. It also applies knowledge of content and developmental appropriateness to how children think and apply mathematical concepts. This course has a 20-hour field experience.

Course Type Mathematics: Education
Course Prefix/Code MAE 4314
Course Name Mathematics for All Students
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course provides teacher candidates with research-based methods for teaching mathematics across PreK-8 settings to all learners, including ESOL and students with exceptional needs. Candidates explore instructional strategies for numeration systems, whole number concepts and computation, fractions, decimals, percents, problem-solving, and data analysis, emphasizing conceptual understanding and differentiated approaches. Lab/studio experiences allow candidates to practice, analyze, and reflect on instructional strategies in applied or simulated classroom

settings. The course is ESOL-infused and prepares candidates for teaching, diagnosing, and remediating mathematics to meet a variety of learner needs.

Course Type Management
Course Prefix/Code MAN 2021
Course Name Principles of Management and Organization
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description The course presents an overview of managing a business, with emphasis on the principal functions of management. Tasks performed by all managers and other supervisory personnel are studied, along with case analysis and decision-making.

Course Type Management
Course Prefix/Code MAN 2241
Course Name Organizational Behavior
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course provides an examination of leadership, communication and authority concepts in relation to the managerial functions of directing and controlling.

Course Type Management
Course Prefix/Code MAN 2300
Course Name Management and Personnel
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course examines personnel management principles and techniques. Areas studied include recruitment, selection, reception, testing, classification, orientation counseling, rating, promotion, transferring, discharging and training of personnel in the business organization. Employee services, safety, morale, grievances, hospitalization, retirement and pension plan functions of the personnel office also are included.

Course Type Management
Course Prefix/Code MAN 2933
Course Name Management Seminar (A Class in Entrepreneurship)
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites Permission of the instructor.
Description This course should be taken toward the end of the program. The student will be expected to utilize the subject matter in the academic major course work in analyzing management problems. Cases, simulations and projects will be utilized extensively. The class deals with entrepreneurship and the development of a complete business plan that is utilized in starting a new business venture.

Course Type Management

Course Prefix/Code	MAN 3240
Course Name	Applied Organizational Behavior
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal setting and development.

Course Type	Management
Course Prefix/Code	MAN 3303
Course Name	Management and Leadership Practices
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course prepares a professional in the field of management leading to an undergraduate or graduate degree. This course includes, but is not necessarily limited to, principles and concepts of management, human relations, organizational theory, behavior and development, human resource management, labor/industrial relations, operations/supply chain management, international management, business and its environment, management science and management information systems.

Course Type	Management
Course Prefix/Code	MAN 3503
Course Name	Managerial Risk Analysis and Decision Making
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course develops a framework for making decisions, as well as understanding how these decisions can be used to manage risk. Managers need to understand how they personally value risk in order to recognize the potential impact their behavior may have on organizations and stakeholders. This course will study approaches that students may develop and apply decision making and risk analysis to solve problems in different operating environments.

Course Type	Management
Course Prefix/Code	MAN 3504
Course Name	Operations Management
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course is an instructional program of classes designed to prepare a professional in the field of management leading to an undergraduate or graduate degree. Courses in this field should include, but not necessarily be limited to, principles and concepts of management, human relations, organizational theory, behavior and development, human resource management, labor/industrial relations, operations/supply chain management, international management, business and its environment, management science and management information systems.

Course Type Management
Course Prefix/Code MAN 3593
Course Name Logistics and Supply Chain Management
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description Logistics and Supply Chain Management provides an introduction to logistics concepts in both the business and government environment. The student will gain an appreciation of the various logistics missions encountered both in the business world and government acquisition and support programs. The key concept is that logistics is a process that adds value to the end product whether it is a commercial item for a customer or a system used by the government which must achieve a desired state of readiness through an established or acquired infrastructure. Emphasis will be placed on the challenges related to providing logistical support for procurement, manufacturing, and life cycle support. The course will focus on supply chain strategies, logistics information systems, order fulfillment, inventory, demand forecasting, and collaborative planning. In addition, the student will be introduced to transportation constraints, third party logistics (3PL), warehousing, materials handling, international logistics and facility planning.

Course Type Management
Course Prefix/Code MAN 3910
Course Name Directed Research Principles and Applications
Credit Hours (3) Credit Hours
Creditable (BAS)
Prerequisites GEB 2210 and ISM 3541
Description This course is a comprehensive overview of the use of research principles in professional business writing. The course is part of an instructional program of courses designed to prepare professionals in the field of supervision and management. It is intended to help students acquire skills in applying research principles and obtaining practice in data collection and reporting.

Course Type Management
Course Prefix/Code MAN 4102
Course Name Applied Management Concepts
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course presents the basic concepts, principles, and techniques associated with leadership in the global marketplace. Emphasis will be on students developing an understanding of the interplay between leadership and global business models. Students will also gain an understanding of how these concepts relate to and are applied in various regional markets, including Asia, Latin America, Europe, Africa and the Middle East.

Course Type Management
Course Prefix/Code MAN 4442
Course Name International Business Negotiations

Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description The purpose of this course is to provide students with expertise on how to conduct negotiations across cultural borders, gain an introduction to transactional law, and gain experience of the sequential development of a business transaction during an extended negotiation period.

Course Type Management
Course Prefix/Code MAN 4520
Course Name Quality Management
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course is an instructional program of classes designed to prepare a professional in the field of management leading to an undergraduate or graduate degree. This course includes, but is not necessarily limited to, principles and concepts of management, human relations, organizational theory, behavior and development, human resource management, labor/industrial relations, operations/supply chain management, international management, business and its environment, management science and management information systems.

Course Type Management
Course Prefix/Code MAN 4534
Course Name Business Architecture and Process Modeling
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course focuses on defining, analyzing and designing effective business models. Students learn how to understand, model, analyze, and ultimately design business process modeling and simulation strategies. Methods used to simulate process performance can reveal implications of process changes, which then can be analyzed and improved to make effective managerial decisions.

Course Type Management
Course Prefix/Code MAN 4570
Course Name International Procurement and Outsourcing
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course presents the basic concepts, principles, and techniques of procurement and outsourcing. Emphasis is placed on students developing a basic knowledge set while centering them in the real themes, demands, and opportunities of an evolving and dynamic international business environment. This course incorporates basic principles of procurement and outsourcing as they relate to the core aspects of international management practices.

Course Type Management
Course Prefix/Code MAN 4720
Course Name Strategic Management
Credit Hours (3) Credit Hours

Creditable	(B.A.S.)
Prerequisites	Completion or concurrent registration from Business core of (MAN 3240, MAN 3303, MAN 3503, MAN 3504, MAN 4102, MNA 4304, or MNA 4404)
Description	This course integrates and applies knowledge and information learned in previous business courses using a strategic management simulation. Student teams will apply strategic decision-making tools in the operation of a company to manage their own company, developing the capacity in students to think strategically about an organization with the goal of achieving a sustainable competitive advantage.

Course Type	Management
Course Prefix/Code	MAN 4915
Course Name	Senior Capstone Project or Internship
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Prerequisites	Complete at least 5 core courses in the student's identified concentration in the Management & Leadership BAS Degree.
Description	This capstone course provides students an opportunity to apply knowledge of supervision and management from the degree core and specialized knowledge in their chosen concentrations t through the completion of either of the following: 1) Active participation in a dynamic, interactive, advanced management company case study in a computer-based simulation in a business team environment, or 2) participate in an approved internship, or work experience.

Course Type	Mathematics: Applied
Course Prefix/Code	MAP 2302
Course Name	Differential Equations
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	MAC 2312 with a “C” or better.
Description	This course meets Area II of the A.A./A.S. general education requirements. Topics in this course include methods of solution or ordinary differential equations, linear equations and systems of linear equations, methods that may include operators, undetermined coefficients, variation of parameters, Laplace Transforms, series solutions and boundary value problems.

Course Type	Marketing
Course Prefix/Code	MAR 2011
Course Name	Principles of Marketing
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This introductory course in marketing offers the business student an introduction to the basic problems and practices of marketing management and gives the student an understanding and a feel for the marketing manager's job. The text introduces the student to the dynamic social and political environment encountered by the marketing manager, investigates marketing research, sales and distribution cost analysis; covers characteristics and buying habits of customers; and suggests methods to develop marketing mixes to reach target markets.

Course Type	Marketing
Course Prefix/Code	MAR 2141
Course Name	International Marketing
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	GEB 1011 or GEB 1350.
Description	This course examines basic marketing principles related to business in an international setting. Emphasis is placed on the role of the international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural and economic situations. Topics covered include the decision-making process in the areas of foreign market analysis, target market identification, product planning, promotion and channels of distribution.

Course Type	Marketing
Course Prefix/Code	MAR 4354
Course Name	Marketing and Today's Job Market
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This innovative course applies marketing concepts and deals with issues of importance to professionals as they approach today's competitive job market. Instruction focuses on the development of a personal and professional brand and ways to promote it. The course emphasizes the marketing system and functions, not the development of procedural skills required to perform a particular task. The ultimate goal of the course is for students to make progress along their desired career path.

Course Type	Mathematics: Algebraic Structures
Course Prefix/Code	MAS 2103
Course Name	Linear Algebra
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	MAC 2311 with a "C" or better, or permission of instructor.
Description	This course meets Area II of the A.A./A.S. general education requirements. This course is designed for students who need a survey course in linear algebra. Fundamental concepts of linear algebra and matrix theory are introduced.

Course Type	Mathematics
Course Prefix/Code	MAT 0018
Course Name	Pre-algebra Developmental
Credit Hours	(3) Credit Hours
Creditable	(D)
Description	This course is required for students whose test scores and/or past performance indicate a need for training in the basic skills of arithmetic and algebra. Topics include operations with integers, fractions, decimals and percent, geometric figures and their measures, and pre-algebra topics including properties of rational

numbers, operations of rational numbers, simplification of polynomials and equation solving techniques.

Course Type	Mathematics
Course Prefix/Code	MAT 0028
Course Name	Elementary Algebra Developmental
Credit Hours	(3) Credit Hours
Creditable	(D)
Prerequisites	MAT 0018 with a grade "C" or better, or equivalent preparation in arithmetic content and skills as per placement testing.
Description	This course includes basic algebra concepts and skills that are needed for success in higher level courses. Topics include operations with real numbers, polynomials, rational expressions, graphing, radicals, factoring and solving linear and quadratic equations and applications.

Course Type	Mathematics
Course Prefix/Code	MAT 1033
Course Name	Intermediate Algebra
Credit Hours	(4) Credit Hours
Creditable	(A.A./A.S.)
Prerequisites	MAT 0028, MAT 0057, with a "C" or better, equivalent test scores, or exempt status.
Description	This course includes an introduction to functions, the study of real numbers, linear and quadratic equations, linear inequalities, systems of linear equations, exponents, polynomials, factoring, rational expressions and related equations, radicals, quadratic formula, complex numbers, graphing and applications.

Course Type	Mathematics
Course Prefix/Code	MAT 2930
Course Name	Special Topics in Mathematics
Credit Hours	(1 to 4 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals or groups for which regular, described courses in mathematics may not be available.

Course Type	Microbiology
Course Prefix/Code	MCB 2010
Course Name	Microbiology
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	BSC 2085 and BSC 2085L, or BSC 1007 and BSC 1007L, or BSC 2010 and BSC 2010L all with a grade of "C" or better.
Corequisites	MCB 2010L
Description	This course meets the requirements for Area V of the AA/AS general education requirements. This course provides an introduction to the principles of microbiology, including microscopy, cultivation techniques, control of microbial growth, host resistance mechanisms, and a survey of viral, bacterial, fungal,

protozoal and animal pathogens and parasites. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Microbiology
Course Prefix/Code	MCB 2010L
Course Name	Microbiology Laboratory
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lab per week.
Prerequisites	BSC 2085 and BSC 2085L or BSC 1007 and BSC 1007 or BSC 2010L and BSC 2010 all with a grade of "C" or better.
Corequisites	MCB 2010
Description	This course meets the requirements for Area V of the AA/AS general education requirements. This course teaches the fundamental techniques utilized in the microbiology laboratory setting. Students will gain an understanding that includes microscopy, cultivation techniques, identification of microorganisms, control of microbial growth, host resistance mechanisms, and a survey of viral, bacterial, fungal, protozoal and animal pathogens and parasites.
Fees	Additional special fees are required.
Note(s)	Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Meteorology
Course Prefix/Code	MET 1010
Course Name	Introduction to Meteorology
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course provides an introduction to the physical science of meteorology, emphasizing the fundamental processes that drive weather and climate. Topics include atmospheric composition and structure, energy and moisture transfer, cloud formation, wind and pressure systems, air masses and fronts, severe weather phenomena (such as hurricanes and tornadoes), global climate systems, and anthropogenic climate change. Students will interpret weather maps, analyze meteorological data, and apply scientific reasoning to real-world atmospheric issues. This non-lab, lecture-based course is ideal for students pursuing studies in environmental science, emergency management, aviation, or general education science credit. No prerequisites required.

Course Type	Mathematics: General and Finite
Course Prefix/Code	MGF 1130
Course Name	Mathematical Thinking
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course meets Area II Mathematics Category A of the A.A./A.S. general education requirements. This course fulfills the Gordon Rule of Computation Requirement (6A-10.030) and must be completed with a grade of C or higher. In this course, students will utilize multiple means of problem solving through student-

	centered mathematical exploration. The course is designed to teach students to think more effectively and increase their problem-solving ability through practical application and divergent thinking.
Note(s)	This course is appropriate for students in a wide range of disciplines/programs.

Course Type	Mathematics: General and Finite
Course Prefix/Code	MGF 1131
Course Name	Mathematics in Context
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course meets Area II Mathematics Category B of the A.A. general education requirements. This course fulfills the Gordon Rule of Computation Requirement (6A-10.030) and must be completed with a grade of C or higher. Through this course, students will experience the practicality of mathematics in a global society. Students will engage in the applications of tools and techniques of mathematics in a variety of contextual situations from everyday life.
Note(s)	This course is appropriate for students in a wide range of disciplines and programs.

Course Type	Marketing Applications
Course Prefix/Code	MKA 2021
Course Name	Personal Selling
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course focuses on the fundamentals underlying the modern idea of the role of personal selling in society. The requirements to prepare for a career in selling; an analysis of the selling process and its use through case study application; and attitudes and ethics of a salesperson. Sales management and operation are studied at the introductory level to round out the course.

Course Type	Marketing Applications
Course Prefix/Code	MKA 2041
Course Name	Retailing
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course is a study of marketing and management concepts that relate directly to a retail organization. Included are analysis of buying, pricing, promotion and control of a retail firm. It also includes studying legal restraints and consumer motivation.

Course Type	Marketing Applications
Course Prefix/Code	MKA 2511
Course Name	Principles of Advertising
Credit Hours	(3) Credit Hours
Creditable	(A.S.)

Description	This course is the study of the basic techniques of advertising, the planning and development of advertising programs and the role of advertising in relation to the marketing objectives in a business firm.

Course Type	Mass Media Communication
Course Prefix/Code	MMC
Course Name	Career Decision Work Experience in Mass Communications
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	12 hours of volunteer or work experience per week are expected, based on the credit hour requirements.
Prerequisites	ENC 1101 and/or permission of instructor or program manager.
Description	This work-study course reinforces education and professional growth in a student's academic major through coordinated field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments.

Course Type	Mass Media Communication
Course Prefix/Code	MMC 2000
Course Name	Mass Communications
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course is an introduction to the history and current practices of the media mass communications, designed to prepare the student to make intelligent use of newspapers, magazines, radio, television and advertising and to evaluate their functions in our democratic society.

Course Type	Mass Media Communication
Course Prefix/Code	MMC 2100
Course Name	Writing for Mass Communications
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets the Gordon Rule requirement. This course focuses on techniques used in writing for mass communications, particularly involving the print media. Students should anticipate spending additional time outside of the classroom covering events on campus and in the community to fulfill written assignments.

Course Type	Mass Media Communication
Course Prefix/Code	MMC 2700
Course Name	Mass Media and Popular Culture
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Concurrent registration in or completion of ENC 1101 with a grade of "C" or better.

Description	The mass media play an increasingly important part in our lives today. They supply information and entertainment and communicate social attitudes both explicitly and implicitly. This course is a consideration of popular art forms (motion pictures, television, radio, print, music, advertising) as mirrors, transmitters and transformers of cultural values.

Course Type	Mass Media Communication
Course Prefix/Code	MMC 2930
Course Name	Special Topics: Mass Communications
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet specific needs of individuals or groups for regular, described courses may not be available.

Course Type	Mass Media Communication
Course Prefix/Code	MMC 2949
Course Name	Internship in Mass Communications
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	12 hours of volunteer or work experience per week are expected, based on the credit hour requirements.
Prerequisites	ENC 1101 and/or permission of instructor or program manager.
Description	This work-study course is designed to continue training in a student's academic major through field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and technical project.

Course Type	Management: Applied
Course Prefix/Code	MNA 1345
Course Name	Management and Supervision
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This is a course in basic supervision for first-level managers. Emphasis on techniques to utilize in supervising employees is achieved through a study of the application of the supervisory functions of planning, organizing, leading and controlling.

Course Type	Management: Applied
Course Prefix/Code	MNA 4304
Course Name	Resource Management for Government
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Prerequisites	ACG 2071 or equivalent
Description	This course provides instruction on the management of personnel, money, material, time, and space. It includes information on manpower utilization, job descriptions, work schedules and efficiency evaluations used by government entities. It also

discusses the governmental budget cycle, cost comparability, and program review and evaluation techniques. The emphasis will be on applications of theory, concepts, and skills; many of the skills will be of a hands-on nature. The course will also include instruction about nonprofit entities in the context of resource management.

Course Type Management: Applied
Course Prefix/Code MNA 4404
Course Name Human Resources: Employee Relations & Employment Regulations
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course will provide instruction on federal and state regulations dealing with employment, including current policy issues, individual employment rights and protection from discrimination. It will also provide students with the historical background and evolutionary explanations they need to understand the U.S. employment system, including employment relations, and how it differs from systems in other industrialized nations.

Course Type Music: Composition
Course Prefix/Code MUC 1211
Course Name Applied Music Composition I
Credit Hours (2) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours One hour per week.
Prerequisites MUT 1111 or equivalent.
Description Students practice compositional skills with assignments to show precise musical notation skills and how to demonstrate an understanding of musical phrasing and form. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees Additional special fees are required.
Note(s) Only degree-seeking students are eligible to enroll in applied music classes. Students seeking A.A. or A.S. degrees qualify for eligibility. Nondegree-seeking students interested in applied instruction should contact the Center for Corporate and Community Development.

Course Type Music: Composition
Course Prefix/Code MUC 1211B
Course Name Applied Music Composition IB
Credit Hours (2) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours One hour per week.
Prerequisites MUT 1111 and MUC 1211 or equivalent.
Description Students practice compositional skills with assignments to show precise musical notation skills and how to demonstrate an understanding of musical phrasing and form. Degree-seeking students who are making progress in their degree programs

	may repeat this course a maximum of two (2) times; however, no more than a total eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.
Note(s)	Only degree-seeking students are eligible to enroll in applied music classes. Students seeking A.A. or A.S. degrees qualify for eligibility. Nondegree-seeking students interested in applied instruction should contact the Center for Corporate and Community Development.

Course Type	Music: Composition
Course Prefix/Code	MUC 2000
Course Name	Introduction to Songwriting
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course is a practical application of the basic components of music composition, lyric writing, and song form. The course encompasses written analysis of published songs and culminates in the composition of an original song with appropriate musical notation. This course is designed to develop recording skills with project-based curriculum, hands on training, digital editing, group assignments, and recorded portfolio development.

Course Type	Music: Composition
Course Prefix/Code	MUC 2221
Course Name	Applied Music Composition II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MUT 1111.
Description	Students continue to write original music with more emphasis on contemporary technique while still mastering classical forms. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fee is required.
Note(s)	Only degree-seeking students are eligible to enroll in applied music classes. Students seeking A.A. or A.S. degrees qualify for eligibility. Nondegree-seeking students interested in applied instruction should contact the Center for Corporate and Community Development.

Course Type	Music: Composition
Course Prefix/Code	MUC 2221B
Course Name	Applied Music Composition IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.

Prerequisites	MUT 1111 and MUC 2221 or equivalent.
Description	Students continue to write original music with more emphasis on contemporary technique while still mastering classical forms. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fee is required.
Note(s)	Only degree-seeking students are eligible to enroll in applied music classes. Students seeking A.A. or A.S. degrees qualify for eligibility. Nondegree-seeking students interested in applied instruction should contact the Center for Corporate and Community Development.

Course Type	Music Education
Course Prefix/Code	MUE 2930
Course Name	Selected Topics in Music
Credit Hours	(1 to 5) Variable Credit Hours
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals or groups for which regular, described courses in music may not be available.

Course Type	Music: History / Musicology
Course Prefix/Code	MUH 2018
Course Name	Jazz History and Literature
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	No prerequisite musical skills or knowledge required. An introduction to perceptive listening; consideration of significant master works from the field of jazz literature. Instruction will include fundamental music terminology and theoretical concepts pertinent to jazz and related styles. Studies include the evolution of style and the performers/ composers who produced and developed these styles.

Course Type	Music: History / Musicology
Course Prefix/Code	MUH 2050
Course Name	Folk/Traditional Music of World Cultures
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This is an introduction to the cultural setting of folk and art music among diverse peoples including cultures of the Western and non-Western world. This course meets the Gordon Rule requirement.

Course Type	Music: History / Musicology
Course Prefix/Code	MUH 2110
Course Name	Introduction to Music History and Literature
Credit Hours	(3) Credit Hours

Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	ENC 1101 and MUT 1111, with grade of "C" or better in each.
Description	This course meets Area IV of the A.A./A.S. general education requirements, the Gordon Rule requirement and part of the International/Intercultural requirement. This course is a survey of music literature from the Middle Ages to the present. Emphasis is placed on musical forms and performing mediums for Western Heritage and their development through the ages.

Course Type	Music Literature
Course Prefix/Code	MUL 1019
Course Name	History of Rock and Popular Music
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	No prerequisite musical skills or knowledge required.
Description	This course examines the development of popular and rock music in an analytical and historical manner. It covers the beginnings of rock and popular music in the 19th Century with the fusion of Western European and African cultures to the styles of the present.

Course Type	Music Literature
Course Prefix/Code	MUL 2010
Course Name	Music Appreciation
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week
Description	This course meets Area IV requirements for both the A.A./A.S. general education requirements. In this course, students 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.

Course Type	Music Literature
Course Prefix/Code	MUL 2380
Course Name	Popular & Jazz Music in America
Credit Hours	(3) Credit Hours
Prerequisites	ENC 1101. No prerequisite musical skills or knowledge required.
Description	This course fulfills the 6,000-word writing requirement for Gordon Rule classes. This course examines the development of American music in an analytical and historical manner. It covers the beginnings of jazz, blues, rock and popular music in the 19th Century with the fusion of Western European and African cultures to the styles of the present. This course introduces students to the unique artists who contributed to the formation and evolution of American music. American music is the combination of European, African American, Latino, and other musical traditions, forming a unique sound that shaped the United States.

Course Type	Music Production

Course Prefix/Code MUM 1620
Course Name Sound and Stage
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course provides training in live sound support for stage productions including live concerts, music theater, and public speaking. In this course students will learn fundamental practices and various roles in professional stage production operations. This course offers directed training with professional equipment including mixers, wireless microphones, lights, stage equipment, and props, and best practices for safety regulations. Topics covered include technical considerations for ensembles, vocalists, actors, and speakers. Students may gain experience in various roles as an audio engineer, stage assistant, house manager, and light operator.

Course Type Music Production
Course Prefix/Code MUM 2004
Course Name Introduction to Music Business
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites No prerequisite musical skills or knowledge required.
Description This course introduces students to many topics in the music industry, including business fundamentals, guidelines for best practices, copyright law, contracts, agencies and management, publishing, songwriting, recording production and marketing. This course teaches students how to exercise business skills in protection of creating works, production splits, expense planning, marketing, and entrepreneurship.

Course Type Music Production
Course Prefix/Code MUM 2600
Course Name Professional Digital Audio Workstation
Credit Hours (2) Credit Hours
Creditable (A.A.)
Prerequisites MUS 1550 or permission of instructor.
Description This course gives students experience in using multiple music software applications to deliver final projects at industry standards for mixing in Pro Tools and mastered final productions. This course covers navigation, file management, studio setup, recording practices, monitoring, and detailed audio editing using Pro Tools. Students will gain experience producing, directing, or coaching in a multitrack recording session of a music group, leading to overdubbing of individual replacement parts. Topics covered include file import/export, studio configurations, project management, audio signal flow, multi-channel headphone routing, microphone selection and placement, use of outboard and software-based effects processors, overdubbing, creating composite audio tracks, final mixing, mastering, and digital distribution. Students will gain experience in various roles as a Pro Tools operator, audio engineer, assistant engineer, composer, orchestrator, musical director, and producer.

Course Type Music Production

Course Prefix/Code MUM 2602

Course Name Collaborative Music Production and Recording Studio Techniques

Credit Hours (3) Credit Hours

Creditable (A.A.)

Prerequisites/ Corequisites MUT 1111 or instructor permission.

Description The course provides students with training in collaborative and creative work in the music studio. In this course students will explore improvisation, lyric development, verse/chorus form, ensemble recording, and music studio engineering roles, part or chart writing, and fundamentals of large ensemble mixing. This course offers directed training with audio equipment and studio performance towards the completion of a final group production. Topics covered include instrument specific considerations for ensemble vocals, winds, strings, and percussion. Students may gain experience as assistant engineer, performer, composer, and project note taker.

Course Type Music Production

Course Prefix/Code MUM 2609

Course Name Advanced Music Studio Production

Credit Hours (3) Credit Hours

Creditable (A.A.)

Prerequisites MUS 1550 or instructor permission.

Description This course gives students experience recording live instruments and vocals in a state-of-the-art digital recording studio. This course explores ensemble recording techniques as well as multitrack and overdubbing for popular music. Topics covered include studio configurations, project management, audio signal flow, multi-channel headphone routing, microphone selection and placement, use of outboard and software- based effects processors, overdubbing, creating composite audio tracks, final mixing, mastering, and digital distribution. Topics covered include technical considerations for larger ensembles, and vocalists. Students may gain experience in various roles as head audio engineer, assistant engineer, orchestrator, musical director, or producer.

Course Type Music Production

Course Prefix/Code MUM 2630

Course Name Sound for Media

Credit Hours (3) Credit Hours

Creditable (A.S.)

Prerequisites/ Corequisites MUT 1112 or instructor permission.

Description This course is the practical application of music and sound to media projects including broadcast, film, podcast, web, and game audio design. The course explores the application of music production and composition to media including techniques of composition, notation, and recording in dialogue with other media. This course is designed to develop recording studio skills and experience using hands on training, digital editing, recording project management, artist collaboration, music notation for performance, and final mixing techniques.

Course Type Music Production
Course Prefix/Code MUM 2661
Course Name Sound Recording
Credit Hours (3) Credit Hours
Creditable (A.S.)
Description This course introduces music and non-music students to the art and techniques of recording audio. In this course topics covered will include acoustics, microphone theory, microphone placement, signal flow, studio etiquette, headphone mixing, sound design, instrument specific recording characteristics, production planning, and small live event coordination. This course is designed to develop recording skills with project-based curriculum, hands on training, digital editing, group assignments, and recorded portfolio development.

Course Type Music Production
Course Prefix/Code MUM 2949
Course Name Music Production Internship
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites/ Corequisites MUT 1112 or instructor permission.
Description This internship is designed to prepare advanced music production students for on-site experience in the music industry, such as live concert production, music theater production, broadcast studios, and recording facilities. This internship allows students to gain workforce training through the practical application of abilities learned in earlier courses. The internship offers directed training with supervision and requires 60 on-the-job hours for complete credit in this course. Students are required to problem-solve, use professional conduct, and be resourceful for practical working conditions.

Course Type Music Ensembles
Course Prefix/Code MUN 1120
Course Name Symphonic Wind Ensemble I
Credit Hours (1) Credit Hour
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Description This course includes rehearsal and performance of literature composed and arranged for the wind ensemble. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type Music Ensembles
Course Prefix/Code MUN 1120B
Course Name Symphonic Wind Ensemble II
Credit Hours (1) Credit Hour
Creditable (A.A.)

Lecture/Lab Hours	Three hours per week.
Prerequisites	MUN 1120 or equivalent.
Description	This course includes rehearsal and performance of literature composed and arranged for the wind ensemble. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1120D
Course Name	Symphonic Wind Ensemble III
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUN 1120B or equivalent.
Description	This course includes rehearsal and performance of literature composed and arranged for the wind ensemble. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1210
Course Name	College Orchestra I
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Description	This course includes rehearsal and performance of literature composed for the symphonic orchestra. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1210B
Course Name	College Orchestra II
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUN 1210 or equivalent.
Description	This course includes rehearsal and performance of literature composed for the symphonic orchestra. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count

toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type Music Ensembles
Course Prefix/Code MUN 1210D
Course Name College Orchestra III
Credit Hours (1) Credit Hour
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Prerequisites MUN 1210B or equivalent.
Description This course includes rehearsal and performance of literature composed for the symphonic orchestra. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type Music Ensembles
Course Prefix/Code MUN 1310
Course Name Concert Choir I
Credit Hours (1) Credit Hour
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Description This course includes rehearsal and performance of literature composed for large vocal choirs. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type Music Ensembles
Course Prefix/Code MUN 1310B
Course Name Concert Choir II
Credit Hours (1) Credit Hour
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Prerequisites MUN 1310 or equivalent.
Description This course includes rehearsal and performance of literature composed for large vocal choirs. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type Music Ensembles
Course Prefix/Code MUN 1310D
Course Name Concert Choir III

Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUN 1310B or equivalent.
Description	This course includes rehearsal and performance of literature composed for large vocal choirs. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1340
Course Name	Chamber Choir Ensembles I
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required.
Description	Students must have approval of the choir ensemble conductor. This course includes rehearsal and performance of literature composed for smaller ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1340B
Course Name	Chamber Choir Ensembles II
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permit required, MUN 1340 or equivalent.
Description	Students must have approval of the choir ensemble conductor. This course includes rehearsal and performance of literature composed for smaller ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1340D
Course Name	Chamber Choir Ensembles III
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required, MUN 1340B or equivalent.

Description	Students must have approval of the choir ensemble conductor. This course includes rehearsal and performance of literature composed for smaller ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1380
Course Name	Community Choir Ensembles I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Open by audition to members of the community.
Description	Repertoire for this course includes a wide variety of music drawn from traditional and contemporary secular and sacred music. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from Music Ensemble courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Music Ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1380B
Course Name	Community Choir Ensembles II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Open by audition to members of the community and/or MUN 1380 or equivalent.
Description	Repertoire for this course includes a wide variety of music drawn from traditional and contemporary secular and sacred music. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from Music Ensemble courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Music Ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1380D
Course Name	Community Choir Ensembles III
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Open by audition to members of the community and/or MUN 1380B or equivalent.
Description	Repertoire for this course includes a wide variety of music drawn from traditional and contemporary secular and sacred music. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of

two (2) times; however, no more than a total of six (6) combined credits from Music Ensemble courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Music Ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1480
Course Name	Guitar Ensemble I
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed of smaller guitar ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1480B
Course Name	Guitar Ensemble II
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required, MUN 1480 or equivalent.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed of smaller guitar ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1480D
Course Name	Guitar Ensemble III
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required, MUN 1480B or equivalent.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed of smaller guitar ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits.

Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1640
Course Name	Music Theatre Ensemble I
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for smaller music theatre ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1640B
Course Name	Music Theatre Ensemble II
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required, MUN 1640 or equivalent.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for smaller music theatre ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1640D
Course Name	Music Theatre Ensemble III
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required, MUN 1640B or equivalent.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for smaller music theatre ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1652
Course Name	Opera Theatre Ensemble I
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for smaller opera theatre ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1652B
Course Name	Opera Theatre Ensemble II
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required, MUN 1652 or equivalent.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for smaller opera theatre ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1652D
Course Name	Opera Theatre Ensemble III
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Permission required, MUN 1652B or equivalent.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for smaller opera theatre ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1710

Course Name Jazz Ensemble I
Credit Hours (1) Credit Hour
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Description This course includes rehearsal and performance of literature composed and arranged for stage band or commercial music ensembles. Jazz-style music for small or large ensembles is included in the course repertoire. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type Music Ensembles
Course Prefix/Code MUN 1710B
Course Name Jazz Ensemble II
Credit Hours (1) Credit Hour
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Prerequisites MUN 1710 or equivalent.
Description This course includes rehearsal and performance of literature composed and arranged for stage band or commercial music ensembles. Jazz-style music for small or large ensembles is included in the course repertoire. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type Music Ensembles
Course Prefix/Code MUN 1710D
Course Name Jazz Ensemble III
Credit Hours (1) Credit Hour
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Prerequisites MUN 1710B or equivalent.
Description This course includes rehearsal and performance of literature composed and arranged for stage band or commercial music ensembles. Jazz-style music for small or large ensembles is included in the course repertoire. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type Music Ensembles
Course Prefix/Code MUN 1711
Course Name Jazz Combo I

Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Description	This course includes rehearsal and performance of literature composed of smaller jazz ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1711B
Course Name	Jazz Combo II
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUN 1711 or equivalent.
Description	Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed of smaller jazz ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 1711D
Course Name	Jazz Combo III
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUN 1711B or equivalent.
Description	This course includes rehearsal and performance of literature composed for smaller jazz ensembles. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of six (6) combined credits from music ensembles may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for music ensemble courses.

Course Type	Music Ensembles
Course Prefix/Code	MUN 2004
Course Name	Commercial Music Ensemble
Credit Hours	(0 to 3 Credit Hours)
Creditable	(A.A.)
Prerequisites	No prerequisite musical skills or knowledge required.
Description	Commercial Music Ensemble explores the evolution of commercial music through a historical and analytical lens, emphasizing ensemble performance, creative arrangement, and collaborative musicianship. Students will engage in hands-on

projects that integrate historical context with live performance practices, while analyzing the evolution of popular music genres and the diverse cultural influences that shape them. Students are required to participate and perform in one concert and one recording session each semester.

Course Type Music
Course Prefix/Code MUS 1010L
Course Name Student Recital Attendance
Credit Hours 0
Creditable (A.A.)
Description Students are required to attend 15 recitals each term. This course is required of all music students with a pre-major of music.

Course Type Music
Course Prefix/Code MUS 1550
Course Name Music Technology
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description The purpose of this course is to introduce students to skills needed for a career in music technology, as a sound technician, music teachers in popular music, or to provide supplemental training for persons previously or currently employed in these occupations. The content includes, but is not limited to, set up and configuration of a computer for audio applications, and the operation of basic reproduction, reinforcement and recording audio equipment, digital music notation, music production techniques using computers, and live music performances using technology. As the traditional music studio has evolved towards the laptop environment, this course explores the modern small studio techniques that represent a growing percent of the current music industry. Students will be evaluated on individual and group projects in recording, computer software composition, music notation fluency, music technology for live performances, and stage management.

Three hours per week. Prerequisites: No prerequisite musical skills or knowledge required, but students without traditional music training should contact the instructor directly for an evaluation.

Course Type Music Theory
Course Prefix/Code MUT 1001
Course Name Fundamentals of Music
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course is a presentation of the basic principles of musical notation, terminology, rhythm, tonality, ear training and sight-singing. Music pre-majors who do not qualify for MUT 1111 must complete this course prior to enrolling in MUT 1111.

Course Type Music Theory

Course Prefix/Code	MUT 1011
Course Name	Fundamentals of Music for Non-Majors
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Description	This course is a presentation of the basic concepts and perception of pitch, rhythm, music notation, sight singing and ear training. Included among these concepts are the rudiments of music, including scales, key signatures, intervals, chords, meter and basic rhythm patterns. This course is designed for students who do not intend to major in music.

Course Type	Music Theory
Course Prefix/Code	MUT 1111
Course Name	Music Theory I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUT 1001 with a grade of "C" or better or satisfactory completion of placement exam.
Description	This course is required of all music pre-majors and must be taken concurrently with MUT 1241C and MVK 1111A. This course includes the development of skills in perceiving and writing music through the use of aural and visual analysis and examples from all historical periods of music literature.

Course Type	Music Theory
Course Prefix/Code	MUT 1112
Course Name	Music Theory II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUT 1111 with a grade of "C" or better.
Description	This course is required of music pre-majors and must be taken concurrently with MUT 1242C and MVK 1011B. This course is a continuation of studies mastered in MUT 1111.

Course Type	Music Theory
Course Prefix/Code	MUT 1241C
Course Name	Ear Training & Sight Singing I
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Two hours per week.
Description	This course is required of all music pre-majors and must be taken concurrently with MUT 1111. This course is designed to begin training in aural recognition and vocal realization of musical materials. Required coursework includes lectures, lab work, homework, and in-class demonstrations. A music technology lab with computer stations is provided for the practice of individual aural skills.

Course Type	Music Theory
Course Prefix/Code	MUT 1242C
Course Name	Ear Training & Sight Singing II
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Two hours per week.
Prerequisites	MUT 1241C with a grade of "C" or better.
Description	This course is required of all music pre-majors and must be taken concurrently with MUT 1112. This course is a continuation of skills mastered in MUT 1241C and is designed to continue training skills in aural recognition and vocal realization of musical materials. Required coursework includes lectures, lab work, homework, and in-class demonstrations. A music technology lab with computer stations is provided for the practice of individual aural skills.

Course Type	Music Theory
Course Prefix/Code	MUT 1641
Course Name	Introduction to Jazz Improvisation
Credit Hours	(3) Credit Hour
Creditable	(A.A.)
Description	This course is designed to prepare the student for successful study of college-level improvisation. Scale and arpeggio patterns are played by the class to improve instrumental technique. Basic elements of jazz theory are discussed and analyzed.

Course Type	Music Theory
Course Prefix/Code	MUT 2116
Course Name	Music Theory III
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUT 1112 with a grade of "C" or better.
Description	This course is required of all music pre-majors and must be taken concurrently with MUT 2246C and MVK 2121A . This course is a continuation of MUT 1112.

Course Type	Music Theory
Course Prefix/Code	MUT 2117
Course Name	Music Theory IV
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	MUT 2116 with a grade of "C" or better.
Description	This course is required of all music pre-majors and must be taken concurrently with MUT 2247C and MVK 2121B This course is a continuation of MUT 2116.

Course Type	Music Theory
Course Prefix/Code	MUT 2246C
Course Name	Ear Training & Sight Singing III

Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Two hours per week.
Prerequisites	MUT 1242C with a grade of "C" or better.
Description	This course is required of music pre-majors and must be taken concurrently with MUT 2116. This course is a continuation of skills mastered in MUT 1242C and is designed to continue training skills in aural recognition and vocal realization of musical materials. Required coursework includes lectures, lab work, homework, and in-class demonstrations. A music technology lab with computer stations is provided for the practice of individual aural skills.

Course Type	Music Theory
Course Prefix/Code	MUT 2247C
Course Name	Ear Training & Sight Singing IV
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	Two hours per week.
Prerequisites	MUT 2246C with a grade of "C" or better.
Description	This course is required of all music pre-majors and must be taken concurrently with MUT 2117. This course is a continuation of skills mastered in MUT 2246C.and is designed to continue training skills in aural recognition and vocal realization of musical materials. Required coursework includes lectures, lab work, homework, and in-class demonstrations. A music technology lab with computer stations is provided for the practice of individual aural skills.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1011A
Course Name	Applied Preparatory Music I - Trumpet
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1011B
Course Name	Applied Preparatory Music II - Trumpet
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1011A with a grade of "B" or higher or permission of instructor.

Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1012A
Course Name	Applied Preparatory Music I - Horn
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1012B
Course Name	Applied Preparatory Music II - Horn
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1012A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1013A
Course Name	Applied Preparatory Music I - Trombone
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary-level classical music. Includes

	study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1013B
Course Name	Applied Preparatory Music II - Trombone
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1013B with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1014A
Course Name	Applied Preparatory Music I - Euphonium
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary-level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1014B
Course Name	Applied Preparatory Music II - Euphonium
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1014A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when

	application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1015A
Course Name	Applied Preparatory Music I - Tuba
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary-level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1015B
Course Name	Applied Preparatory Music II - Tuba
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1015A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1311
Course Name	Applied Music - Trumpet I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of trumpet intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through

	jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1311B
Course Name	Applied Music - Trumpet IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1311 or equivalent.
Description	This course includes the development of trumpet intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1312
Course Name	Applied Music - Horn I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of horn intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses

Course Prefix/Code	MVB 1312B
Course Name	Applied Music - Horn IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1312 or equivalent.
Description	This course includes the development of horn intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1313
Course Name	Applied Music - Trombone I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of trombone intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1313B
Course Name	Applied Music - Trombone IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1313 or equivalent.
Description	This course includes the development of trombone intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate.

	All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1314
Course Name	Applied Music - Euphonium I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of euphonium intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1314B
Course Name	Applied Music - Euphonium IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1314 or equivalent.
Description	This course includes the development of euphonium intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses

Course Prefix/Code	MVB 1315
Course Name	Applied Music - Tuba I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of tuba intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 1313B
Course Name	Applied Music - Tuba IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 1315 or equivalent.
Description	This course includes the development of tuba intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2321
Course Name	Applied Music - Trumpet II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this

	course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2321B
Course Name	Applied Music - Trumpet IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 2321 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2321
Course Name	Applied Music - Horn II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2321B
Course Name	Applied Music - Horn IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 2322 or equivalent.

Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2323
Course Name	Applied Music - Trombone II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2323B
Course Name	Applied Music - Trombone IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 2323 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2324

Course Name	Applied Music - Euphonium II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2324B
Course Name	Applied Music - Euphonium IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 2324 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2325
Course Name	Applied Music - Tuba II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Brasses
Course Prefix/Code	MVB 2325B
Course Name	Applied Music - Tuba IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVB 2325 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1011A
Course Name	Applied Preparatory Music I - Piano
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1011B
Course Name	Applied Preparatory Music II - Piano
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	One and half hours per week.
Prerequisites	MVK 1011A with a grade of "C" or better.
Description	This course is required of all music pre-majors with a principal instrument other than piano and must be taken concurrently with MUT 1112 It is designed to meet proficiency requirements for transfer students. Music reading, scales, arpeggios, harmonization, transposition and improvisation skills are emphasized. Coursework requires additional practice outside of class. A music technology lab with keyboard and computer stations is provided for the practice of individual piano skills.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1013A
Course Name	Applied Preparatory Music I - Organ
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1013B
Course Name	Applied Preparatory Music II - Organ
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVK 1013A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1111A
Course Name	Class Piano I
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	One and a half hours per week.
Description	This course is required of all music pre-majors with a principal instrument other than piano and must be taken concurrently with MUT 1111 It is designed to meet proficiency requirements for transfer students. Music reading, scales, harmonization, transposition and improvisation are emphasized. Coursework requires additional practice outside of class. A music technology lab with keyboard and computer stations is provided for the practice of individual piano skills.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1111B
Course Name	Class Piano II

Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	One and half hours per week.
Prerequisites	MVK 1111A.
Description	This course is required of all music pre-majors with a principal instrument other than piano and must be taken concurrently with MUT 1112. It is designed to meet proficiency requirements for transfer students. Music reading, scales, arpeggios, harmonization, transposition and improvisation skills are emphasized. Coursework requires additional practice outside of class. A music technology lab with keyboard and computer stations is provided for the practice of individual piano skills.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1311
Course Name	Applied Music - Piano I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1311B
Course Name	Applied Music - Piano IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVK 1311 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1313
Course Name	Applied Music - Organ I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 1313B
Course Name	Applied Music - Organ IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVK 1313 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 2121A
Course Name	Class Piano III
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	One and half hours per week.
Prerequisites	MVK 1111B.
Description	This course is required of all music pre-majors with a principal instrument other than piano and must be taken concurrently with MUT 2116 It is designed to meet proficiency requirements for transfer students. Functional skills of reading,

technique, harmonization, transposition and improvisation receive further development. Study of standard piano literature, intermediate level, is also included. Coursework requires additional practice outside of class. A music technology lab with keyboard and computer stations is provided for the practice of individual piano skills.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 2121B
Course Name	Class Piano IV
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	One and half hours per week.
Prerequisites	MVK 2121A.
Description	This course is required of all music pre-majors with a principal instrument other than piano and must be taken concurrently with MUT 2117. It is designed to meet proficiency requirements for transfer students. Functional skills receive further development as well as performance of intermediate piano literature. Coursework requires additional practice outside of class. A music technology lab with keyboard and computer stations is provided for the practice of individual piano skills.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 2321
Course Name	Applied Music - Piano II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 2321B
Course Name	Applied Music - Piano IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVK 2321 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-

	seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 2323
Course Name	Applied Music - Organ II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Keyboard
Course Prefix/Code	MVK 2323B
Course Name	Applied Music - Organ IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVK 2323 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Percussion
Course Prefix/Code	MVP 1011A
Course Name	Applied Preparatory Music I - Percussion
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.

Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Percussion
Course Prefix/Code	MVP 1011B
Course Name	Applied Preparatory Music II - Percussion
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVP 1011B with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Percussion
Course Prefix/Code	MVP 1311
Course Name	Applied Music - Percussion I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Students learn the performance of rudimentary skills necessary to perform on any given percussion instrument and performance of a solo on each. This may include scales and rudiments for each of the applicable percussion instruments. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Percussion
Course Prefix/Code	MVP 1311B
Course Name	Applied Music - Percussion IB
Credit Hours	(2) Credit Hours

Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVP 1311 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Students learn the performance of rudimentary skills necessary to perform on any given percussion instrument and performance of a solo on each. This may include scales and rudiments for each of the applicable percussion instruments. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Percussion
Course Prefix/Code	MVP 2321
Course Name	Applied Music - Percussion II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of technical exercises applicable to each of the percussion instruments. This may include rudiments, scales and arpeggios on specific instruments. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Percussion
Course Prefix/Code	MVP 2321B
Course Name	Applied Music - Percussion IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVP 2321 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of technical exercises applicable to each of the percussion instruments. This may include rudiments, scales and arpeggios on specific instruments. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits.

	Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1011A
Course Name	Applied Preparatory Music I - Violin
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1011B
Course Name	Applied Preparatory Music II - Violin
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1011A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1012A
Course Name	Applied Preparatory Music I - Viola
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.

Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1012B
Course Name	Applied Preparatory Music II - Viola
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1012A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1013A
Course Name	Applied Preparatory Music I - Cello
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1013B
Course Name	Applied Preparatory Music II - Cello
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1013A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1014A
Course Name	Applied Preparatory Music I - String Bass
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1014B
Course Name	Applied Preparatory Music II - String Bass
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1014A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1015A
Course Name	Applied Preparatory Music I - Harp
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary-level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from Applied Music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Applied Music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings

Course Prefix/Code	MVS 1015B
Course Name	Applied Preparatory Music II - Harp
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1015A with a grade of "C" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the Applied I level is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Applied Music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1016A
Course Name	Applied Preparatory Music I - Guitar
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1016B
Course Name	Applied Preparatory Music II - Guitar
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1016A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings

Course Prefix/Code	MVS 1116
Course Name	Class Guitar
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	One and one-half hours per week.
Description	No musical prerequisite is necessary for admission to this course. Class instruction is in beginning guitar techniques. Drills include basic musical idioms, finger technique and fold style accompanying. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1311
Course Name	Applied Violin I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1311B
Course Name	Applied Violin IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1311 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.

Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1312
Course Name	Applied Viola I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1311B
Course Name	Applied Viola IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1312 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1313
Course Name	Applied Cello I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.

Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1313B
Course Name	Applied Cello IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1313 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1314
Course Name	Applied String Bass I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.

Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1314B
Course Name	Applied String Bass IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1314 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1315
Course Name	Applied Harp I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	The development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from Applied Music may count elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Applied Music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1315B
Course Name	Applied Harp IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1315 or equivalent.

Description	The development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from Applied Music may count elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Applied Music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1316
Course Name	Applied Guitar I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 1316B
Course Name	Applied Guitar IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 1316 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type Applied Music: Strings
Course Prefix/Code MVS 2321
Course Name Applied Violin II
Credit Hours (2) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours One hour per week.
Description This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees Additional special fees are required.

Course Type Applied Music: Strings
Course Prefix/Code MVS 2321B
Course Name Applied Violin IIB
Credit Hours (2) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours One hour per week.
Prerequisites MVS 2321 or equivalent.
Description This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees Additional special fees are required.

Course Type Applied Music: Strings
Course Prefix/Code MVS 2322
Course Name Applied Viola II
Credit Hours (2) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours One hour per week.
Description This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8)

	combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 2322B
Course Name	Applied Viola IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 2322 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 2323
Course Name	Applied Cello II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 2323B
Course Name	Applied Cello IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 2323 or equivalent.

Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 2324
Course Name	Applied String Bass II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 2324B
Course Name	Applied String Bass IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 2324 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 2325

Course Name	Applied Harp II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	Continued development of reading, technique and repertoire to the advanced level. Continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from Applied Music may count elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Applied Music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 2325B
Course Name	Applied Harp IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 2325 or equivalent.
Description	Continued development of reading, technique and repertoire to the advanced level. Continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from Applied Music may count elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Applied Music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings
Course Prefix/Code	MVS 2326
Course Name	Applied Guitar II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Strings

Course Prefix/Code	MVS 2326B
Course Name	Applied Guitar IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVS 2326 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Voice
Course Prefix/Code	MVV 1011A
Course Name	Applied Preparatory Music I - Voice
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Voice
Course Prefix/Code	MVV 1011B
Course Name	Applied Preparatory Music II - Voice
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVV 1011A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Voice
Course Prefix/Code	MVV 1111A
Course Name	Class Voice I
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Lecture/Lab Hours	One and one-half hours per week.
Description	This is class instruction for students who have had little or no previous training in vocal technique. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.

Course Type	Applied Music: Voice
Course Prefix/Code	MVV 1311
Course Name	Applied Voice I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Voice
Course Prefix/Code	MVV 1311B
Course Name	Applied Voice IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVV 1311 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.

Fees	Additional special fees are required.

Course Type	Applied Music: Voice
Course Prefix/Code	MVV 2321
Course Name	Applied Voice II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Voice
Course Prefix/Code	MVV 2321B
Course Name	Applied Voice IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVV 2321 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1011A
Course Name	Applied Preparatory Music I - Flute
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective

	credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1011B
Course Name	Applied Preparatory Music II - Flute
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1011A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1012A
Course Name	Applied Preparatory Music I - Oboe
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1012B
Course Name	Applied Preparatory Music II - Oboe
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1012A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward

	elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1013A
Course Name	Applied Preparatory Music I - Clarinet
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1013B
Course Name	Applied Preparatory Music II - Clarinet
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1013A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1014A
Course Name	Applied Preparatory Music I - Bassoon
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.

Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1014B
Course Name	Applied Preparatory Music II - Bassoon
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1014A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1015A
Course Name	Applied Preparatory Music I - Saxophone
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	One-on-one instruction designed to develop fundamentals of reading music, technical skills and performance of elementary level classical music. Includes study of scales, chords and arpeggios. Final examination consists of prepared program of technique and literature performed for the instructor. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1015B
Course Name	Applied Preparatory Music II - Saxophone
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1015A with a grade of "B" or higher or permission of instructor.
Description	One-on-one instruction designed to develop fundamentals of reading skills, technique and repertoire at the upper elementary/ early intermediate level. Final examination is performed before a panel of applied music instructors when application for further study at the next higher level (Applied I) is made. No more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1311
Course Name	Applied Music Flute I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1311B
Course Name	Applied Music Flute IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1311 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1312
Course Name	Applied Music Oboe I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone,

	articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1312B
Course Name	Applied Music Oboe IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1312 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1313
Course Name	Applied Clarinet I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1313B
Course Name	Applied Clarinet IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1313 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1314
Course Name	Applied Bassoon I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1314B
Course Name	Applied Bassoon IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1314 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios

	and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1315
Course Name	Applied Saxophone I
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 1315B
Course Name	Applied Saxophone IB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 1315 or equivalent.
Description	This course includes the development of intermediate level reading and technical skills and study of standard intermediate classical repertoire. Range, tone, articulation and speed are developed through study of scales, chords, arpeggios and other technical exercises. Memorization is required as appropriate. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2321
Course Name	Applied Flute II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2321B
Course Name	Applied Flute IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 2321 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2322
Course Name	Applied Oboe II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students

	are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2322B
Course Name	Applied Oboe IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 2322 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2323
Course Name	Applied Clarinet II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2323B
Course Name	Applied Clarinet IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 2323 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios

	and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2324
Course Name	Applied Bassoon II
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2324B
Course Name	Applied Bassoon IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 2324 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2325
Course Name	Applied Saxophone II
Credit Hours	(2) Credit Hours

Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Applied Music: Woodwinds
Course Prefix/Code	MVW 2325B
Course Name	Applied Saxophone IIB
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	One hour per week.
Prerequisites	MVW 2325 or equivalent.
Description	This course includes the continued development of reading, technique and repertoire to the advanced level and continued study of scales, chords, arpeggios and other technical exercises. All students perform in one student recital and exhibit their development through jury examination at the end of the term. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum of two (2) times; however, no more than a total of eight (8) combined credits from applied music may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for applied music courses.
Fees	Additional special fees are required.

Course Type	Nursing: Special
Course Prefix/Code	NSP 1050
Course Name	Basic Nursing Skills
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Description	This course provides instruction and practice in the basic skills needed to the health student who has interrupted the program of study to progress successfully through the associate degree in nursing program. Emphasis is placed on concepts and skills needed to provide safe patient care; specific learning skills will be addressed for each individual student.

Course Type	Nursing
Course Prefix/Code	NUR 1013
Course Name	Math for Nurses
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two hours class per week.

Prerequisites	Course admission is by nursing department permission only.
Description	This course includes the study of Relative Value; using various operation on common and decimal fractions; solving equations to determine value of x, ratio and proportions; working with equivalents in decimals, fractions, ratios and percentages; using the metric, apothecary and household systems of measures; reading medication labels; dosage calculations; calculating IV flow rates and critical care flow rates; rounding, converting Fahrenheit and Celsius temperatures; and calculating body mass index.(Elective)
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 1023C
Course Name	Nursing Practice I
Credit Hours	(10) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	This course provides six hours of lecture, three hours of lab and nine hours of clinical experience per week.
Prerequisites	Successful completion of Anatomy and Physiology I and II; Written Communication I; and STA 2023
Corequisites	Concurrent enrollment in NUR 1023K and NUR 1023L.
Description	This course introduces fundamental concepts of professional nursing practice. Emphasis is placed on basic assessment skills, beginning clinical judgment, and evidence-based practice. Principles of communication, patient teaching, and the use of basic healthcare technologies are introduced within the healthcare environment. Respect for diverse populations, responsiveness to patient needs, and the development of resilience are introduced in the provision of safe nursing care.
Fees	Additional special fee is required.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 1023L
Course Name	Nursing Practice I Laboratory
Credit Hours	0
Creditable	(A.S.)
Lecture/Lab Hours	This course provides nine hours of clinical experience per week.
Corequisites	Concurrent enrollment in NUR 1023C.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 1730C
Course Name	Nursing Practice II
Credit Hours	(10) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	This course provides six hours of lecture, three hours of learning lab and nine hours of clinical experience per week.
Prerequisites	Successful completion of NUR 1023C and NUR 1023L.
Corequisites	Concurrent enrollment in NUR 1730K and NUR 1730L.

Description	This course builds upon concepts introduced in NUR 1023C with emphasis on acute alterations and chronic conditions affecting adults. Content focuses on comprehensive assessment, intermediate clinical judgment, and evidence-based management of increasingly complex health needs. Communication, teaching, professional nursing practice, use of healthcare technologies, and coordination of care are integrated to support patient safety and quality outcomes. Respect, responsiveness, accountability, and resilience are emphasized in the provision of safe, ethical nursing care within the healthcare environment.
Fees	Additional special fee is required.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 1730L
Course Name	Nursing Practice II Laboratory
Credit Hours	0
Creditable	(A.S.)
Lecture/Lab Hours	Nine hours of clinical experience per week.
Corequisites	Concurrent enrollment in NUR 1730C.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 2703C
Course Name	Nursing Transition
Credit Hours	(10) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	This course provides six hours of lecture, three hours of learning lab and nine hours of clinical experience per week.
Prerequisites	Completion of an LPN Program currently holds an unencumbered, unrestricted license as an LPN in the State of Florida, and meets the minimum scores required on the nurse entrance exam.
Corequisites	Concurrent enrollment in NUR 2703K and NUR 2703L.
Description	This course is designed for the Licensed Practical Nurse (LPN) seeking transition to the Registered Nurse (RN) role. Prior knowledge and clinical competencies are validated at the beginning of the course. Content builds upon practical nursing preparation with emphasis on acute alterations and chronic conditions affecting diverse populations. Comprehensive assessment, clinical judgment, evidence-based nursing care, communication, patient and family teaching, professional nursing practice, and the use of healthcare technologies are integrated to support safe patient care. Respect, responsiveness, accountability, and resilience are emphasized in the advancement to the RN role within the healthcare environment. Upon successful completion of NUR 2703C and NUR 2703L and the ASN Program, advanced placement credit will be awarded in lieu of NUR 1023C/NUR 1023L and NUR 1730C/NUR 1730L.
Fees	Additional special fee is required.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 2703L
Course Name	Nursing Transition Laboratory
Credit Hours	0
Creditable	(A.S.)
Lecture/Lab Hours	This course provides nine hours of clinical experience per week.
Corequisites	Concurrent enrollment in NUR 2703C.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 2731C
Course Name	Nursing Practice III
Credit Hours	(10) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	This course provides six hours of lecture, two hours of learning lab, and ten hours of clinical experience per week.
Prerequisites	Successful completion of NUR 1023C, NUR 1023L, NUR 1730C, NUR 1730L or NUR 2703C and NUR 2703L.
Corequisites	Concurrent enrollment in NUR 2731L.
Description	This course addresses women's health, maternity, and pediatric populations across the lifespan. Emphasis is placed on health promotion and disease prevention related to reproduction and growth and development. Comprehensive assessment, advanced clinical judgment, the development of patient/family education initiatives, and evaluation of healthcare technologies are applied to support safe maternal and pediatric outcomes. Respectful, responsive, and resilient professional behaviors are reinforced to promote a culture of excellence in nursing practice.
Fees	Additional special fee is required.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 2731L
Course Name	Nursing Practice III Laboratory
Credit Hours	0
Creditable	(A.S.)
Lecture/Lab Hours	This course provides ten hours of clinical experience per week.
Corequisites	Concurrent enrollment in NUR 2731C.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 2732C
Course Name	Nursing Practice IV
Credit Hours	(10) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	This course provides six hours of lecture, two hours of lab learning, and ten hours of clinical experience per week.

Prerequisites	Successful completion of NUR 1023C, NUR 1023L, NUR 1730C, NUR 1730L, NUR 2703C or NUR 2703L, NUR 2731C, and NUR 2731L.
Corequisites	Concurrent enrollment in NUR 2732L and/or successful completion of NUR 2813.
Description	This course integrates previously acquired concepts in the care of adults experiencing complex, acute, and critical health conditions. Emphasis is placed on comprehensive assessment, advanced clinical judgment, and evidence-based management of multifaceted alterations in health and wellness. Communication and teaching, interprofessional collaboration, professional nursing practice, and the integration of healthcare technologies are applied to support clinical decisions. Ethical practice, accountability, and professional behaviors that advance respect, responsiveness, and resilience are highlighted for managing the demands of nursing care.
Fees	Additional special fee is required.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 2732L
Course Name	Nursing Practice IV Laboratory
Credit Hours	0
Creditable	(A.S.)
Lecture/Lab Hours	This course provides 10 hours of clinical experience per week.
Corequisites	Concurrent enrollment in NUR 2732C
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 2813
Course Name	Nursing Seminar
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Description	This course integrates advanced concepts of leadership and professional nursing practice in the care of individuals with complex health needs. Emphasis is placed on comprehensive assessment, advanced clinical judgment, prioritization of care, and evidence-based decision-making to support safe and effective patient outcomes. Content includes delegation and evaluation, ethical and legal considerations, advocacy, and interdisciplinary collaboration in nursing practice. Application of healthcare technology and informatics, professional accountability, and adherence to regulatory standards are incorporated to support quality improvement and effective healthcare operations. Respect, responsiveness to patient acuity and clinical urgency, and the development of resilience are emphasized to promote a culture of excellence within diverse healthcare environments.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 2930
Course Name	Special Topics in Nursing
Credit Hours	(1 to 9) Variable Credit Hours
Creditable	(A.S.)

Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.
Note(s)	For nursing majors only.

Course Type	Nursing
Course Prefix/Code	NUR 3066C
Course Name	Health Assessment and Physical Appraisal
Credit Hours	(4) Credit Hours
Creditable	(B.S.)
Lecture/Lab Hours	Thirty hours of laboratory experience.
Prerequisites	NUR 3805 or permission of BSN program director.
Description	Develops advanced holistic assessment skills across the lifespan integrating pathophysiology, pharmacology, informatics, and evidence-based practice. Students apply clinical reasoning to identify health alterations, interpret data, and communicate findings within inter-professional teams. Ethical and legal considerations in assessment and documentation are examined. Emphasis is placed on resilience, culturally responsive care, and quality improvement.

Course Type	Nursing
Course Prefix/Code	NUR 3076
Course Name	Communication in Health Care
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	NUR 3805
Description	This course examines various communication patterns based on individual and group relationships. Course emphasizes the development of interactive skills paramount to effective communication with individuals and groups involved with health care issues. It provides an opportunity for the validation of oral communication skills and experiences especially related to health care. Techniques of effective, therapeutic, and professional communication skills are emphasized. This course also focuses on providing students interprofessional and intraprofessional collaborative simulated clinical opportunities to work deliberatively for the common goal of building a safer and healthier patient-centered work environment. Students who are making progress in their degree program may retake the course one time and are advised to consult their transfer university [if applicable] about the number of transferrable credits for this course.

Course Type	Nursing
Course Prefix/Code	NUR 3125
Course Name	Pathophysiology
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	NUR 3805 or permission of BSN program director.
Description	Builds on prior nursing knowledge to examine mechanisms of disease and their clinical manifestations across diverse populations. Students analyze epidemiological patterns and long-term implications of physiologic alterations. Scholarly literature is synthesized to support clinical decision making. Ethical considerations related to chronic illness and health disparities are explored.

Course Type Nursing
Course Prefix/Code NUR 3145
Course Name Pharmacology
Credit Hours (3) Credit Hours
Creditable (B.S.)
Prerequisites NUR 3805 or permission of BSN program director.
Description This course builds on prior nursing knowledge to advance understanding of pharmacology and medication administration. Emphasis is placed on applying pharmacodynamic principles and evidence-based practice to promote patient safety and quality outcomes. Content addresses healthcare policy, ethics, technology, communication, and resilience factors influencing medication adherence and patient outcomes.

Course Type Nursing
Course Prefix/Code NUR 3805
Course Name Dimensions of Professional Nursing Practice
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description Designed for the registered nurse transitioning to baccalaureate education, this course expands professional practice from direct patient care to systems and population health perspectives. Emphasis is placed on nursing theory, evidence-based practice, healthcare policy, and interprofessional collaboration. Students strengthen critical thinking, professional communication, and advocacy competencies to support expanded roles of the BSN prepared nurse in complex healthcare environments.

Course Type Nursing
Course Prefix/Code NUR 3826
Course Name Ethics and Legal Issues in Healthcare
Credit Hours (3) Credit Hours
Creditable (B.S.)
Prerequisites NUR 3805 or HSA 3111, or permission of BSN program director.
Description In this course students analyze ethical and legal concepts related to current trends in healthcare and nursing. Emphasis is placed on applying ethical decision-making frameworks to complex clinical situations. Students synthesize scholarly, evidence-based literature to support analysis and develop well-structured written work that demonstrates professional communication and academic rigor.

Course Type Nursing
Course Prefix/Code NUR 3870
Course Name Informatics in Healthcare
Credit Hours (3) Credit Hours
Creditable (B.S.)
Prerequisites NUR 3805 or HSA 3111, or permission of BSN program director.
Description Explores health information technologies and data analytics to improve safety and outcomes. Students evaluate source credibility, types of data, electronic health

records, telehealth systems, leadership in technology adoption, and decision support tools while analyzing legal and ethical considerations. Emphasis is placed on utilizing informatics to improve patient safety and outcomes.

Course Type	Nursing
Course Prefix/Code	NUR 3895
Course Name	Teaching and Learning for Health Care Professional
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	NUR 3805 or HSA 3111 or permission of BSN Director.
Description	Explores adult learning theory, curriculum design, and instructional strategies in clinical and academic settings. Students develop evidence informed teaching materials and evaluate technology enhanced learning tools.

Course Type	Nursing
Course Prefix/Code	NUR 4169
Course Name	Evidence Based Practice: Nursing Research
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	NUR 3805 or permission of BSN program director.
Description	Develops competencies in research appraisal, synthesis of scholarly evidence, and application to practice and policy. Students formulate research questions, evaluate levels of evidence, and examine the influence of evidence on quality improvement and healthcare policy.

Course Type	Nursing
Course Prefix/Code	NUR 4636
Course Name	Community/Public Health: Population Based
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	NUR 3805 or permission of BSN program director.
Description	Focuses on population assessment, disparities, epidemiology, and health promotion. Emphasis on nursing leadership, communication, impact of technology and resilience. Provides supervised community-based experiences.
Note(s)	Note: This course is only offered for licensed RNs who are BS in Nursing majors.

Course Type	Nursing
Course Prefix/Code	NUR 4636L
Course Name	Community/Public Health: Practicum
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites/ Corequisites	NUR 3805, NUR 4636 or Permission of BSN Program Director.
Description	This course continues NUR 4636. Using the community assessment, students develop an evidence-based community-level intervention and evaluation plan. They collaborate with stakeholders, integrate informatics, and consider policy and financial factors affecting population outcomes. Emphasis is placed on evidence-

based practice, communication, and interprofessional collaboration. Provides supervised community-based experiences. This course is only offered for licensed RNs who are BS in Nursing majors.

Fees Additional special fee is required.

Course Type Nursing
Course Prefix/Code NUR 4827
Course Name Leadership and Management in Professional Nursing
Credit Hours (3) Credit Hours
Creditable (B.S.)
Prerequisites NUR 3066C, NUR 3125, NUR 3145, NUR 3826, NUR 3870, NUR 4169, NUR 4636, and NUR 4636L; required permit from program director.
Description Examine leadership theories, nursing leadership roles, finance, healthcare policy, and change management. Emphasis is placed on professional transition into a leadership role, resilience, and professional growth.

Course Type Nursing
Course Prefix/Code NUR 4837
Course Name Healthcare Policy
Credit Hours (3) Credit Hours
Creditable (B.S.)
Prerequisites NUR 3805 or HSA 3111 or permission of BSN program Manager.
Description Examines healthcare policy development, finance, and regulatory systems influencing access and quality. Students utilize evidence to advocate for equitable healthcare reform.

Course Type Nursing
Course Prefix/Code NUR 4925
Course Name Capstone
Credit Hours (2) Credit Hours
Creditable (B.S.)
Prerequisites NUR 3066C, NUR 3125, NUR 3145, NUR 3805, NUR 3826, NUR 3870, NUR 4169, NUR 4636L, and NUR 4636. Required program director permit for enrollment.
Description Synthesizes program knowledge through development and dissemination of a professional nursing project addressing a clinical or population health issue. Students integrate scholarship, informatics, leadership, and policy analysis.

Course Type Biological Oceanography
Course Prefix/Code OCB 1000C
Course Name Introduction to Marine Biology
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Forty-five contact hours.
Description This course meets area V of the A.A./A.A.S./A.S. general education requirements. This course is intended for non-science majors and is an introduction to the scientific study of marine organisms and their ecological environment. The general objective of this course is to give a detailed introduction to the study of marine organisms, their environment and their ecological interactions.

Course Type General Oceanography

Course Prefix/Code	OCE 1001
Course Name	Introduction to Oceanography
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week, with no laboratory component.
Description	The course meets Area V requirements for the A.A./A.S. general education requirements. There are no prerequisites, but a basic science background is helpful. Using the scientific method, critical thinking skills, and data analysis, this course will examine the fundamental processes of the ocean system, composed of an atmosphere, hydrosphere, lithosphere, and biosphere, through time. The course will also explore interactions between these spheres, including critical analysis of scientific theories and emphasize oceanic connections with humanity.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1001C
Course Name	Introduction to Occupational Therapy
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two hours lecture and three hours laboratory per week.
Prerequisites	Admission to the Occupational Therapy Assistant Program.
Corequisites	BSC 2085, BSC 2085L, DEP 2004, OTH 1114C and OTH 1856L
Description	This course introduces the basic tenets of the occupational therapy profession. Topics include history, philosophy, the OT Practice Framework, the OT process, ethics, role delineation, standards of practice, professional organizations, and evidence-based practice. This course is aligned with Fieldwork Level I A where students participate in a fieldwork experience in an adult or geriatric setting for one week.
Fees	Additional special fees are required.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1001L
Course Name	Introduction to Occupational Therapy Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies OTH 1001C.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1012C
Course Name	Understanding Screening & Assessment in OT Practice
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	One hour lecture, three hours laboratory per week.
Prerequisites	Satisfactory completion of admission to the OTA program, completion of BSC 2086, BSC 2086L, DEP 2004, AMH 1010 or AMH 1020 or POS 1041, OTH 1001C, OTH 1014C, OTH 1114C, OTH 1410, OTH 1520C, OTH 1856L, and OTH 1857L.
Corequisites	OTH 1012L

Description	This course will teach students the process of screening and evaluation to develop outcome measures related to occupational performance and participation. The student will learn the process of screening and evaluation while clearly defining the role of the OT/OTA. Choosing relevant assessments based on theoretical perspectives, models of practice, frames of reference, and current literature will be incorporated throughout the semester. The student will also learn the process of appraising scholarly articles to better understand evidence-based practice, allowing them to make informed decisions as future practitioners

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1012L
Course Name	Understanding Screening and Assessment in OT
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies OTH 1012C

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1014C
Course Name	Functional Anatomy and Kinesiology
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Four hours lecture and three hours laboratory per week.
Prerequisites	Satisfactory completion of: Admission to the OTA program, completion of BSC 2086, BSC 2086L, DEP 2004, OTH 1001C, OTH 1114C, OTH 1856L.
Corequisites	POS 1041 or AMH 1010 or AMH 1020, OTH 1410, OTH 1520C, OTH 1857L
Description	This course provides a foundation for the understanding of the kinetics of human motion of the musculoskeletal system and its impact on occupational performance. Topics include but are not limited to procedures for range of motion, muscle testing, biomechanical principles, posture/positioning, and body mechanics.
Fees	Additional special fees are required.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1014L
Course Name	Functional Anatomy and Kinesiology Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies OTH 1014C.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1410
Course Name	Introduction to Human Disease
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours per week.
Prerequisites	Satisfactory completion of admission to the OTA program, completion of BSC 2086, BSC 2086L, DEP 2004, OTH 1114C, OTH 1856L.

Corequisites	AMH 1010 or AMH 1020 or POS 1041, OTH 1014C, OTH 1520C, OTH 1857L.
Description	This course examines individuals who are limited in their ability to engage in daily life activities and occupations due to challenges to their physical and mental health.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1520C
Course Name	Occupational Therapy During Growth Years
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours lecture, six hours laboratory per week.
Prerequisites	Admission to the OTA Program, satisfactory completion of: BSC 2086, BSC 2086L, DEP 2004, OTH 1001C, OTH 1114C, OTH 1856L.
Corequisites	AMH 1010 or AMH 1020 POS 1041,and OTH 1014C, OTH 1410, OTH 1857L
Description	This course will address limitations and obstacles to occupational engagement (self-care, play, school) for persons from birth to age 22. Common diagnoses, evaluation methods, and treatment environments will be presented. Treatment for areas of occupation considering performance skills, performance patterns, client factors and context will be reviewed.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1520L
Course Name	Occupational Therapy During Growth Years Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies OTH 1520C

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1856L
Course Name	Level 1 Fieldwork A
Credit Hours	(1) Credit Hours
Creditable	(A.S.)
Prerequisites	Admission into the OTA program
Corequisites	BSC 2086, BSC 2086L, DEP 2004, OTH 1001C, and OTH 1114C
Description	This fieldwork experience exposes students to individuals served by occupational therapy. The integration of the fieldwork experience with the classroom/lecture experience provides an opportunity to link the theoretical learning with real life situations. Students function as participating observers in the clinical setting with emphasis on continued development of their professional behaviors.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1857L
Course Name	Level 1 Fieldwork B
Credit Hours	(1) Credit Hours
Creditable	(A.S.)
Prerequisites	Admission to the OTA program, completion of BSC 2086, BSC 2086L , DEP 2004 , OTH 1001C, OTH 1114C, and OTH 1856L

Corequisites	OTH 1014C, OTH 1410, OTH 1520C, and AMH 1010, or AMH 1020, or POS 1041
Description	This fieldwork experience exposes students to pediatric and young adult populations served by occupational therapy. The integration of the fieldwork experience with the pediatric classroom/lecture experience provides an opportunity to link theoretical learning with real life situations. Students function as participating observers in the clinical setting with emphasis on the development of their professional behaviors.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 1858L
Course Name	Level 1 Fieldwork C
Credit Hours	(1) Credit Hours
Creditable	(A.S.)
Prerequisites	Admission into the OTA program, successful completion of: BSC 2086,BSC 2086L, DEP 2004, OTH 1001C, OTH 1012C, OTH 1014C, OTH 1114C, OTH 1410, OTH 1520C, OTH 1856L, and OTH 1857L , POS 1041, or AMH 1010, or AMH 1020 Area IV, A.S.
Description	This fieldwork experience provides exposure to psychosocial aspects of health and wellness across the life span. Students will practice therapeutic use of self, develop group interventions, and will promote Occupational Therapy by educating other professionals, service providers, and consumers. The integration of the fieldwork experience with the mental health classroom/lecture experience provides an opportunity to link the theoretical learning with real life situations. Students function as participating observers in the clinical setting with emphasis on the development of their professional behaviors.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2261C
Course Name	Occupational Therapy Skills and Techniques II
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours lecture, three hours laboratory per week.
Prerequisites	Satisfactory completion of OTH 1001C, OTH 1012C, OTH 1014C OTH 1114C, OTH 1520C, OTH 1410, OTH 1856L, OTH 1857L and, AMH 1010, AMH 1020, POS 1041 and Area IV.
Corequisites	OTH 2420C, OTH 2300C, OTH 2933C and OTH 1858L
Description	A study of physical and mental health limitations and barriers to occupational engagement for individuals and populations. Topics include common diagnoses and treatment environments, treatment for areas of occupation (ADL, IADL, rest and sleep, education, work, play, leisure, health management, and social participation), considering performance skills, performance patterns, client factors and context will be reviewed. Students will be required to develop applications for enabling function and physical well-being
Fees	Additional special fees are required.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2261L
Course Name	Occupational Therapy Skills and Tech II Laboratory

Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies OTH 2261C.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2300C
Course Name	Occupational Therapy in Mental Health
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours lecture and three hours laboratory per week.
Prerequisites	Admission into the program, BSC 2086, BSC 2086L, DEP 2004 AMH 1010 or AMH 1020 or POS 1041, OTH 1001C, OTH 1012C, OTH 1014C, OTH 1114C, OTH 1520C, OTH 1410, OTH 1856L, OTH 1857L and Area VI.
Corequisites	OTH 2261C, OTH 2420C, OTH 1858L, and OTH 2933C.
Description	This course will address mental health limitations and obstacles to occupational engagement for individuals and populations. Common diagnoses and treatment environments will be presented. Treatment for areas of occupation, activity demands, client factors and context will be reviewed. Students will be required to develop applications for enabling function and physical wellbeing. This course aligns with Fieldwork Level I C where students participate in fieldwork experiences with emphasis on psychosocial aspects of health and wellness across the lifespan for one week.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2300L
Course Name	Occupational Therapy Mental Health Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies OTH 2300C.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2420C
Course Name	Physical Rehabilitation in Occupational Therapy
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Two hours lecture and three hours laboratory per week.
Prerequisites	Admission into the program, satisfactory completion of: BSC 2086, BSC 2086L, DEP 2004, AMH 1010 or AMH 1020 or POS 1041 and OTH 1001C, OTH 1114C, OTH 1520C, OTH 1410, OTH 1012C, \OTH 1014C,OTH 1856L, OTH 1857L and Area IV
Corequisites	OTH 2261C, OTH 2300C, OTH 1858L, and OTH 2933C
Description	This course is designed to enable the student to understand common physical disabilities in the adult population. It will provide the student with an understanding of occupational therapy practice models, the role of the COTA, evaluations, treatment planning, intervention strategies and documentation used in physical disabilities with the adult population. The student will be able to apply occupational therapy interventions to address the physical, cognitive, psychosocial, sensory and other aspects of performance in a variety of contexts

and environments to support engagement in everyday life activities that affect health, well-being and quality of life.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2420L
Course Name	Occupational Therapy for Physically Disabled Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies OTH 2420C.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2840L
Course Name	Fieldwork Level II A
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Prerequisites	Satisfactory completion of all general education and OTH courses.
Description	First of two eight-week fieldwork experiences (ACOTE requirement) designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students will participate in the supervised delivery of occupational therapy services in a variety of settings, utilizing skills, concepts, techniques, and strategies learned through academic preparation. Opportunities will be provided for the students to synthesize, develop, and apply academic knowledge and entry level practice skills within the fieldwork setting.
Fee(s)	Additional special fees are required.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2841L
Course Name	Fieldwork Level II B
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Prerequisites	Satisfactory completion of all general education, OTH coursework, and OTH 2840L.
Description	Second of two eight-week fieldwork experiences (ACOTE requirement) designed to provide the OTA student the opportunity to work in an OT setting, under the supervision of an OTR or COTA. Students will participate in the supervised delivery of occupational therapy services in a variety of settings, utilizing skills, concepts, techniques, and strategies learned through academic preparation. Opportunities will be provided for the students to synthesize, develop, and apply academic knowledge and entry level practice skills within the fieldwork setting.
Fee(s)	Additional special fees are required.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2933C
Course Name	Leadership and Management
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	One hour class, three hours laboratory.

Prerequisites	Admission into the program, BSC 2086, BSC 2086L, DEP 2004, AMH 1010 or AMH 1020 or POS 1041, and OTH 1001C, OTH 1012C, OTH 1014C, OTH 1114C, OTH 1410, OTH 1520C, OTH 1856L, OTH 1857L and Area IV
Prerequisites/ Corequisites	OTH 2261C, OTH 2420C, OTH 1858L and OTH 2300C.
Description	This course teaches students an understanding and appreciation of ethics and values of the profession of occupational therapy required for the transition from student to practitioner. Students will be educated on the principles of organization, administration supervision, the role of the OTA in relation to OT and other health care professionals, ethics, medical errors, job search skills and future employment, licensing requirements, professional development, personal and professional responsibilities and preparation for the National Certification Exam.

Course Type	Occupational Therapy Assistant
Course Prefix/Code	OTH 2933L
Course Name	Seminar for Clinical Practice Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies OTH 2933C.

Course Type	Public Administration
Course Prefix/Code	PAD 3311
Course Name	Program Planning and Evaluation
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course examines planning and evaluation in a changing workplace and workforce from a systematic perspective. The student will learn how to improve individual, team, and organizational effectiveness by understanding how to develop a strategic plan and design successful evaluation tools. This course also instructs students on how to evaluate programs and interventions and develop learning experiences that can impart knowledge, skills, and attitudes to learners in the workplace.

Course Type	Public Administration
Course Prefix/Code	PAD 3311
Course Name	Program Planning and Evaluation
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course examines planning and evaluation in a changing workplace and workforce from a systematic perspective. The student will learn how to improve individual, team, and organizational effectiveness by understanding how to develop a strategic plan and design successful evaluation tools. This course also instructs students on how to evaluate programs and interventions and develop learning experiences that can impart knowledge, skills, and attitudes to learners in the workplace.

Course Type	Public Administration

Course Prefix/Code	PAD 3332
Course Name	Strategic Planning
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course is an examination of strategic planning in public and nonprofit organizations. The course also includes instruction in the roles, development and principles of public administration. The student will learn how strategic planning can guide and strengthen the effectiveness of an organization's performance. The ten step strategy change cycle is introduced as an effective planning approach to accomplish strategic and operational planning in organizations.

Course Type	Public Administration
Course Prefix/Code	PAD 3820
Course Name	Foundations of Public Safety Administration
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course must be taken in the students' first semester in the Public Safety Administration B.A.S. Program. This course is an overview of the primary aspects of public safety administration. Major administrative, managerial and leadership components of public safety organizations are examined. Also addressed are administrative concerns for special issues and challenges, such as coordinated public safety approaches, post-9/11 administrative worldviews, ethical foundations, critical thinking and analysis, and innovative solutions for pragmatic public safety problems. The course also provides the student with a framework for individual progress. This includes an initial supervisor/leadership/management skills assessment; the beginning development of an individualized development plan toward educational and career goals, with a personal portfolio; and preliminary planning to link continuous learning with the capstone course at the end of the program.

Course Type	Public Administration
Course Prefix/Code	PAD 3821
Course Name	Contemporary Issues in Public Safety/Homeland Security
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course focuses on current issues and trends in the field of public safety administration and homeland security. The course is structured to introduce management and administrative topics in public safety, examine the implications to the field, and formulate recommendations. This course begins developing skills in project design and presentation, and the enhancement of critical thinking skills.

Course Type	Public Administration
Course Prefix/Code	PAD 3824
Course Name	Community Relations Theory and Practice
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)

Description This course exposes the student to community relations theory and practice within a broad range of public safety organizations. Students understand why positive community perception of public safety is critical to funding and operational effectiveness. Students gain the insight and skills necessary to be effective in the community relations function of public safety administration.

Course Type Public Administration
Course Prefix/Code PAD 4204
Course Name Public Finance
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course is designed to provide an introduction to fiscal management in the public sector. It will prepare individuals to serve in the executive arm of local, state and federal government. It includes a study of the roles, development and principles of public administration, as well as the ethical issues, research and decision-making framework required of a financial manager who is charged with maximizing shareholders' wealth.

Course Type Public Administration
Course Prefix/Code PAD 4414
Course Name Human Resource Management Skills
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course examines the challenges faced by human resource managers in the public sector. Topics include recruiting, hiring, legal and compliance issues, training and development, performance, compensation and benefits as they relate to the public sector.

Course Type Public Administration
Course Prefix/Code PAD 4603
Course Name Administrative Law
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Description This course covers the law from the perspective of the administrator including constitutions, statutes, executive orders and procedures that control administrative authorities in United States government.

Course Type Public Administration
Course Prefix/Code PAD 4878
Course Name Public Safety Administration/Homeland Security Capstone
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites DSC 3013, FES 4014, PAD 3820, and PAD 3821.
Description This course affords the student an opportunity to observe and use analytical knowledge and research skills to define and confront a problem encountered by today's public safety administrators and homeland security supervisory personnel. This course fosters implementation strategies concluding in a process of promoting

efficient and effective management in a public safety agency or the student's chosen field of study. This course examines the outcome of each student's individualized leadership plan toward educational and career goals with a personal portfolio developed in the Foundations of Public Safety Administration/Homeland Security course to ensure attainment of program goals.

Course Type Public Administration
Course Prefix/Code PAD 4930
Course Name Special Topics: Homeland Security/Public Safety Administration
Credit Hours (1-3) Variable Credit Hours
Creditable (B.A.S.)
Description This course is designed to meet specific needs of individuals or groups, which the standard courses do not meet. It may contain material selected from existing courses or emerging topics.

Course Type Public Administration
Course Prefix/Code PAD 4949
Course Name Special Topics: Practicum in Public Safety or Homeland Security
Credit Hours (3) Credit Hours
Creditable (B.A.S.)
Prerequisites PAD 4878
Description This will serve as an elective upper-level course which provides practical application of career skills learned in the classroom. The class will be allowed only by approval from the Program Director based on the student's career choice and the need to further develop clinical or practical skills in that career. The placement will consist of supervised field experience of 135 hours which prepares individuals to serve as managers in the executive areas of local, state, Federal Government, military, or private company by being involved in the daily operations of either executive, legislative, budgetary, financial, administrative, legal, management, research or organizational practices of the agency or company.

Course Type Physical Education Activity: Performance Centered
Course Prefix/Code PEM 1130
Course Name Basic Conditioning and Weight Training
Credit Hours (2) Credit Hours
Creditable (A.A.)
Description Basic knowledge, skills and values of basic conditioning, weight training and personal fitness will be presented. Additional special fees are required. Note(s): See course comments in the schedule.

Course Type Physical Education Activity: Performance Centered
Course Prefix/Code PEM 2104
Course Name Principles of Athletic Training
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course will provide the student with an introduction to athletic training which will include history, injury prevention, establishing a program for managing specific

injuries and rehabilitation. An emphasis is on protective and preventive taping and injury recognition also will be provided. (Offered as needed.)

Course Type Physical Education Activity: Performance Centered
Course Prefix/Code PEM 2930
Course Name Special Topics: Physical Education
Credit Hours (1 to 4) Variable Credit Hours
Creditable (A.A.)
Description Special, current or seasonal physical activities not covered in other physical education courses are offered. (Offered as needed.)

Course Type Physical Education Activity: Water, Snow
Course Prefix/Code PEN 2930
Course Name Special Topics: Physical Education
Credit Hours (1 to 3) Variable Credit Hours
Creditable (A.A.)
Description This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

Course Type Physical Education Activity: Objective Centered (PROFNL.)
Course Prefix/Code PEO 2003
Course Name Sports Officiating
Credit Hours (1 to 3) Variable Credit Hours
Creditable (A.A.)
Description A thorough study of the rule books of different sports and techniques of officiating at various sports is provided. Several hours of practical field work in intramural programs or approved situations are required. (Offered as needed.)

Course Type Photography
Course Prefix/Code PGY 1750
Course Name Creative Videomaking
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course provides an introduction to the expressive possibilities of digital video recording of live events. Several hands-on exercises give the student practical experience in lighting, cinematography and basic sound recording. All stages of the process, including pre-production and post-production, will be addressed in the planning and delivery of a finished product for an intended audience.

Course Type Photography
Course Prefix/Code PGY 1800C
Course Name Digital Imaging I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours studio/lecture per week.

Description	This course introduces the student to electronic photographic image making through the use of computers and digital technology. Furthermore, this class will introduce the student to digital cameras, digital photographic systems and aesthetics for better composition with a concentration on creative expression.
Fees	Additional special fees are required.

Course Type	Photography
Course Prefix/Code	PGY 1807C
Course Name	Digital Imaging for Non-majors
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	3 hours lecture per week.
Description	This course is an introduction to camera operation and image recording. This course will provide students with the basics of camera controls, camera menus, lenses and information on compositional guidelines for increased image effectiveness. Images will be reviewed with slide projection analysis.

Course Type	Photography
Course Prefix/Code	PGY 1949
Course Name	Career Decision Work Experience
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites	Permission of instructor or program manager.
Description	This work-study course reinforces education and professional growth in a student's academic major through coordinated field experiences. The student, instructor and work site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments.

Course Type	Photography
Course Prefix/Code	PGY 2000
Course Name	History of Photography
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours of lecture per week.
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	This course meets the Gordon Rule requirement. This course provides an overview of the history of photography. The course will cover the time period between the inception of photography in 1826 to contemporary photographers such as Hiroshi Sugimoto and Lauren Greenfield. Students will learn through various slide presentations, lectures and assigned readings about the social, scientific and political atmosphere surrounding the photographers and how it shaped their work.

Course Type	Photography
Course Prefix/Code	PGY 2101C

Course Name	Visual Literacy: Photography
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours of lecture/studio per week.
Prerequisites	ENC 1101 with a grade of “C” or better.
Description	This course meets Gordon Rule requirement. Introduction to practices, theories, and histories of Photography. Acquisition of basic darkroom skills and key elements of contemporary theoretical approaches to visual art.

Course Type	Photography
Course Prefix/Code	PGY 2201C
Course Name	Studio Lighting Techniques
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours of studio/lecture per week.
Prerequisites	PGY 1800C
Description	This course will provide information pertaining to natural and artificial studio lighting techniques. Studio Lighting Techniques will introduce students to commercial applications for communicating information through the use of electronic strobe lighting and continuous lighting. This course begins with a review of basic lighting principles and a series of solution solving assignments that will introduce control and application of differing styles from past and present techniques. Table-top and portrait studio assignments are emphasized endowing students with the knowledge required for the business of studio photography (as of Fall 2018, formerly, PGY 1201C).

Course Type	Photography
Course Prefix/Code	PGY 2224C
Course Name	Location Photography
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours of studio/lecture per week.
Prerequisites	PGY 2201C
Description	This course provides information pertaining to location lighting techniques. This course introduces students to the creation of photographs recorded outside in the natural world using existing terrestrial architecture and landscapes as background. Commercial applications take form in the line of communicating information, ideas, and moods pertaining to environmental portraits, and corporate portraiture through the use of lighting techniques outside of the traditional studio. This course includes instruction with camera and portable lighting equipment as well as teaching logistics and planning operations. This course offers students the opportunity to attain technical and commercial photographic abilities for location style of lighting.

Course Type	Photography
Course Prefix/Code	PGY 2401C
Course Name	Photography I
Credit Hours	(3) Credit Hours

Creditable	(A.A.)
Lecture/Lab Hours	Three hours of studio/lecture per week.
Description	Basic problems in exposure, composition, lighting, developing and printing are assigned to help the student master black-and-white still photography.
Fee(s)	Additional special fees are required.

Course Type	Photography
Course Prefix/Code	PGY 2404C
Course Name	Photography II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours of studio/lecture per week.
Prerequisites	PGY 2401C or permission of the instructor.
Description	The second term of photography provides an opportunity for the student to continue work in advanced techniques of camera and darkroom in black-and-white and some exploration of color camera work.
Fee(s)	Additional special fees are required.

Course Type	Photography
Course Prefix/Code	PGY 2405C
Course Name	Advanced Imaging
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours of studio/lecture per week.
Prerequisites	PGY 2404C with a grade of “C” or better, or permission of instructor.
Description	The student is provided with the opportunity for continuing creative expression through individually assigned problems in black-and-white, color, non-silver printing and digital imaging techniques.
Fee(s)	Additional special fees are required.

Course Type	Photography
Course Prefix/Code	PGY 2801C
Course Name	Digital Imaging II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours of studio/lecture per week.
Prerequisites	PGY 1800C with a grade of “C” or better, or permission of instructor.
Description	This course combines the basic conventional photographic skills with the new technologies taking place with contemporary electronic image recording, editing and printing. Problems in exposure, composition, lighting styles, product reproduction, field building, image-editing software and proper handling of digital and conventional equipment give the student a thorough understanding for completion of a professional portfolio resulting in an advertising- and media-related field of images.
Fee(s)	Additional special fees are required.

Course Type	Photography

Course Prefix/Code	PGY 2930
Course Name	Special Topics in Photography
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Photography
Course Prefix/Code	PGY 2949
Course Name	Internship in Photography
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites	Six hours of FIL or PGY credit and /or permission of instructor or program manager.
Description	This work-study course is designed to continue training in a student's academic major through field experiences. The student, instructor and work site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation satisfactory completion of the learning objectives and technical project. Can be repeated with program manager's approval.

Course Type	Philosophy
Course Prefix/Code	PHI 2010
Course Name	Introduction to Philosophical Reasoning
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture per week.
Description	This course meets Area IV requirements for the A.A./A.S. general education requirements and part of the six-hour International/Intercultural requirement. In this course, students 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. Students will strengthen their intellectual skills, become more effective learners, and develop broad foundational knowledge.

Course Type	Philosophy
Course Prefix/Code	PHI 2070
Course Name	Introduction to Eastern Philosophy
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture per week.
Prerequisites	ENC 1101 with a grade of "C" or better.
Description	Meets Gordon Rule requirement. This course surveys the philosophical developments and thoughts of Asia, including Hindu/Indian philosophy, Buddhist philosophy, Confucian philosophy, and Taoist philosophy. An emphasis is placed

on understanding the interaction among these philosophies. Comparison to the Western philosophical ideas will be made whenever possible.

Course Type Philosophy
Course Prefix/Code PHI 2100
Course Name Logic and Critical Thinking
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This is an integrated consideration of linguistic analysis, informal fallacy, categorical logic, propositional logic, inductive logic and questions of causality and probability. The aim of the course is to develop ability in problem solving and decision making.

Course Type Philosophy
Course Prefix/Code PHI 2600
Course Name Applied Ethics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets area iv of the A.A./A.S. general education requirements. This course is an introduction to the nature of ethics, ethical theories, and specific ethical issues including selections from the western philosophical tradition. It is designed to provide an introductory background to ethics and an in-depth study of the critical skills necessary to an intelligent analysis of ethical issues.

Course Type Philosophy
Course Prefix/Code PHI 2620
Course Name Environmental Ethics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area IV requirements for the A.A./A.S. general education requirements. This course presents standard theoretical and practical issues in environmental ethics, such as the question of how to ascribe value to individual life forms and entire ecosystems. It explores the historical roots of environmental problems. Attention is given to issues such as the invasive species problem and water management, which are matters of national concern and make particular impact locally. Study and direct field experience of local natural ecosystems is an essential component of the course. Students are responsible to arrange their own transportation to local nature preserves during scheduled class time and pay a very small admission fee to at least one local state park.

Course Type Philosophy
Course Prefix/Code PHI 2631
Course Name Business Ethics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course examines ethical principles and problems in a global business environment. Students will also learn to identify and analyze contemporary

business ethical issues, principles and considerations. Students will also learn to use ethical reasoning in providing resolutions to some major contemporary ethical issues in business.

Course Type Philosophy
Course Prefix/Code PHI 2801
Course Name Philosophy of Art and Beauty
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101
Description This course meets Area IV of the A.A./A.S. general education and Gordon Rule requirements. This course is designed to teach an introduction to aesthetics. Students will learn important terminology within the field of study. They will also study the historic and contemporary theories of aesthetics, art, and beauty from across different cultures. Students will learn to apply these theories to art criticism and everyday aesthetic experiences.

Course Type Philosophy
Course Prefix/Code PHI 2930
Course Name Special Topics: Philosophy
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)
Description This course is designed to meet the specific needs of individuals or groups for whom regular described courses may not be available.

Course Type Physical Therapist Assistant
Course Prefix/Code PHT 1007C
Course Name Introduction to Physical Therapy and Patient Care
Credit Hours (5) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Three hours class, six hours laboratory per week.
Prerequisites Admission to the Physical Therapist Assistant Program, BSC 2085, mathematics (from Area II, A.S.), ENC 1101, and PSY 2012 with a grade of "C" or better.
Corequisites PHT 1124C and completion of or concurrent enrollment in BSC 2086.
Description This course introduces the student to the history and philosophy of physical therapy and the role of the physical therapist assistant. Beginning patient care procedures are discussed. Students will practice professional interpersonal communication and clinical documentation skills. Basic therapeutic modalities and patient care techniques are introduced and practiced.
Fees Additional special fees are required.

Course Type Physical Therapist Assistant
Course Prefix/Code PHT 1007L
Course Name Introduction to Physical Therapy Patient Care Laboratory
Credit Hours 0
Creditable (A.S.)
Description This is a mandatory laboratory that accompanies PHT 1007C.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 1124C
Course Name	Applied Anatomy and Kinesiology
Credit Hours	(6) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Four-hour class, six hours laboratory per week.
Prerequisites	Admission to the Physical Therapist Assistant program; completion of BSC 2085, MAT 1033 or higher, PSY 2012, and ENC 1101 with a grade "C" or better.
Corequisites	PHT 1007C and completion of or concurrent enrollment in BSC 2086
Description	This is a course designed to assist the student in applying principles from biological sciences to the biomechanical principles of human movement. Principles of exercise are introduced, and manual muscle testing, goniometric measurement, gait assessment and training are discussed and practiced. A mandatory lab accompanies this course.
Fees	Additional special fees are required.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 1124L
Course Name	Applied Anatomy and Kinesiology Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies PHT 1124C.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 1211C
Course Name	Disabilities and Physical Therapy Procedures I
Credit Hours	(6) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Six-hour class, nine hours laboratory per week for 11 weeks.
Prerequisites	PHT 1007C, PHT 1124C and BSC 2086 with a grade of "C" or better.
Corequisites	PHT 1800L and PHT 2337C.
Description	The didactic portion of this course emphasizes rehabilitation as it relates to orthopedic diagnoses, disabilities and surgeries. Specific principles which guide the use of therapeutic modalities, such as heat, cold, sound, therapeutic electrical stimulation and traction are discussed and practiced in the laboratory. Students will study various types and models of equipment and the rationale for its use.
Fees	Additional special fees are required.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 1211L
Course Name	Disabilities and Physical Therapy Procedures I Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies PHT 1211C.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 1800L
Course Name	Clinical Experience I
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Forty hours of clinical experience per week for four weeks.
Prerequisites	Completion of PHT 1007C, PHT 1124C with a grade of "C" or better.
Corequisites	Concurrent enrollment in PHT 1211C and PHT 2337C.
Description	This course introduces the student to beginning professional practice in the clinical setting. Application of skills in selected situations is the emphasis of this course.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2230
Course Name	Therapeutic Exercise Prescription and Application in Physical Therapy
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Prerequisites	Admission to the physical therapist assistant program; completion of BSC 2085, ENC 1101, MAT 1033 or higher, and PSY 2012 with a grade of "C" or better; completion of or concurrent enrollment in BSC 2086
Corequisites	Concurrent enrollment in PHT technical course work.
Description	This course is designed to assist the student in applying principles related to prescription and application of therapeutic exercise as a Physical Therapist Assistant. The course is designed for both the first- and second-year PTA students, as an elective course, used to supplement the concepts and hands on application of therapeutic exercises learned in the PTA technical course work. Students will utilize critical thinking, interpersonal communication and motor skills to identify, demonstrate and synthesize appropriate therapeutic exercise interventions for patients and clients based on plans of care, patient/client needs and accepted exercise theory.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2321C
Course Name	Disabilities and Physical Therapy Procedures III
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Six-hour class, eight hours of laboratory per week for 10 weeks.
Prerequisites	Completion of PHT 1007C, PHT 1124C, PHT 1211C, PHT 1800L and PHT 2337C with a grade of "C" or better.
Corequisites	PHT 2810L.
Description	This course introduces students to the study of neuromotor development and the treatment and rehabilitation of pediatric and adult neurologic diseases, disorders and disabilities through physical therapy intervention.
Fees	Additional special fees are required.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2321L
Course Name	Disabilities and Physical Therapy Procedures III Laboratory

Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies PHT 2321C.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2337C
Course Name	Disabilities and Physical Therapy Procedures II
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Six-hour class, five hours laboratory per week for 11 weeks.
Prerequisites	PHT 1007C and PHT 1124C with a grade of "C" or better.
Corequisites	PHT 1211C and PHT 1800L.
Description	This course focuses on rehabilitation of cardiovascular disease diagnoses, disabilities and related surgical procedures. Principles of chest physical therapy, general conditioning, malignancies and women's health are introduced as well as treatments and training of individuals with amputations. Laboratory activities also include burn and wound care and the related use of therapeutic modalities for these conditions.
Fees	Additional special fees are required.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2337L
Course Name	Disabilities and Physical Therapy Procedures II Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	This is a mandatory laboratory that accompanies PHT 2337C.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2810L
Course Name	Clinical Experience II
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	40 hours of clinical experience per week for six weeks.
Prerequisites	Completion of PHT 1007C, PHT 1124C, PHT 1211C, PHT 1800L and PHT 2337C with a grade of "C" or better.
Corequisites	Concurrent enrollment in PHT 2321C.
Description	This clinical course encourages the student to further develop patient assessment and treatment skills. The student applies knowledge from classroom, laboratory and prior clinical course activities to clinical practice.
Fees	Additional special fees are required.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2820L
Course Name	Clinical Experience III
Credit Hours	(8) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	40 hours of clinical experience per week for six weeks.

Prerequisites	Completion of PHT 1007C, PHT 1124C, PHT 1800L, PHT 2321C, PHT 2337C, and PHT 2810L with a grade of “C’ or better.
Corequisites	Concurrent enrollment in PHT 2931.
Description	The final clinical course is a comprehensive experience that prepares the student to function as a competent entry level physical therapist assistant. The focus is on progressing patient care, time management and the application of knowledge to entry level.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2930
Course Name	Special Topics, Physical Therapy
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.S.)
Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Physical Therapist Assistant
Course Prefix/Code	PHT 2931
Course Name	Trends in Physical Therapy
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Six-hour class per week for eight weeks.
Prerequisites	PHT 2321C with a grade of "C" or better.
Corequisites	PHT 2820L.
Description	This course includes exploration of legal, ethical, and business issues related to the practice of physical therapy; current issues and trends in health care delivery; licensure, continuing education, career development and concepts of professionalism. A collaborative community service project will be included in this course.
Fees	Additional special fees are required.

Course Type	Physics
Course Prefix/Code	PHY 1020C
Course Name	Fundamentals of Physics
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours lecture/laboratory per week.
Prerequisites	MAT 0018, MAT 0028, STA 1001 or equivalent.
Description	This course meets Area V of the A.A./A.S. general education requirements. This course offers a comprehensive survey of physics, covering a wide range of topics including motion, Newton's laws, energy, sound, heat, electricity, magnetism, and optics. Emphasizing a conceptual understanding of physics, the course integrates critical thinking skills and real-world applications. This course is intended primarily for non-science majors to help them understand the physical world in which they live.
Fees	Additional special fees are required.

Course Type	Physics

Course Prefix/Code	PHY 2048
Course Name	General Physics I with Calculus
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	completion of MAC 2311 with a grade of "C" of better.
Corequisites	PHY 2048L
Description	This course meets Area V requirements for the A.A/A.S. general education requirements. 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.
Note(s)	Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Physics
Course Prefix/Code	PHY 2048L
Course Name	General Physics I with Calculus Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lab per week.
Prerequisites	MAC 2311 with a grade of "C" or better.
Corequisites	PHY 2048
Description	This course meets Area V requirements for the A.A/A.S. general education requirements. This course is a comprehensive study of the fundamental concepts of Physics Laws, especially as they apply to Kinematics, Dynamics, Statics, Thermodynamics and Fluid Dynamics. This course is designed for engineering, science and science-related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Physics
Course Prefix/Code	PHY 2049
Course Name	General Physics II with Calculus
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	Completion of PHY 2048 and PHY 2048L with a grade of "C" or better.
Corequisites	PHY 2049L
Description	This course meets Area V requirements for the A.A/A.S. general education requirements. This course is a comprehensive study of the fundamental concepts of the Physics Laws, especially as they apply to electricity, magnetism, and optics. This course is designed for pre-engineering science and science associated majors. Students already with credit for PHY 2049 cannot subsequently get credit for PHY 2054 Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Physics
Course Prefix/Code	PHY 2049L
Course Name	General Physics II with Calculus Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lab per week.
Prerequisites	PHY 2048 and PHY 2048L with a grade of "C" or better.
Corequisites	PHY 2049
Description	This course meets Area V requirements for the A.A/A.S. general education requirements. This course is a comprehensive study of the fundamental concepts of the Physics Laws, especially as they apply to electricity, magnetism, and optics. This course is designed for engineering, science, and science-related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Physics
Course Prefix/Code	PHY 2053
Course Name	General Physics I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	Completion of MAC 1140 and MAC 1114 with a grade of "C" or better.
Corequisites	PHY 2053L
Description	This course meets Area V requirements for the A.A/A.S. general education requirements. 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. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Physics
Course Prefix/Code	PHY 2053L
Course Name	General Physics I Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lab per week.
Prerequisites	MAC 1114 and MAC 1140 with a grade of "C" or better.
Corequisites	PHY 2053
Description	This course meets Area V requirements for the A.A/A.S. general education requirements. This course is a comprehensive study of the fundamental concepts of Physics Laws, especially as they apply to Kinematics, Dynamics, Statics, Thermodynamics and Fluid Dynamics. This course is designed for science and science-related majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Physics
Course Prefix/Code	PHY 2054
Course Name	General Physics II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lecture.
Prerequisites	completion of PHY 2053 and PHY 2053L with a grade of "C" or better.
Corequisites	PHY 2054L
Description	This course meets Area V requirements for the A.A/A.S. general education requirements. This course is a comprehensive study of the fundamental concepts of natural laws, especially as they apply to electricity, magnetism, and optics. This course is designed for pre-engineering science and science associated majors. Students already with credit for PHY 2049 and PHY 2049L cannot subsequently get credit for PHY 2054. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.

Course Type	Physics
Course Prefix/Code	PHY 2054L
Course Name	General Physics II Laboratory
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours lab per week.
Prerequisites	PHY 2053 and PHY 2053L with a grade of "C" or better.
Corequisites	PHY 2054
Description	This course meets Area V requirements for the A.A/A.S. general education requirements. This course is a comprehensive study of fundamental concepts of natural laws, especially as they apply to electricity, magnetism, and optics This course is designed for science and science-associated majors. Please note that students who withdraw from lecture or lab will be withdrawn from the appropriate co-requisite course.
Fees	Additional special fees are required.

Course Type	Physics
Course Prefix/Code	PHY 2930
Course Name	Special Topics: Physics
Credit Hours	(1-4 Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 1003
Course Name	Introduction to Legal Systems
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	Course is prerequisite for entering the Legal Assisting Program. It provides a broad study of relationships in a law office. The structure of the American legal system,

including constitutional underpinnings, is covered. Legal ethics and basic issues common to all areas of law, such as court jurisdiction, conflicts of laws and remedies are taught.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 1104
Course Name Legal Research and Writing I
Credit Hours (4) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101. Recommended prerequisite: PLA 1003.
Description This course meets the Gordon Rule requirement. This course will provide the student with a working knowledge of the major techniques of legal research, analysis, and writing, including source citation form. It will introduce the student to a broad practical approach to the use of legal publications and the law library. The student will complete assigned problems in legal research and will draft legal memoranda and case briefs. This course will familiarize the student with computerized legal research sources to enhance their legal research skills. Students will be able to locate and update legal authority using electronic (online) databases and sources.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 1227
Course Name Trial Practice: Mock Trial Competition I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course is a semester long, culminating in the preparatory stage for team participation in the College Mock Trial or the High School Mock Trial Competitions. The course will review the elements of a trial, as well as focus on leadership, team building, and public speaking. The faculty will use simulations to engage students in the various stages of a trial and to introduce students to the techniques used to prepare and conduct trials, including opening statements, direct examinations, cross examinations, closing arguments, and objections.
Note(s) This course is a prerequisite for PLA 2228 - Trial Practice: Mock Trial Competition II, which will be the actual team competition.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 1610
Course Name Real Property Law and Transactions I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course covers introductory and intermediate real estate law topics with a specific emphasis on real property transactions in Florida. Students who complete this course will understand the fundamental concepts of real property and the law underlying real estate transfers, including the issuance of title insurance commitments policies and endorsements, and various federal and state regulations that affect real estate transactions. Students will study the concepts of ownership and estates of land; easements and licenses; real estate contracts; deeds; marketable title, searches, examination and insurance; encumbrances and

adverse matters; water rights; real estate finance; mortgages; real estate closing procedures; and leases.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 1730
Course Name	Computer Assisted Legal Research
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Corequisites	This course is required of all Paralegal/Legal Assisting Program majors and must be taken concurrently with PLA 1104 or permission from instructor to waive corequisite.
Description	This course is designed to familiarize the student with computerized legal research databases and enhance their legal research skills. Students will be able to locate and update legal authority using electronic (online) databases and sources, and to properly cite their resources in a memorandum of law.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 1949
Course Name	Career Decision Work Experience in Legal Assisting
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	12 hours of volunteer or work experience per week are expected based on the credit hour requirements.
Prerequisites	PLA 1003 and/or permission of instructor or program manager.
Description	This work-study course reinforces education and professional growth in a student's academic major through coordinated field experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 2001
Course Name	General Law
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course emphasizes the law of contracts and forms relating to the law of sales and credit transactions, discussion of various instruments and the study of the Uniform Commercial Code. The course also emphasizes the basic principle of the Law of Torts.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 2114
Course Name	Legal Research and Writing II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	PLA 1104 and PLA 1730.

Description	This course meets the Gordon Rule requirements. This course is designed to perfect the research skills acquired in PLA 1104 and PLA 1730, including citation form. Emphasis is placed on developing facility in state and federal research and the drafting of memoranda and briefs. Computer-assisted legal research techniques using WestlawNext are examined in depth to complement the techniques learned in PLA 1104 and PLA 1730. Ethical issues in legal research and writing are explored in depth.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 2203
Course Name	Civil Procedure I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	PLA 1003
Description	This course emphasizes the civil court system and litigation procedures in the state and federal courts. All phases of litigation procedures will be covered with special emphasis on rules of procedure, discovery, and pretrial practices. All aspects of the pretrial phase of civil litigation are studied, including preliminary office procedures and drafting of pleadings, pretrial motions, written discovery documents, and notices. Skills in document formatting/typography will be emphasized. Ethical considerations as applied to litigation will also be covered. The principles learned will be applied to practical exercises.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 2223
Course Name	Civil Procedure II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	PLA 2203 with a grade of "C" or better, or permission of the instructor. Recommended prerequisite: PLA 2732
Description	This course expands the knowledge gained in PLA 2203. Students will continue to learn civil litigation procedures that build upon prior learning. The course emphasizes the civil court system and litigation procedures in state and federal courts. All phases of litigation procedures will be covered, with special emphasis on rules of procedure, discovery, trial, and post-trial practices, including appeals procedures. Students will apply the federal and state rules of procedure and rules of evidence. Ethical considerations as applied to litigation will also be covered. The principles learned will be applied to practical exercises.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 2228
Course Name	Trial Practice: Mock Trial Competition II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	PLA 1227 or instructor permission.
Description	This course is the culmination of the preparatory stage for team participation in the high school mock trial competition, Sarasota, Florida. The course will focus on further preparing the students for the actual team competition. The faculty will use

simulations to engage students in the various stages of a trial and to introduce students to the techniques used to conduct trials, including opening statements, direct examinations, cross examinations, closing arguments, and objections.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 2303
Course Name Criminal Law and Procedures
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites Recommended prerequisite PLA 1003.
Description This course teaches about offenses against persons, property and habitation, statutory provisions, defenses, parties to the crime and jurisdiction, and all aspects of criminal procedures from probable cause and arrest to all hearings, discovery, trial and habeas corpus.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 2433
Course Name Corporations and Business Organizations
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course offers instructions in all phases and aspects of corporate law and practice, stressing procedures in corporations and organizations; dissolution, merger, rights, liabilities, duties and obligations of stockholders, directors and officers; amendments of Articles of Incorporation; a study of partnerships; and business organizations.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 2600
Course Name Wills, Trusts and Estate Administration
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course is designed to offer the legal assistant or paralegal a general understanding of the techniques and procedures involved in the preparation of estate planning documents such as Wills and Trusts. Concepts related to estate planning and probate administration will also be presented including estate, gift, and inheritance taxes; probate avoidance; probating of estates; elder law issues; and Trust administration.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 2612
Course Name Real Property Law and Transactions II
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites PLA 1610.
Description This course covers advanced levels of real estate topics that were introduced in PLA1610, with specific emphasis on real property transactions in Florida. Students will understand advanced concepts of real property and the law underlying real

estate transfers. Students will explore the development of real estate communities; planning and zoning; constitutional issues; environmental regulation and sustainability; economic development; tax aspects of land ownership and transfer; mortgages and financing; commercial due diligence, purchase, sale, loans and closings.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 2614
Course Name Real Property Law and Transactions III
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites PLA 2612
Description This course will provide students with practical, hands-on experience working on real or simulated real estate transactions and cases. Students will learn how to apply concepts of real estate law and transactions to real scenarios. They also learn how to plan, prepare for conflicts, and work collaboratively with others. Students will have the opportunity to meet practitioners in the real estate field and observe government functions. Students will learn the practical "nuts and bolts" involved in taking a real estate transaction from contract to closing. The students will learn how to carry out advanced negotiations and closings based on current local and federal requirements. Students will perform title searches, due diligence research and prepare necessary closing documents.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 2732
Course Name Legal Technology
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course introduces the student to software programs that are essential to being a successful paralegal. The emergence of technology and its role in changing the legal industry will be explored. Students will gain insight into the legal technology market and the many software tools utilized by law firms of all sizes and practice areas. Applications will include word processing, electronic communication, spreadsheets, document preparation and collaboration, docketing/calendaring, billing, courtroom presentation, and case management software. Students will acquire hands-on experience with over a dozen legal technology tools using software simulations and training tutorials and will receive certification from a nationally recognized legal office technology group.

Course Type Paralegal/Legal Assistant
Course Prefix/Code PLA 2763
Course Name Law Office Management
Credit Hours (3) Credit Hours
Creditable (A.S.)
Prerequisites PLA 1003.
Description This course instructs students in the communications skills needed and processes followed in law offices. It reviews legal ethics and how they relate to office functions. Topics include financial management, records and physical facilities of

small businesses, particularly law offices, and common business communications involving telephone, correspondence and e-mail usage. Students learn the complexities of obtaining jobs; develop personal and professionally written resumes and cover letters; know and practice the skills of interviewing; and apply the skills of salary negotiations.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 2800
Course Name	Introduction to Family Law
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites/ Corequisites	Recommended prerequisite or corequisite: PLA 1003.
Description	This course is designed to familiarize the student with the fundamental principles and rules relating to family law. It involves a study of marriage relationships, legal problems affecting minor children, dissolution of marriage, custody, adoption, support provisions, separation agreements, property disposition and foreign divorces.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 2949
Course Name	Capstone: Internship in Paralegal/Legal Assisting
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Permission by instructor or program manager.
Description	150 hours of volunteer or work experience expected. Prerequisites: permission by instructor or program manager. This work-study course is designed to continue training in a student's academic major through field experiences. The student, instructor, and work-site supervisor work together to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and technical project. This course should be taken during the last semester of the student's selected program.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 2949
Course Name	Certified Paralegal Examination Review
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Prerequisites	Recommended PLA 2203 or experience working in litigation.
Description	This course is designed to bring students up to date on all phases of knowledge required to take the NALA Certified Paralegal/Legal Assistant Examination. Emphasis is on all current areas tested, including the knowledge and skills exams. This course is upgraded regularly and taught to prepare students for the CP/CLA exam. Mock exams will prepare the students for taking the online certification exam.

Course Type	Paralegal/Legal Assistant
Course Prefix/Code	PLA 3843
Course Name	Immigration Law and Procedures
Credit Hours	(3) Credit Hours
Creditable	(B.A.S.)
Description	This course is intended to provide an overview of U.S. Immigration Laws. Special emphasis is placed on the practical aspects of Immigration Law, an examination of the substantive and Procedural aspects of this type of practice, and an analysis of the changes in our immigration laws and policies post September 11, 2001. In addition, it will provide the student fundamental tools in this area of the law concerning interviewing a client as well as forms and documents requirement.

Course Type	Political Science
Course Prefix/Code	POS 1041
Course Name	American Government
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course meets Area III-B for the A.A./A.S. General education and civic literacy requirements. In this course, students will investigate how the national government is structured and how the American constitutional republic operates. It covers the philosophical and historical foundations of 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 Type	Political Science
Course Prefix/Code	POS 2930
Course Name	Special Topics: Political Science
Credit Hours	(1-3 Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

Course Type	Psychology
Course Prefix/Code	PSY 1041
Course Name	General Psychology
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course meets Area III requirements for A.A./A.S. general education requirements. In this course, students 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 Type Psychology
Course Prefix/Code PSY 2930
Course Name Special Topics: Psychology
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)
Prerequisites PSY 2012 with a grade of "C" or better and permission of instructor.
Description This course provides selected topics in psychology to meet the requirements and interests of individuals or groups, i.e. teachers, administrators, managers, social workers and government employees.

Course Type Quantitative Methods in Business
Course Prefix/Code QMB 1001
Course Name Business Mathematics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course provides an application of mathematics to routine business activities requiring computation such as discounts, mark-ups, interest, installment payments and depreciation schedules.

Course Type Quantitative Methods in Business
Course Prefix/Code QMB 2150
Course Name Quantitative Methods in Business
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites STA 2023 and CGS 1570.
Description This course meets the requirements for a business electives course. Data description and analysis; probability theory; types of variables and distributions; sampling and sampling distributions; point and interval estimations; hypothesis testing and quality control charts. In this course, students will use Excel extensively to organize and analyze business related data sets. Statistical concepts will be taught in online or F2F environments using Canvas and MyStatLab with Microsoft's Excel. During these labs, the student will analyze and interpret data from a business perspective.

Course Type Reading
Course Prefix/Code REA 0007
Course Name Basic Reading Skills I Developmental
Credit Hours (4) Credit Hours
Creditable (D)
Lecture/Lab Hours Four hours of lecture and participation per week.
Description This course is designed to develop skills in word recognition, vocabulary and literal and critical comprehension. After successful completion, the student will enroll in REA 0017. Placement for the next level of reading is determined by test scores.

Course Type Reading
Course Prefix/Code REA 0017

Course Name	Basic Reading Skills II Developmental
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours lecture per week.
Prerequisites	Successful completion of REA 0001, or REA 0007 or appropriate score on placement instruments.
Description	This course is designed to develop skills in vocabulary, comprehension and reading rate.

Course Type	Reading
Course Prefix/Code	REA 0019
Course Name	Modularized Developmental Reading
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours per week.
Description	This course is designed to develop basic reading skills necessary for success in college-level courses. Topics include main idea, supporting, details, the purpose and tone of the author, fact and opinion, organizational patterns, relationships, vocabulary in context, inference and conclusions, reasoning and argument. Credit is not applicable toward A. A. or A.S. degrees. REA 0019 cannot be repeated. However, students who do not earn a grade of “A.”, “B.”, or “C.” will be allowed to register in REA 0019A .

Course Type	Reading
Course Prefix/Code	REA 0019A
Course Name	Modularized Developmental Reading-A
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours per week.
Prerequisites	REA 0019 and approval of department chair.
Description	This course is designed to develop basic reading skills necessary for success in college-level courses. Topics include main idea, supporting, details, the purpose and tone of the author, fact and opinion, organizational patterns, relationships, vocabulary in context, inference and conclusions, reasoning and argument. Credit is not applicable toward A. A. or A.S. degrees. REA 0019A cannot be repeated. However, students who do not earn a grade of "A.", "B.", or "C." will be allowed to register in REA 0019B.

Course Type	Reading
Course Prefix/Code	REA 0019B
Course Name	Modularized Developmental Reading-B
Credit Hours	(4) Credit Hours
Creditable	(D)
Lecture/Lab Hours	Four hours per week.
Prerequisites	REA 0019A and approval of department chair.
Description	This course is designed to develop basic reading skills necessary for success in college-level courses. Topics include main idea, supporting, details, the purpose and tone of the author, fact and opinion, organizational patterns, relationships,

vocabulary in context, inference and conclusions, reasoning and argument. REA 0019B cannot be repeated.

Course Type Reading
Course Prefix/Code REA 1105
Course Name Critical Reading Techniques
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites successful completion of REA 0002 or REA 0017 with a grade of "C" or higher or appropriate score on reading placement test.
Description This course is designed to develop efficient reading skills for purposeful application. Emphasis is on development of vocabulary, comprehension, reading techniques, critical analysis and written response to various types of reading materials. Instruction is presented through a lecture-participation approach.

Course Type Reading: Education
Course Prefix/Code RED 3041
Course Name Foundations of Research Based Reading Based Practices in Education and Application
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course examines research-based foundations of reading instruction with a focus on phonological awareness, phonemic awareness, phonemes, and phonics as foundational skills for accurate and fluent word reading across PreK-12 settings. Grounded in the science of reading, candidates analyze research and apply evidence-based instructional practices to support reading development, including adaptations for learners acquiring English as an additional language. Lab/studio experiences allow candidates to design and implement instructional activities targeting foundational reading skills, use formative assessment data to inform instruction, and scaffold learning across developmental levels. The course emphasizes PreK-12 instructional planning and assessment to prepare candidates for effective teaching and certification. ESOL infused.

Course Type Reading: Education
Course Prefix/Code RED 3309
Course Name Teaching Early and Emergent Literacy
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course is designed to increase the understanding of early literacy development and the conditions which promote total literacy from birth through lower elementary grades. Language theory and current research are used to shape informed practices regarding literacy development. This course satisfies reading endorsement competencies 1 and 2.

Course Type Reading: Education

Course Prefix/Code	RED 3450
Course Name	Progressive Differentiated Literacy Instruction
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course examines theory, research, and instructional applications related to differentiated literacy instruction across K-12 settings. Emphasis is placed on designing, implementing, and evaluating differentiated reading instruction to address varying instructional needs and levels of learner support. Candidates analyze instructional practices, assessment data, and evaluation techniques to inform instructional decision making within general and exceptional education contexts. The course aligns with Florida Reading Endorsement Competency 4: Foundations and Applications of Differentiated Instruction and supports preparation for integrated literacy instruction across grade levels. ESOL infused.

Course Type	Reading: Education
Course Prefix/Code	RED 4318
Course Name	Teaching Reading in Intermediate Grades
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	RED 3309
Description	This course provides a broad study of the variety of student learners and allows the pre-service teacher to apply research based instructional practices for differentiating process, product, and context in intermediate grades 4-6. Students will examine the critical role of assessment within the reading acquisition process which informs and drives the instructional methods and strategies used to develop student literacy in populations with a variety of intervention needs. This course satisfies reading endorsement competencies 3 and 4.

Course Type	Reading: Education
Course Prefix/Code	RED 4335
Course Name	Teaching Reading in the Content Areas (Math, Science, Social Studies)
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course prepares teacher candidates to implement evidence-based reading strategies across content areas for PreK-12 learners, including ESOL and exceptional student education (ESE) contexts. Candidates explore cognitive and linguistic processes underlying reading development, analyze the structural components of language (phonology, morphology, syntax, and semantics), and integrate content-specific literacy strategies to enhance comprehension, fluency, and engagement. The course emphasizes simulated teaching, field-based applications, and collaborative activities, enabling candidates to apply instructional strategies, adapt materials, and assess student learning. Reading Endorsement Competencies 2 and 4 are embedded, and candidates are guided in producing standards-based lessons that incorporate technology and differentiated strategies to support a variety of learners.

Course Type	Reading: Education
Course Prefix/Code	RED 4352
Course Name	Reading Assessment & Instruction for a Variety of Learners
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course provides teacher candidates with the fundamental knowledge and skills necessary to assess and teach reading across PreK-12 settings, including ESOL and exceptional student education (ESE) classrooms. Candidates learn to diagnose reading difficulties and implement evidence-based interventions tailored to a range of learner needs, using both formal and informal assessment tools. The course integrates applied instructional strategies in the studio and practicum, building toward the Instruction/Intervention Design Portfolio (IIDP) - "Purpose to Application", and prepares candidates for the FTCE ESE Subject Area Exam. Candidates will apply strategies for phonemic awareness, phonics, decoding, fluency, and early literacy development, correlating instruction with Florida Reading Endorsement Competencies 3 and 5. A minimum of 15 hours of field-based experience is included, requiring district-approved security clearance. This course is ESOL-infused and emphasizes the integration of literacy instruction across learning contexts.

Course Type	Reading: Education
Course Prefix/Code	RED 4519
Course Name	Diagnostic and Intervention in Reading
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	RED 4940
Description	This course consists of a supervised field experience. Teacher candidates will work in a school with students who are experiencing reading problems, including ESE students and English Language Learners. The teacher candidate will review current reading research literature to select, plan, and use appropriate reading assessments, materials, and strategies to identify students' needs and plan remedial reading instruction in a classroom setting. This course is ESOL infused. This course is ESOL infused and reading competencies 3 and 4 infused.

Course Type	Reading: Education
Course Prefix/Code	RED 4844
Course Name	Reading Practicum
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Corequisites	TSL 4939, EEX 4995
Description	This application-based course provides teacher candidates with a supervised practicum experience focused on demonstrating mastery of Reading Endorsement Competency 5 across PreK-12 settings. Candidates work in approved school-based or instructional settings with students experiencing reading difficulties, including students with exceptional learning needs and students developing English proficiency. The course emphasizes the use of current reading research to select, administer, and analyze reading assessments; plan and implement targeted

reading instruction; and monitor student progress using evidence-based practices. Field-based demonstration is supported through structured seminar activities, guided reflection, and documentation of practice within the Learning Reflection & Synthesis Portfolio (LRSP). RED 4844 is ESOL-infused and intentionally aligned with TSL 4939 ESOL Capstone and EEX 4995 Internship, providing a cohesive final-semester experience that emphasizes demonstration, synthesis, and professional readiness for certification and dual certification pathways.

Course Type Reading: Education
Course Prefix/Code RED 4940
Course Name Reading Internship
Credit Hours (3) Credit Hours
Creditable (B.S.)
Prerequisites RED 3390
Description This course is the supervised reading portion of the final internship and provides a clinical experience in reading instruction and assessment. Teacher candidates work directly with the supervising teachers and students in large group, small group, and individual settings to demonstrate the use of effective strategies and materials to maximize student reading performance. Field experience is required. This course satisfies reading endorsement competency 5.

Course Type Religion
Course Prefix/Code REL 2121
Course Name Religion in America
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101 with a grade of "C" or better.
Description This course meets Area IV requirements for the AA/AS general education requirements and Gordon rule requirement. The course examines the scope and nature of religious institutions and developments in America. The course will include investigation into how traditional western religions have changed, adopted, and influenced America via art, music, doctrines, and literature. Reading of primary texts may include the Old Testament, the New Testament, the Torah, and additional selections from the western canon.

Course Type Religion
Course Prefix/Code REL 2210
Course Name Introduction to the Academic Study of Hebrew Bible/Old Testament
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours of lecture per week.
Description This course meets Area IV requirements for the A,A,/A.S. general education requirements. The course is an introduction to the academic study of the Hebrew bible/Old Testament. Each of the three major western religions (Judaism, Christianity and Islam) traces its origin and development back to this fundamental document of western civilization. The course examines the religious life and thought of ancient Israel within the context of its historical, political, social, economic, and cultural setting. A wide range of methodologies will be used that come under the category of historical and literary criticism, enabling students to understand and

analyze the meaning of the Old Testament in its original context as well as in the contemporary one.

Course Type Religion
Course Prefix/Code REL 2240
Course Name Introduction to the New Testament
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area IV requirements for the A.A./A.S. general education requirements. The course is an introduction to the academic study of the New Testament, one of the most influential texts of western civilization and history. A wide range of methodologies will be used that come under the category of historical and literary criticism including selections from the western canon, enabling students to understand and analyze the meaning of the document in its original context as well as in the contemporary one. The course offers a study of the historical and theological background of the New Testament world, the life and teachings of Jesus, and early Christian literature. Attention is given to the date and authorship of individual writings.

Course Type Religion
Course Prefix/Code REL 2300
Course Name Introduction to World Religions
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course meets Area IV requirements for both the A.A./A.S. general education requirements. This course offers a study of the major religious traditions of the world, including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Daoism, by noting distinctive features and common elements. Students will be exposed to sacred writings (e.g. the Hebrew bible, the New Testament, and Qur'an) as well as various theological doctrines and developments, art, and music, including selections from the western canon.

Course Type Religion
Course Prefix/Code REL 2930
Course Name Special Topics: Religion
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)
Description This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

Course Type Risk Management and Insurance
Course Prefix/Code RMI 1201
Course Name Principles of Property and Liability Insurance
Credit Hours (3) Credit Hours
Creditable (A.S.)

Description	This is an introductory course that provides an overview that covers basic property and liability insurance principles such as risk management, regulation, performance, marketing, underwriting, claims, contracts, and loss exposures.

Course Type	Risk Management and Insurance
Course Prefix/Code	RMI 2113
Course Name	Personal Insurance
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course provides an overview of personal lines insurance, including an introduction to fundamental automobile, homeowners, life, health, and disability concepts, practices, and current market trends.

Course Type	Risk Management and Insurance
Course Prefix/Code	RMI 2213
Course Name	Commercial Insurance
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course provides an overview of commercial lines insurance, including an introduction to fundamental property, liability, automobile, crime business income, workers compensation practices, and current market trends.

Course Type	Risk Management and Insurance
Course Prefix/Code	RMI 2302
Course Name	Risk in Business & Society
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course is designed to enhance the student's understanding of risk and its implications for individuals, business and society. The course highlights the impact of uncertainty on decisions and the risk-reward trade-off. Using scenarios and experts from a variety of disciplines, students analyze the implications of risk in a variety of settings and evaluate ways to minimize the cost and maximize the reward associated with risk.

Course Type	Risk Management and Insurance
Course Prefix/Code	RMI 2302
Course Name	Insurance Services Internship
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Student must have completed nine (9) credit hours in this major field of study or permission of program manager.
Description	Students will participate in work based learning experiences and are graded on documented student learning outcomes acquired through hands on learning experiences in an actual work setting. Students must follow the SCF guidelines for internships. Students can visit the SCF internship website to learn more details about the process.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 1001
Course Name	Medical Terminology for Radiographers
Credit Hours	(1) Credit Hour
Creditable	(A.S.)
Lecture/Lab Hours	1.3 hours per week for 12 weeks.
Prerequisites	Acceptance into the Radiography Program.
Description	This course is an introduction to the language of medicine with emphasis on its use in radiologic technology. Students will survey and become proficient in the use of medical and anatomical terminology, including definitions, word construction and analysis of disease, operative procedure, diagnostic and treatment terms, and abbreviations as reflected in medical documentation. This course format will consist of a combination of self-directed learning, as well as classroom discussion. An in-class oral presentation is also required.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 1002
Course Name	Introduction to Radiologic Technology
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Five hours for twelve weeks.
Prerequisites	Acceptance into the Radiography Program.
Description	This course is divided into two sections. The first portion of the course consists of a Nursing Assistant Program based on the state CNA curriculum. This nursing assistant component consists of didactic, lab, and clinical experience in a nursing facility. The second portion of this course focuses on radiology - history, equipment, role in medicine, and the clinical environment. Radiographic accessories (image receptors, beam-limiting devices, grids etc.) and image processing are examined, as well as ethics of the profession, medical law and patient care.
Fees	Additional special fees are required.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 1308
Course Name	Radiation Protection and Safety
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours per week for 12 weeks.
Prerequisites	Acceptance into the Radiography Program.
Description	The course provides information which will enable the student to safely administer ionizing radiation in the diagnostic clinical setting. This course examines how radiation affects human cellular biology; federal regulations regarding exposure levels to patients and operators; and the proper utilization of protective devices to minimize exposure.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 1418

Course Name	Radiographic Exposures I
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Five hours per week.
Prerequisites	RTE 1002 and RTE 1308.
Description	This course focuses on the principles of x-ray production, radiographic exposures, including prime factors of radiographic quality and their effects on each other and the radiograph, as well as the equipment and circuitry needed to produce these effects.
Fees	Additional special fees are required.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 1458
Course Name	Radiographic Exposures II
Credit Hours	(5) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Five hours per week.
Prerequisites	RTE 1418.
Description	This is a continuation of RTE 1418 with further investigation of image formation using fluoroscopy, mobile radiography, and advanced computerized imaging modalities. This course also includes a detailed quality assurance segment where the student will perform quality control testing on radiographic equipment and present the information during an in-class group presentation. In addition, an in-class presentation of a journal article on imaging modality will be required.
Fees	Additional special fees are required.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 1503C
Course Name	Radiographic Procedures I
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	Three hours of lecture and three hours of laboratory per week.
Prerequisites	RTE 1002 and RTE 1308.
Description	This is the first of four courses dealing with the anatomy and positioning of the human body. It is designed to cover basic radiographic principles, chest, abdomen, upper and lower extremities. Students work with phantoms and two fully energized laboratories to enhance their comprehension. Simulations of various radiographic procedures are conducted.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 1503L
Course Name	Radiology Procedures I Laboratory
Credit Hours	0
Creditable	(A.S.)
Description	Laboratory to accompany RTE 1503C.

Course Type	Radiologic Technology

Course Prefix/Code RTE 1513C
Course Name Radiographic Procedures II
Credit Hours (4) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Three hours of lecture and three hours of laboratory per week.
Prerequisites RTE 1503C and RTE 1418.
Description This is a continuation of RTE 1503C with emphasis on the routine positioning of the pelvis and hip, and abdominal procedures such as upper and lower gastrointestinal tracts, skull and facial bone areas, bony thorax, spine, and urinary system. Students work with phantoms and two fully energized laboratories to enhance their comprehension. Simulations and assessments also will be conducted.

Course Type Radiologic Technology
Course Prefix/Code RTE 1513L
Course Name Radiology Procedures II Laboratory
Credit Hours 0
Creditable (A.S.)
Description Laboratory to accompany RTE 1513C.

Course Type Radiologic Technology
Course Prefix/Code RTE 1804L
Course Name Practicum I
Credit Hours (3) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Sixteen hours per week.
Corequisites RTE 1503C.
Description This course provides practical application of the theory and principles presented in the classroom. Students attend one of the program's clinical affiliates and work under the supervision of a registered radiographer while performing radiographic procedures.
Fees Additional special fees are required.

Course Type Radiologic Technology
Course Prefix/Code RTE 1814L
Course Name Practicum II
Credit Hours (3) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours Sixteen hours per week.
Corequisites RTE 1513C.
Description This is a continuation of RTE 1804L with emphasis on practical application of positions learned in Radiographic Procedures I and II. Students attend one of the program's clinical affiliates and work under the supervision of a registered radiographer while performing radiographic procedures.
Fees Additional special fees are required.

Course Type Radiologic Technology

Course Prefix/Code RTE 1824C
Course Name Practicum III
Credit Hours (4) Credit Hours
Creditable (A.S.)
Lecture/Lab Hours 30 hours per week for 12 weeks.
Prerequisites RTE 1814L.
Description A continuation of RTE 1814L with emphasis on practical application of procedures learned in Radiographic Procedures I and II. Students will attend one of the program's clinical affiliates and work under the supervision of a registered radiographer while performing radiographic procedures.
Fees Additional special fees are required.

Course Type Radiologic Technology
Course Prefix/Code RTE 1930
Course Name Seminar in Radiography
Credit Hours (1) Credit Hour
Creditable (A.S.)
Prerequisites RTE 1804L
Corequisites RTE 1814L
Description This course will introduce the radiography student to the structure of the healthcare system, the patient as a customer, delivery of enhanced patient care, and steps in the process of medical diagnosis. Skills to be successful in the program's Practicum Courses and achieving professionalism will also be investigated.

Course Type Radiologic Technology
Course Prefix/Code RTE 2061
Course Name Radiographic Procedures III
Credit Hours (4) Credit Hours
Creditable (A.S.)
Prerequisites RTE 1513C.
Description This course concentrates on arthrography, myelography, trauma radiography and special radiographic projections. The course is divided into two major sections. The first section is designed to help the student become confident and competent in performing radiographic procedures during trauma situations. Modifications of routine projections, technical considerations, and patient care during trauma situations are discussed. The second section of this course covers special radiographic projections that can be utilized when routine projections do not demonstrate desired anatomy. Students complete case studies and share with the class highlights of their clinical experience through an oral presentation.

Course Type Radiologic Technology
Course Prefix/Code RTE 2563
Course Name Radiographic Procedures IV
Credit Hours (4) Credit Hours
Creditable (A.S.)
Prerequisites RTE 2523C.

Description	This course will concentrate on radiographic pathology, special radiographic procedures, and other imaging modalities of the Radiological Sciences. The course is divided into two major sections. The first section will cover radiography of miscellaneous radiographic procedures and provide an introduction to pharmacology, disease processes and the associated radiographic pathology. The second section of this course will provide the student with information about special radiographic procedures. The student will also be introduced to the basics of other imaging modalities which are used to diagnose and treat medical illnesses. Students will also complete case studies, a research project, and an oral presentation.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 2563
Course Name	Radiographic Procedures IV
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Prerequisites	RTE 2523C.
Description	This course will concentrate on radiographic pathology, special radiographic procedures, and other imaging modalities of the Radiological Sciences. The course is divided into two major sections. The first section will cover radiography of miscellaneous radiographic procedures and provide an introduction to pharmacology, disease processes and the associated radiographic pathology. The second section of this course will provide the student with information about special radiographic procedures. The student will also be introduced to the basics of other imaging modalities which are used to diagnose and treat medical illnesses. Students will also complete case studies, a research project, and an oral presentation.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 2762
Course Name	Cross-Sectional Anatomy
Credit Hours	(1) Credit Hours
Creditable	(A.S.)
Prerequisites	RTE 2523C or current radiography license.
Description	This course examines anatomical cross-sections of the human body using digital imaging from computed tomography (CT) and magnetic resonance imaging (MRI). Course content focuses on structures of the brain, thorax, abdomen, and pelvis, with additional emphasis on appendicular girdles and osteology. Students label and analyze anatomical structures depicted in cross-sectional images and develop identification skills through guided review exercises. In addition to normal anatomy, each unit includes common diagnostic examinations and representative pathology.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 2834L
Course Name	Practicum IV
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	22.5 hours per week.

Prerequisites	RTE 1824C
Corequisites	RTE 2523C
Description	Special emphasis is placed on advanced positioning skills. Students attend one of the program's affiliates for a designated period of time and work under the appropriate supervision of a registered radiographer while performing radiographic procedures.
Fees	Additional special fees are required.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 2844L
Course Name	Practicum V
Credit Hours	(4) Credit Hours
Creditable	(A.S.)
Lecture/Lab Hours	22.5 hours per week.
Prerequisites	RTE 2834L
Corequisites	RTE 2563
Description	This course is a continuation of RTE 2834L with emphasis placed on advanced radiographic procedures. Students are encouraged to spend time in areas such as ultrasound, nuclear medicine and vascular imaging to gain insight into these postgraduate areas. Students attend one of the program's affiliates and work under the direct supervision of a registered radiographer while performing radiographic procedures.
Fees	Additional special fees are required.

Course Type	Radiologic Technology
Course Prefix/Code	RTE 2931
Course Name	Radiographic Image Analysis
Credit Hours	(2) Credit Hours
Creditable	(A.S.)
Prerequisites	RTE 1513C and RTE 1418
Description	This course is designed to assess students' ability to critique/assess radiographic images for proper patient positioning, exposure factors, anatomy, artifacts, and evidence of radiation protection. Critical thinking and problem-solving skills are necessary in determining causes of technical and positioning problems to identify corrective actions. Time will be spent in the radiography lab obtaining images to be critiqued and discussed in class.

Course Type	Radio-Television
Course Prefix/Code	RTV 1510
Course Name	Introduction to Television Production
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course is a television studio production workshop, introducing students to the technical and creative processes involved in broadcast production. Students collaborate in a studio environment, creating a range of video projects designed to challenge the beginning producer.

Course Type	Radio-Television

Course Prefix/Code RTV 1512
Course Name Advanced Television Production
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites RTV 1510.
Description This three-hour credit course is a television studio workshop, providing students with advanced study in the field of television studio production. Students participate in a working television studio, focusing their efforts on advanced individual projects, as well as extended group assignments. Emphasis is placed on the creation of broadcast-length productions suitable for distribution on television. (Formerly offered as RTV 1242 as of Fall 2016.)

Course Type Radio-Television
Course Prefix/Code RTV 1530
Course Name Electronic Field Production I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites RTV 1510 and PGY 1750.
Description This course builds upon skills acquired in studio and field recording of live event productions. Students generate, organize, produce, edit and program packages in the areas of news, sports, information, advertising and entertainment. Course assignments are completed at both on-campus and off-campus sites.

Course Type Radio-Television
Course Prefix/Code RTV 2000
Course Name Introduction to Broadcasting
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours per week in lecture, laboratory and production activities.
Description This course is a basic overview of electronic media. Students gain insight on the development of radio and television as industry and art form, assess the impact of historical and contemporary trends, and apply understanding of fundamental production techniques.

Course Type Radio-Television
Course Prefix/Code RTV 2100
Course Name Writing for Television
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This three-hour credit course is an introduction to the mechanics of writing for television. From ideas through revised draft, students learn the process of developing scripts for television. The structural demands of commercial television and cable are explored. The student will have grounding in the historical development of marketable TV genres. The selling and buying of a script are analyzed, as well as strategies for creating a teleplay by oneself or with a staff of writers.

Course Type Science: Education
Course Prefix/Code SCE 3310
Course Name Teaching Science in Elementary School
Credit Hours (3) Credit Hours
Creditable (B.S.)
Description This course will provide content knowledge related to instruction in the elementary science classroom. Various techniques, concepts, and principles for teaching science will be investigated in the topics of science inquiry, physical science, life science, earth and space science, science and technology, environmental science, and the history and nature of science.

Course Type Student Life Skills (Learning)
Course Prefix/Code SLS 1101
Course Name Strategies for College Success
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This survey course is designed to introduce students to college life. Students will be able to improve their academic and communication skills so that they can successfully meet their educational goals. This course will promote academic success and persistence, active collaboration with college personnel, effective educational planning, and student engagement in college life. Students will have the opportunity to develop academic study skills, including strategies for time management, note-taking, test-taking, coping with test anxiety, reading, writing and class discussion.

Course Type Student Life Skills (Learning)
Course Prefix/Code SLS 1300
Course Name Career Planning
Credit Hours (1) Credit Hour
Creditable (A.A.)
Description This course assists students in identifying aptitudes, interests, and values as related to career decision making. Employment and future trends in careers will be explored.

Course Type Student Life Skills (Learning)
Course Prefix/Code SLS 1301
Course Name Career Explorations: A Personal Journey Into Finding Your Career
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course, which includes a career-testing component, is designed to help individuals gain the personal skills and knowledge required to make realistic academic and career decisions. Areas of emphasis include self-knowledge, interest and personality. Assessment techniques are discussed. Recommended for undecided and re-entry students as well as psychology, counseling, education and social work majors.
Fees Additional special fees are required.

Course Type Student Life Skills (Learning)
Course Prefix/Code SLS 1350
Course Name Job Marketing Skills
Credit Hours (1) Credit Hour
Creditable (A.S.)
Description This is an excellent elective for persons seeking full-time employment upon graduation. Students will understand the complexities of obtaining jobs, develop personal and professionally written resumes, know and practice the skills of interviewing, complete application forms and compose cover letters, apply the skills of salary negotiations and understand the opportunities and intricacies of entrepreneurship. National and local forecasts of career growth in the students' areas of interest will be reviewed.

Course Type Student Life Skills (Learning)
Course Prefix/Code SLS 1949
Course Name Internship Exploration and Work Experience
Credit Hours (0 to 3 Variable Credit Hours)
Creditable (A.A.)
Prerequisites Permission of the instructor, program manager, or department chair.

Description This course is for variable hours and provides internship exploration or work experience to reinforce educational and professional growth in a student's academic major through coordinated field experiences. Students engage in supervised career exploration activities and work experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for the student. Through the course assignments and workplace interactions, the student will connect and apply career competencies for the purpose of strengthening educational/career plans and developing professional skills contributing to future employability. The student is evaluated based on documentation of satisfactory completion of the learning objectives and assignments.

These hours are not transferable as upper-level internships, practicums, or clinical practice. The credit will count toward electives in some A.A. and A.S. degrees. Contact the departments or universities for specific credit information.

A pre-determined number of internship or work experience hours a week are expected depending on the credit hour requirements.

Course Type Student Life Skills (Learning)
Course Prefix/Code SLS 2263
Course Name Leadership Fundamentals
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours per week.
Description This course is designed to look at leadership as an inside-out, relational phenomenon, from individual development to group dynamics and eventually to complex organizations. A broad range of leadership topics including self-

development and understanding group behavior, organizational design, ethics and teamwork are covered. Concepts of leadership are introduced and the potential of individual students to develop effective leadership skills is examined.

Course Type Student Life Skills (Learning)
Course Prefix/Code SLS 2930
Course Name Special Topics: Student Life Skills
Credit Hours (1 to 4 Variable Credit Hours)
Creditable (A.A.)
Description This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

Course Type Student Life Skills (Learning)
Course Prefix/Code SLS 2949
Course Name Internship Exploration and Work Experience
Credit Hours (0 to 3 Variable Credit Hours)
Creditable (A.A.)
Prerequisites SLS 1949. Permission of the instructor, program manager, or department chair.
Description This course is for variable hours and provides continued internship exploration or continued work experience to reinforce educational and professional growth in a student's academic major through coordinated field experiences. Students engage in supervised career exploration activities and work experiences. The student, instructor and work-site supervisor work together to determine specific learning objectives for the student. Through the course assignments and workplace interactions, the student will connect and apply career competencies for the purpose of strengthening educational/career plans and developing professional skills contributing to future employability. The student is evaluated based on documentation of satisfactory completion of the learning objectives and assignments.

These hours are not transferable as upper-level internships, practicums, or clinical practice. The credit will count toward electives in some A.A. and A.S. degrees. Contact the departments or universities for specific credit information.

A pre-determined number of internship or work experience hours a week are expected depending on the credit hour requirements.

Course Type Social Work
Course Prefix/Code SOW 2030
Course Name Introduction to Social Work
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This course introduces the values, knowledge, and skills of the social work profession. Students will gain an historical and practical overview of the social work profession, including contemporary roles and relationships of the social work profession to community problems, fields of practice, vulnerable populations, and social welfare history and policy. Students will explore current topics and career opportunities in social work.

Course Type	Speech Communication
Course Prefix/Code	SPC 1300
Course Name	Interpersonal Communication
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	Utilizing a blend of the theoretical and experiential, this course concentrates on helping students develop effective human interaction and relationship skills. Topics include self-concept and self-esteem, effective listening, body language and nonverbal messages, problem solving and conflict resolution.

Course Type	Speech Communication
Course Prefix/Code	SPC 1608
Course Name	Fundamentals of Speech Communication
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Completion of ENC 1101 with a grade "C" or better.
Description	This course meets Area I of the A.A. general education requirements. This course presents oral communication through speaking and listening. Basic research techniques, the fundamentals of organization of speech materials, the reasoning processes, as well as principles of effective delivery of original speech to class audiences are emphasized.

Course Type	Sports Management
Course Prefix/Code	SPM 2000
Course Name	Introduction to Sport Management
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This is an introductory course that will provide students with a foundation in the field of sport management. Topics of study include an overview of the history and business of the sport industry, an examination of amateur and professional sport as well as an introduction to different career segments in the field of sport management. This course is designed to generate interest and develop a basic understanding of the sport industry.

Course Type	Spanish Language
Course Prefix/Code	SPN 1120
Course Name	Elementary Spanish I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Four hours per week includes a required online laboratory component.
Prerequisites	College-level reading and writing skills are required or consent of the department.
Corequisites	SPN 1120L
Description	This course includes fundamentals of Spanish language acquisition with emphasis on understanding, speaking, reading, and writing Spanish, as well as basic elements of cultural appreciation.

Course Type Spanish Language
Course Prefix/Code SPN 1120L
Course Name Elementary Spanish I Laboratory
Credit Hours (1) Credit Hour
Creditable (A.A.)
Description Required on-line companion lab and co-requisite for SPN 1120.

Course Type Spanish Language
Course Prefix/Code SPN 1121
Course Name Elementary Spanish II
Credit Hours (3) Credit Hours
Creditable (A.A.)
Lecture/Lab Hours Three hours per week includes a required online laboratory component.
Prerequisites SPN 1120 with a grade of "C" or better.
Corequisites SPN 1121L
Description This course includes fundamentals of Spanish language acquisition with emphasis on understanding, speaking, reading, and writing Spanish, as well as basic elements of cultural appreciation.

Course Type Spanish Language
Course Prefix/Code SPN 1121L
Course Name Elementary Spanish II Laboratory
Credit Hours (1) Credit Hour
Creditable (A.A.)
Description Required online companion lab and corequisite for SPN 1121.

Course Type Spanish Language
Course Prefix/Code SPN 2200
Course Name Intermediate Spanish I
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites SPN 1120 and SPN 1121 or equivalent.
Description This course meets part of the International/ Intercultural requirement. This course includes readings in the literature and cultural history of Spanish-speaking countries, with discussion. Grammar is reviewed and oral facility is emphasized.

Course Type Spanish Language
Course Prefix/Code SPN 2201
Course Name Intermediate Spanish II
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites SPN 2200 or equivalent.
Description This course meets part of the International/Intercultural requirement. This course includes readings in the literature and cultural history of Spanish-speaking countries, with discussion. Grammar is reviewed and oral facility is emphasized.

Course Type	Spanish Language
Course Prefix/Code	SPN 2930
Course Name	Special Topics: Spanish
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Description	This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type	Statistics
Course Prefix/Code	STA 1001
Course Name	Pathways to Statistics
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	MAT 0018with a grade "C" or better. Student Enrollment in any mathematics course is contingent upon approval of the mathematics department. This means that students who have been misplaced may have their schedule changed.
Description	STA 1001 provides the foundation for further statistical study. This course introduces basic statistical concepts and focuses on data analysis and quantitative reasoning. This course emphasizes both written and verbal communication of statistical concepts and helps prepare the student for inferential statistics courses. STA 1001 is designed for students who do not intend to major in math, science, computer science, business, etc. Please check your degree requirements before enrolling in this course. Students who complete this course will be prepared to enter STA 2023, MGF 1130, and MGF 1131. . This course will not serve as a prerequisite for MAT 1033 or MAC 1105.

Course Type	Statistics
Course Prefix/Code	STA 2023
Course Name	Elementary Statistics
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours of lecture per week.
Prerequisites	MAT 1033 or STA 1001 with a grade "C" or better, or equivalent. (MGF 1130 and MGF 1131 cannot be used to satisfy the prerequisite requirement.)
Description	This course meets Area II requirements for both AA General Education Requirements and AS General Education Requirements. In this course, students 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.

Course Type	Surveying and Related Areas
Course Prefix/Code	SUR 2101C
Course Name	Topographic Drafting and Survey
Credit Hours	(4) Credit Hours
Creditable	(A.S.)

Prerequisites	EGN 1111C or EGS 1110C, or BCN 1251C or permission of instructor.
Description	This course concerns the theory and practice in surveying and the related topographic drafting. Included in the course will be the use and care of surveying instruments and the study of surveying as related to engineering practice and preparation of maps and charts related to surveying.
Note(s)	(EGS 1110C changed to EGN 1111C effective Fall 2014.)

Course Type	Sociology, General
Course Prefix/Code	SYG 2000
Course Name	Principles of Sociology
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	It is an introduction to the scientific study of society and of basic sociological concepts, methods of investigation, interpretation of professional and popular writings and fields of application.

Course Type	Sociology, General
Course Prefix/Code	SYG 2930
Course Name	Special Topics in Sociology
Credit Hours	(1 to 3 Variable Credit Hours)
Creditable	(A.A.)
Prerequisites	SYG 2000 and permission of instructor.
Description	This course is designed to meet the specific needs of individuals or groups for which regularly described courses may not be available. It may involve study, research or field projects in areas such as research methods, survey research, socialization and social institution group behavior.

Course Type	Taxation
Course Prefix/Code	TAX 2000
Course Name	Taxation of Individuals and Small Businesses
Credit Hours	(3) Credit Hours
Creditable	(A.S.)
Description	This course includes current federal tax laws and their application to individuals and small businesses with emphasis on preparation of individual income tax returns including those with small business income/losses.

Course Type	Teaching English as Second Language
Course Prefix/Code	TSL 3080
Course Name	ESOL Principles and Practices
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course introduces pre-service teachers to foundational principles, issues, and practices of teaching English to speakers of other languages (ESOL) across PreK-12 settings. Candidates will explore second language acquisition theory, multilingual perspectives, applied linguistics, language structure, and instructional strategies to support language and reading development for English learners. The course prepares candidates to meet the Florida ESOL endorsement requirements and

aligns with program outcomes, including Reading Competencies 1-5, High-Leverage Practices (HLPs), and Florida Educator Accomplished Practices (FEAPs).

Course Type	Teaching English as Second Language
Course Prefix/Code	TSL 4081
Course Name	TESOL Issues and Practices: Responsive Teaching for Linguistic Learners
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	TSL 3080
Description	This course builds upon foundational knowledge of English language development and prepares teacher candidates to provide linguistically and environmentally responsive instruction for K-12 English Language Learners (ELLs/ESOL students). Emphasis is placed on standards-based curriculum, research-informed strategies, and assessment practices that support the development of listening, speaking, reading, and writing skills across academic content areas. Through the co-requisite EEX 4272 Lab/Studio/Field course, candidates will engage in a minimum of 20 hours of field experience, including observation and teaching of ELLs, to practice applying instructional strategies, analyzing student performance, and reflecting on professional practice.

Course Type	Teaching English as Second Language
Course Prefix/Code	TSL 4939
Course Name	ESOL Capstone
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Corequisites	RED 4844, EEX 4995 (ESE students only)
Description	This capstone course provides teacher candidates with a structured opportunity to synthesize and reflect on professional growth in English for Speakers of Other Languages (ESOL) instruction across PreK-12 settings. Building upon prior coursework in TSL 3080, TSL 4081, and integrated reading and exceptional student education experiences, candidates complete the Learning Reflection & Synthesis Portfolio (LRSP) as a cohesive, culminating representation of ESOL standards, Reading Competencies, and Florida Educator Accomplished Practices (FEAPs) within the Exceptional Student Education (ESE) program outcomes. This capstone is dedicated to the ESOL standards component of the LRSP, providing focused space for candidates to document learning growth, analyze instructional practices, and articulate professional readiness. Through reflective synthesis and a structured capstone defense, candidates demonstrate the integration of ESOL knowledge within instructional planning, assessment, and classroom practice. The course is designed to coincide with the final internship and Reading Endorsement seminar, emphasizing reflection, synthesis, and purposeful professional growth in preparation for certification and dual certification pathways.

Course Type	Theatre Studies and General Resource
Course Prefix/Code	THE 1925
Course Name	Performance Production Workshop I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This is a stage production course. Students assume major production capabilities. Students participate in at least 15 hours of production work. Degree-seeking

students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, more than one attempt may not count toward a degree at SCF. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type Theatre Studies and General Resource
Course Prefix/Code THE 1925B
Course Name Performance Production Workshop II
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description This is a stage production course. Students assume major production capabilities. Students participate in at least 15 hours of production work. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, more than one attempt may not count toward a degree at SCF. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type Theatre Studies and General Resource
Course Prefix/Code THE 2000
Course Name Theatre Appreciation
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101.
Description This course meets Area IV requirements for A.A./A.S. general education requirement, 6000-word Gordon Rule requirement. In this course, students 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.

Course Type Theatre Studies and General Resource
Course Prefix/Code THE 2020
Course Name Theatre Fundamentals
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites ENC 1101.
Description This course meets the Gordon Rule requirement. This course provides an initial exposure to play analysis, acting, scenery construction and design, lighting, costuming, directing and management. Play-reading assignments, an oral report and other class projects are required.

Course Type Theatre Studies and General Resource
Course Prefix/Code THE 2300
Course Name Script Analysis
Credit Hours (3) Credit Hours
Creditable (A.A.)

Description This course focuses on theory and practice in the theatre arts which have influenced the theatre scene. Between 12 and 15 playwrights are introduced and their plays are read, discussed and analyzed. One oral presentation is required.

Course Type Theatre Studies and General Resource
Course Prefix/Code THE 2820
Course Name Introduction to Creative Dramatics
Credit Hours (3) Credit Hours
Creditable (A.A.)
Description The needs, techniques and use of creative dramatics in the classroom are presented. Alternative to traditional teaching styles and techniques will be stressed. Utilization of the course will be with the "why and what" of creative dramatics, and how to cope with slow children, problem children, average children and exceptional children of all ages.

Course Type Theatre Studies and General Resource
Course Name Special Topics in Theatre
Course Prefix/Code THE 2930
Credit Hours (1 to 3 Variable Credit Hours)
Creditable (A.A.)
Description This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

Course Type Theatre Production and Administration
Course Prefix/Code TPA 1290
Course Name Production Involvement I
Credit Hours (1) Credit Hour
Creditable (A.A.)
Description This course presents the theories and techniques of stagecraft, lighting, sound, costuming and/or make-up. Practical experience in the college theatre is provided. The application is through workshop sessions in the art of technical theatre and through the actual performance of two major productions each semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type Theatre Production and Administration
Course Prefix/Code THE 1290B
Course Name Production Involvement IB
Credit Hours (1) Credit Hour
Creditable (A.A.)
Prerequisites TPA 1290 or equivalent.
Description This course presents the theories and techniques of stagecraft, lighting, sound, costuming and/or make-up. Practical experience in the college theatre is provided. The application is through workshop sessions in the art of technical theatre and

through the actual performance of two major productions each semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type	Theatre Production and Administration
Course Prefix/Code	TPA 2210
Course Name	Introduction to Technical Theatre
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Lecture/Lab Hours	Three hours per week.
Description	This course presents basic technical theatre practices - stage terminology, construction tools, theatrical/construction, backstage management and basic scene painting techniques. Basic design practices, color and drafting are applied to stage settings.

Course Type	Theatre Production and Administration
Course Prefix/Code	TPA 2248
Course Name	Stage Makeup
Credit Hours	(2) Credit Hours
Creditable	(A.A.)
Prerequisites	Permission of instructor.
Description	This course presents stage makeup for the actor, including practice and technique in application. Life mask construction is stressed.
Fees	Additional special fee is required.

Course Type	Theatre Production and Administration
Course Prefix/Code	TPA 2291
Course Name	Production Involvement II
Credit Hours	(1) Credit Hour
Creditable	(A.A.)
Description	This course presents the theories and techniques of stagecraft, lighting, sound, costuming and/or make-up. Practical experience in the college theatre is provided. The application is through workshop sessions in the art of technical theatre and through the actual performance of two major productions each semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type	Theatre Production and Administration
Course Prefix/Code	TPA 2291B
Course Name	Production Involvement IIB
Credit Hours	(1) Credit Hour

Creditable (A.A.)
Prerequisites TPA 2291 or equivalent.
Description This course presents the theories and techniques of stagecraft, lighting, sound, costuming and/or make-up. Practical experience in the college theatre is provided. The application is through workshop sessions in the art of technical theatre and through the actual performance of two major productions each semester. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type Theatre Production
Course Prefix/Code TPP 1190
Course Name Studio Theatre Cast I
Credit Hours (1) Credit Hour
Creditable (A.A.)
Prerequisites Permission of instructor.
Description This course presents the theories and techniques of acting, directing and stage management through the performance of significant works of dramatic literature. The course places in perspective the student's academic study with work for which the student gets credit. Participation in the department's theatre productions is required. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type Theatre Production
Course Prefix/Code TPP 1190B
Course Name Studio Theatre Cast IB
Credit Hours (1) Credit Hour
Creditable (A.A.)
Prerequisites Permission of instructor and TPP 1190 or equivalent.
Description This course presents the theories and techniques of acting, directing and stage management through the performance of significant works of dramatic literature. The course places in perspective the student's academic study with work for which the student gets credit. Participation in the department's theatre productions is required. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type Theatre Production
Course Prefix/Code TPP 1500
Course Name Stage Movement for the Actor
Credit Hours (3) Credit Hours

Creditable	(A.A.)
Description	This course focuses on the nature of stage action: the actor's inner creative feelings viewed as they are expressed through the actor's physical means. Work on stage violence, pantomime, humor in movement, rhythmic movement and period movement are included.

Course Type	Theatre Production
Course Prefix/Code	TPP 2110
Course Name	Acting I
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	TPP 2700 strongly recommended, but not a requirement.
Description	This course introduces students to the acting process through class exercises, improvisation, beginning scene study and cold-reading audition technique. Emphasis is placed on expanding the student's use of self in an imaginative, creative and truthful way. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type	Theatre Production
Course Prefix/Code	TPP 2110B
Course Name	Acting IB
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	Permission of the instructor and TPP 2700 and TPP 2110 or equivalent.
Description	This course introduces students to the acting process through class exercises, improvisation, beginning scene study and cold-reading audition technique. Emphasis is placed on expanding the student’s use of self in an imaginative, creative and truthful way. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type	Theatre Production
Course Prefix/Code	TPP 2111
Course Name	Acting II
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Prerequisites	TPP 2110, or consent of the instructor.
Description	This course is a continuation of Acting I, with emphasis on in depth textual analysis and characterization. Scene work and monologues serve as the basis for study. The course introduces students to various acting styles as well as basic audition techniques. Degree-seeking students who are making progress in their degree

programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type Theatre Production
Course Prefix/Code TPP 2111B
Course Name Acting IIB
Credit Hours (3) Credit Hours
Creditable (A.A.)
Prerequisites Permission of the instructor and TPP 2111 or equivalent.
Description This course is a continuation of Acting I, with emphasis on in-depth textual analysis and characterization. Scene work and monologues serve as the basis for study. The course introduces students to various acting styles as well as basic audition techniques. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type Theatre Production
Course Prefix/Code TPP 2191
Course Name Studio Theatre Cast II
Credit Hours (3) Credit Hour
Creditable (A.A.)
Prerequisites Permission of instructor.
Description This course presents the theories and techniques of acting, directing and stage management through the performance of significant works of dramatic literature. The course places in perspective the student's academic study with work for which the student gets credit. Participation in the department's theatre productions is required. Degree-seeking st1925Budents who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for Theatre Production courses.

Course Type Theatre Production
Course Prefix/Code TPP 2191B
Course Name Studio Theatre Cast IIB
Credit Hours (1) Credit Hour
Creditable (A.A.)
Prerequisites Permission of instructor and TPP 2191 or equivalent.
Description This course presents the theories and techniques of acting, directing and stage management through the performance of significant works of dramatic literature. The course places in perspective the student's academic study with work for which the student gets credit. Participation in the department's theatre productions is required. Degree-seeking students who are making progress in their degree programs may repeat this course a maximum number of two (2) times; however, no

more than a total of nine (9) combined credits of theatre production courses may count toward elective credits. Students are advised to consult the transfer university about the number of transferrable credits for theatre production courses.

Course Type	Theatre Production
Course Prefix/Code	TPP 2700
Course Name	Voice and Diction
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This course is to help individuals develop, maintain and improve their voice production. Proper breathing, inflection, voice quality and articulation are stressed. This course is recommended for all public performers.

Course Type	World History
Course Prefix/Code	WHO 1012
Course Name	World History to 1500
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This survey course covers the history, civilization and cultures of the World History from the earliest civilizations of the Middle East through Asia in Antiquity and the making of Europe in the Middle Ages to approximately 1500.

Course Type	World History
Course Prefix/Code	WHO 1022
Course Name	World History since 1500
Credit Hours	(3) Credit Hours
Creditable	(A.A.)
Description	This survey course covers the history of world societies, cultures, politics, and economics since 1500. Particularly, this class will focus most on the ramifications of imperialism, the formation of modern nations, global conflict, and inequality in charting the course of the contemporary world.

Catalog Addendum

Publication date: May 2026
Effective date: September 2026

Purpose
This addendum records approved changes to the 2026-27 State College of Florida, Manatee-Sarasota (SCF) College Catalog following its publication. The changes below take effect on the dates specified. All other Catalog information remains unchanged.

Note to Students
The changes below apply only to students who enroll in these programs beginning in Fall 2026. They do not apply to students who enrolled in these programs before the Fall 2026 semester.

Students enrolled before Fall 2026 should refer to the previously published Catalog requirements. Students with questions may contact their College and Career Success Coach for assistance.

Addendum #1
Catalog location: Bachelor of Science > Elementary Education (K-6) [8024] > Upper-Level Core Courses
PDF page number: Page 280
Change type: Revisions to upper-level core courses, TSL: 3080 and TSL 4081, for Elementary Education.

Previously published:

- TSL 3080 - Foundations of Teaching ESOL **(3 Credit Hours)**
- TSL 4081 - TESOL Issues and Practices **(3 Credit Hours) ****
- RED 4940 – Reading Internship (Prerequisite RED 3309)

Revised language:

- TSL 3080 - ESOL Principles and Practices **(3) Credit Hours**
- TSL 4081 - TESOL Issues and Practices: Responsive Teaching for Linguistic Learners **(3) Credit Hours ****
- RED 4940 – Reading Internship (prerequisite RED 3309 and RED 4318)

Addendum #2
Catalog location: Bachelor of Science > Exceptional Student Education (ESE) [8025] > Program Goals
PDF page number: Pages 299-300
Change type: Revision to description of Program Goals for the Exceptional Student Education Program.

Previously published:
Program Goals

The Bachelor of Science in Exceptional Student Education (ESE) is a state approved program which combines college coursework related to the content of exceptional student education, the pedagogy of teaching and school-based experiences to prepare candidates in the Exceptional Student Education classroom, grades kindergarten through 12th grade. The program ends in a semester long, 15-week student teaching internship. The SCF Bachelor of Science in Exceptional Student Education (ESE) graduate is eligible for Florida Exceptional Student Education (ESE) Teacher Certification (K-12), and endorsements in Reading (K-12) and English for Speakers of Other Languages (ESOL, K-12).

Revised language:
Program Goals

This state-approved Bachelor of Science (B.S.) program qualifies students for dual Florida certification in ESE (K-12) plus an additional subject area. Coursework combines evidence-based instruction, specialization pathways and hands-on field experience, culminating in a 15-week internship. Graduates also earn Reading and ESOL endorsements.

Addendum #3
Catalog location: Bachelor of Science > Exceptional Student Education (ESE) [8025] > Admission Requirements
PDF page number: Page 283
Change type: Add number five to the listed requirements for admission into this program.

Previously published:
Admission Requirements
The admission requirements for entering the B.S. Exceptional Student Education:

6. Acceptance to State College of Florida as a degree-seeking student with all required admissions documents received by Enrollment Services.
7. Conferred Associate in Arts (A.A.) degree from a regionally accredited institution.
8. A cumulative grade point average of 2.5 on a 4.0 scale for post-secondary work.
9. Students must complete the State mandated 36 hours of general education core prior to applying.
    - Communications - 9 hours
    - Mathematics - 6-9 hours
    - Social Sciences - 6-9 hours
    - Humanities - 6-9 hours
    - Natural Sciences - 6-9 hours
    - International/Intercultural requirements - 6 hours; and Gordon Rule courses. *Please see the SCF Catalog for General Education requirements for Associate in Arts degrees*.

Revised language:
Admission Requirements
The admission requirements for entering the B.S. Exceptional Student Education:

1. Acceptance to State College of Florida as a degree-seeking student with all required admissions documents received by Enrollment Services.

2. Conferred Associate in Arts (A.A.) degree from a regionally accredited institution.
3. A cumulative grade point average of 2.5 on a 4.0 scale for post-secondary work.
4. Students must complete the state-mandated 36 hours of general education core prior to applying.
    - Natural Sciences - 6-9 hours
    - Communications - 9 hours
    - Mathematics - 6-9 hours
    - Social Sciences - 6-9 hours
    - Humanities - 6-9 hours
    - Gordon Rule courses - *Please see the SCF Catalog for General Education requirements for Associate in Arts degrees*.
10. GKT must be attempted to enter the program.

Addendum #4
Catalog location: Bachelor of Science > Exceptional Student Education (ESE) [8025] > Exceptional Student Education Program Requirements
PDF page number: Page 304
Change type: Revision of prerequisite to corequisite requirements.

Previously published:

Exceptional Student Education Program Requirements

Prerequisite Courses: 3 credit hours

- Required: EDF 1005 - Introduction to the Teaching Profession (3 credits)

Revised language:

Exceptional Student Education Program Requirements

Corequisite Courses: 3 credit hours

- Required: EDF 1005 - Introduction to the Teaching Profession (3 credits)

Addendum #5
Catalog location: Bachelor of Science > Exceptional Student Education (ESE) [8025] > Upper-Level Core Courses: 60 credit hours
PDF page number: Pages 304-305
Change type: Addition, revision and deletion of upper-level core courses.

Previously published:

Upper-Level Core Courses: 60 credit hours

- EEX 3012 - Educational Needs of Students with Exceptionalities **(3 Credit Hours)**

- EDF 3214 - Child/Adolescent Development & Learning **(3 Credit Hours)**
- RED 3309 - Teaching Early and Emergent Literacy **(3 Credit Hours)**
- TSL 3080 - Foundations of Teaching ESOL **(3 Credit Hours)**
- EEX 3830 - Practicum: Exceptional Student Education **(3 Credit Hour) ****
- EEX 4221 - Assessment of Students with Exceptionalities **(3 Credit Hours) ****
- EEX 3242 - Differentiated Instruction of Exceptional and Diverse Learners **(3 Credit Hours)**
- MAE 3310 - Teaching Mathematics in Elementary School **(3 Credit Hours)**
- RED 4318 - Teaching Reading in Intermediate Grades **(3 Credit Hours)**
- EDF 3430 - Measurement, Evaluations, and Assessment in Education **(3 Credit Hours)**

- SSE 3312 - Teaching Social Science in Elementary School **(3 Credit Hours)**
  OR
- SCE 3310 - Teaching Science in Elementary School **(3 Credit Hours)**

- LAE 3414 - Children's Literature **(3 Credit Hours)**
- EDG 4410 - Classroom Management and Communication **(3 Credit Hours) ****
- TSL 4081 - TESOL Issues and Practices **(3 Credit Hours) ****
- EEX 4604 - Effective Behavioral Interventions and Practices in Exceptional Students **(3 Credit Hours)**
- RED 4519 - Diagnostic and Intervention in Reading **(3 Credit Hours) **+**
- RED 4940 - Reading Internship **(3 Credit Hours) **+**
- EEX 4995 - Final Internship: Exceptional Student Education **(9 Credit Hours) ****
  + Corequisite course
  **School-based hours in major total 160 clinical clock hours plus a 15-week (min. 35 hrs. per week) internship in Elementary Education and Reading.

Revised language:

Upper-Level Core Courses: 60 credit hours

- EEX 3012 - Educational Needs of Students with Exceptionalities **(3 Credit Hours)**
- EDF 3214 - Child/Adolescent Development & Learning **(3 Credit Hours)**
- EEX 4221 - Introduction to Assessment & MTSS **(3) Credit Hours ****
- RED 3041 - Foundations of Research Based Reading Based Practices in Education and Application **(3) Credit Hours**
- EDG 3412 - Behavior Supports & Learning in the Classroom **(3) Credit Hours**
- EEX 3811 - Seminar in Exceptional Student Education: An Introduction to High Leverage Practices **(1) Credit Hour**
- EEX 3241 - Curriculum and Instruction for Exceptional Learners **(3) Credit Hours**
- EEX 4604 - Effective Classroom Management and Communication for Students in General and Exceptional Education **(3) Credit Hours**
- RED 3450 - Progressive Differentiated Literacy Instruction **(3) Credit Hours**
- EEX 3472 - Instructional Practices for Students with Moderate/Severe Disabilities **(3) Credit Hours**
- TSL 3080 - ESOL Principles and Practices **(3) Credit Hours**
- MAE 4314 - Mathematics for All Students **(3) Credit Hours**
- EEX 4271 - High Leverage Practices for Exceptional Learners 2 **(1) Credit Hour**

- RED 4352 - Reading Assessment & Instruction for a Variety of Learners **(3) Credit Hours**
- RED 4335 - Teaching Reading in the Content Areas (Math, Science, Social Studies) **(3) Credit Hours**
- TSL 4081 - TESOL Issues and Practices: Responsive Teaching for Linguistic Learners **(3) Credit Hours ****
- EEX 4330 - Data-Driven Decision Making **(3) Credit Hours**
- EEX 3764 - Instructional and Assistive Technology in Education **(3) Credit Hours**
- EEX 4272 - High Leverage Practices for Exceptional Learners 3: Lab/Studio/Field **(1) Credit Hour**
- TSL 4939 - ESOL Capstone **(3) Credit Hours**
- RED 4844 - Reading Practicum **(3) Credit Hours**
- EEX 4995 - Final Internship: Exceptional Student Education **(3-6) Credit Hours ****
  + Corequisite course
  ** School-based hours in major total 160 clinical hours plus a 15-week (min 35 hours per week) internship in a K-12 ESE Education setting.

Addendum #6
Catalog location: **Course Descriptions**
PDF page number/Course Change Type

Page 385: New course added.

Course Type	Education: General
Course Prefix/Code	EDG 3412
Course Name	Behavior Supports & Learning in the Classroom
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This foundational course focuses on strategies for creating and maintaining effective learning environments across PreK-12 settings. Candidates explore the development of positive relationships, organization of groups, creation and implementation of rules and procedures, and instructionally effective teaching practices. Emphasis is placed on the application of positive behavior support strategies and individualized behavioral interventions. Lab/studio experiences provide opportunities for candidates to practice, reflect on, and analyze these strategies in controlled or simulated learning environments. The course prepares candidates for subsequent, more advanced classroom management coursework and aligns with FDOE standards for effective teaching, and classroom management.

Page 395: Revision to existing course, EEX 3241 (Previously titled *Curriculum and Instruction for Exceptional Students*)

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3241
Course Name	Curriculum and Instruction for Exceptional Learner
Credit Hours	(3) Credit Hours

Creditable	(B.S.)
Prerequisites	EEX 3012, EEX 3242 and EDF 3214
Description	This course addresses curriculum alignment, assessment of learning gains, and technologies available to teach students with exceptionalities. Course topics also include teaching strategies, instructional materials, and monitoring techniques for children and adolescents with exceptionalities, and professional organizations to support the diverse needs of students with varying exceptionalities.

Page 395-396 – Revision to existing course, EEX 3242 (Previously titled *Differentiated Instruction of Exceptional and Diverse Learners*)

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3242
Course Name	Differentiated Instruction
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course is designed to introduce teacher candidates to the categories and characteristics of exceptional students served in the school setting and how these classifications impact curriculum and instruction. Teacher candidates will review the concepts of differentiated instruction and classroom practices for exceptional students and students of different backgrounds.

Page 396 – New course added.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3472
Course Name	Instructional Practices for Students with Moderate/Severe Disabilities
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	EEX 3012
Description	This course examines evidence-based instructional practices for students with moderate and severe disabilities across PreK-12 settings. Candidates explore strategies for individualized instruction, curriculum adaptation, and the implementation of High-Leverage Practices in integrated and specialized classrooms. Lab/studio experiences provide opportunities to practice, reflect on, and analyze instructional strategies in simulated and applied contexts. The course is ESOL-infused and prepares candidates for the ESE Subject Area exam, supporting the dual certification option and aligning program coursework with applied instructional competencies.

Page 396-397 – New course added.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3764

Course Name	Instructional and Assistive Technology in Education
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	EEX 4272
Description	This course provides teacher candidates with knowledge and applied experience in using instructional and assistive technologies to support learners across PreK-12 settings. Candidates explore research-based practices for integrating technology into reading instruction, behavior supports, and differentiated learning, including strategies aligned with Reading Competencies 1-5 and ESOL Standards. Through lab, studio, and field-based experiences, candidates design, implement, and reflect on technology-supported lessons that emphasize High-Leverage Practices (HLPs), ESOL-informed strategies, data-informed decision-making, and evidence-based instructional practices. This course supports preparation for FTCE Subject Area Exams and the dual certification pathway. ESOL infused.

Page 397 – New course added.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 3811
Course Name	Seminar in Exceptional Student Education: An Introduction to High Leverage Practices
Credit Hours	(1) Credit Hour
Creditable	(B.S.)
Prerequisites	EEX 4221, RED 3041, EDG 3412
Description	This seminar introduces high-leverage practices in exceptional student education and emphasizes lab/studio-based immersive experiences in K-12 settings. Students engage with simulations, expert practitioners, and applied activities to practice and demonstrate foundational skills in assessment, instructional planning, behavior support, and reading instruction. Lab/studio experiences integrate content from EEX 4221, RED 3041, and EDG 3412, providing opportunities for formative feedback and collection of evidence for the Foundation Development Portfolio (FDP) “Proof in the Practice.” Candidates also prepare for the FTCE General Knowledge Test (GKT) through applied tasks and implement ESOL informed strategies. The course explicitly incorporates Reading Endorsement Competencies 1 and 2 through applied reading assessment and instructional planning activities.

Page 397 – Revision to existing course, EEX 4221 (Previously titled *Assessment of Students with Exceptionalities*).

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4221
Course Name	Introduction to Assessment & MTSS
Credit Hours	(3) Credit Hours

Creditable	(B.S.)
Description	This course provides an introduction to assessment practices and the Multi-Tiered System of Supports (MTSS) framework for supporting K-12 learners. Emphasis is placed on universal screening, progress monitoring, diagnostic assessment, and data-based decision making to inform instruction and intervention across tiers of support. Candidates will examine assessment practices that address individual differences in language, learning, and educational experience, as well as legal and ethical considerations related to evaluation and eligibility for exceptional student education services. Lab/studio-based experiences support the application of assessment data to instructional planning and goal development.

Page 398 – New courses added.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4271
Course Name	High Leverage Practices for Exceptional Learners 2
Credit Hours	(1) Credit Hours
Creditable	(B.S.)
Corequisites:	EEX 4272, TSL 3080, MAE 4314
Description	This course provides an introduction to assessment practices and the Multi-Tiered System of Supports (MTSS) framework for supporting K-12 learners. Emphasis is placed on universal screening, progress monitoring, diagnostic assessment, and data-based decision making to inform instruction and intervention across tiers of support. Candidates will examine assessment practices that address individual differences in language, learning, and educational experience, as well as legal and ethical considerations related to evaluation and eligibility for exceptional student education services. Lab/studio-based experiences support the application of assessment data to instructional planning and goal development.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4272
Course Name	High Leverage Practices for Exceptional Learners 3: Lab/Studio/Field
Credit Hours	(1) Credit Hours
Creditable	(B.S.)
Description	This advanced lab/studio/field course provides teacher candidates with applied experience in evidence-based instructional strategies for students with moderate to severe disabilities and transition-age youth. Emphasizing the use of individualized High-Leverage Practices (HLPs), candidates engage in collaborative reading, writing, reflection, and experimentation within simulated and authentic PreK-12 classroom environments. The course integrates transition planning and promotes the application of HLPs across a variety of instructional contexts. Lab/studio/field experiences are closely coordinated with co-requisite

	courses, and candidates document their growth in the Practice with Purpose stage of the Foundation Development Portfolio (FDP). Designed to prepare candidates for the FTCE Professional and ESE Subject Area Exams, the course is ESOL-infused and aligns with Reading Endorsement Competencies.

Page 399 – Revisions made to existing course EEX 4604 (previously titled *Effective Behavioral Interventions and Practices in Exceptional Students*).

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4604
Course Name	Effective Classroom Management and Communication for Students in General and Exceptional Education
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	EDG 3412
Description	This course builds on foundational knowledge and skills developed in EDG 3412, Behavior Supports and Learning in the Classroom and focuses on advanced classroom management and communication practices in integrated PreK-12 settings. Emphasis is placed on the instructional relationship between behavior, RTI-E/MTSS frameworks, and Individual Education Program (IEP) development. Candidates examine strategies for managing learning environments that include students with disabilities in general and exceptional education contexts, with attention to communication, ethical and legal considerations, and data-informed decision making. Lab/studio/field experience emphasize implementation, analysis, and refinement of classroom management practices that support student engagement and learning across grade levels.

Page 400 – Credit hours changed from (9) credit hours to (3-6) credit hours.

Course Type	Education: Exceptional Child-Core
Course Prefix/Code	EEX 4995
Course Name	Final Internship: Exceptional Student Education
Credit Hours	(3-6) Credit Hours
Creditable	(B.S.)
Corequisites	TSL 4939, RED 4844
Description	This course is the culminating full-day internship for Exceptional Student Education teacher candidates, providing a structured opportunity to apply knowledge and skills acquired throughout the program. Candidates demonstrate professional competencies in K-12 classroom settings, including instructional strategies, reading interventions, and ESOL-infused practices for a variety of learners. The internship emphasizes the integration of High-Leverage Practices (HLPs), Reading Endorsement Competency 5, and Florida Educator Accomplished Practices (FEAPs) through applied experiences. Candidates engage in

	reflective practice and compile evidence in a Learning Reflection & Synthesis Portfolio (LRSP) representing growth across ESE, reading and ESOL standards. ESOL infused.

Page 468-469 – New course added.

Course Type	Mathematics: Education
Course Prefix/Code	MAE 4314
Course Name	Mathematics for All Students
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course provides teacher candidates with research-based methods for teaching mathematics across PreK-8 settings to all learners, including ESOL and students with exceptional needs. Candidates explore instructional strategies for numeration systems, whole number concepts and computation, fractions, decimals, percents, problem-solving, and data analysis, emphasizing conceptual understanding and differentiated approaches. Lab/studio experiences allow candidates to practice, analyze, and reflect on instructional strategies in applied or simulated classroom settings. The course is ESOL-infused and prepares candidates for teaching, diagnosing, and remediating mathematics to meet a variety of learner needs.

Page 586 – New course added.

Course Type	Reading: Education
Course Prefix/Code	RED 3041
Course Name	Foundations of Research Based Reading Based Practices in Education and Application
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course examines research-based foundations of reading instruction with a focus on phonological awareness, phonemic awareness, phonemes, and phonics as foundational skills for accurate and fluent word reading across PreK-12 settings. Grounded in the science of reading, candidates analyze research and apply evidence-based instructional practices to support reading development, including adaptations for learners acquiring English as an additional language. Lab/studio experiences allow candidates to design and implement instructional activities targeting foundational reading skills, use formative assessment data to inform instruction, and scaffold learning across developmental levels. The course emphasizes PreK-12 instructional planning and assessment to prepare candidates for effective teaching and certification. ESOL infused.

Page 586-587 – New course added.

Course Type	Reading: Education
Course Prefix/Code	RED 3450
Course Name	Progressive Differentiated Literacy Instruction
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course examines theory, research, and instructional applications related to differentiated literacy instruction across K-12 settings. Emphasis is placed on designing, implementing, and evaluating differentiated reading instruction to address varying instructional needs and levels of learner support. Candidates analyze instructional practices, assessment data, and evaluation techniques to inform instructional decision making within general and exceptional education contexts. The course aligns with Florida Reading Endorsement Competency 4: Foundations and Applications of Differentiated Instruction and supports preparation for integrated literacy instruction across grade levels. ESOL infused.

Page 587 – New course added.

Course Type	Reading: Education
Course Prefix/Code	RED 4335
Course Name	Teaching Reading in the Content Areas (Math, Science, Social Studies)
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course prepares teacher candidates to implement evidence-based reading strategies across content areas for PreK-12 learners, including ESOL and exceptional student education (ESE) contexts. Candidates explore cognitive and linguistic processes underlying reading development, analyze the structural components of language (phonology, morphology, syntax, and semantics), and integrate content-specific literacy strategies to enhance comprehension, fluency, and engagement. The course emphasizes simulated teaching, field-based applications, and collaborative activities, enabling candidates to apply instructional strategies, adapt materials, and assess student learning. Reading Endorsement Competencies 2 and 4 are embedded, and candidates are guided in producing standards-based lessons that incorporate technology and differentiated strategies to support a variety of learners.

Page 588 – New course added.

Course Type	Reading: Education
Course Prefix/Code	RED 4352
Course Name	Reading Assessment & Instruction for a Variety of Learners
Credit Hours	(3) Credit Hours
Creditable	(B.S.)

Description	This course provides teacher candidates with the fundamental knowledge and skills necessary to assess and teach reading across PreK-12 settings, including ESOL and exceptional student education (ESE) classrooms. Candidates learn to diagnose reading difficulties and implement evidence-based interventions tailored to a range of learner needs, using both formal and informal assessment tools. The course integrates applied instructional strategies in the studio and practicum, building toward the Instruction/Intervention Design Portfolio (IIDP) - "Purpose to Application", and prepares candidates for the FTCE ESE Subject Area Exam. Candidates will apply strategies for phonemic awareness, phonics, decoding, fluency, and early literacy development, correlating instruction with Florida Reading Endorsement Competencies 3 and 5. A minimum of 15 hours of field-based experience is included, requiring district-approved security clearance. This course is ESOL-infused and emphasizes the integration of literacy instruction across learning contexts.

Page 588-589 – New course added.

Course Type	Reading: Education
Course Prefix/Code	RED 4844
Course Name	Reading Practicum
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Corequisites	TSL 4939, EEX 4995
Description	This application-based course provides teacher candidates with a supervised practicum experience focused on demonstrating mastery of Reading Endorsement Competency 5 across PreK-12 settings. Candidates work in approved school-based or instructional settings with students experiencing reading difficulties, including students with exceptional learning needs and students developing English proficiency. The course emphasizes the use of current reading research to select, administer, and analyze reading assessments; plan and implement targeted reading instruction; and monitor student progress using evidence-based practices. Field-based demonstration is supported through structured seminar activities, guided reflection, and documentation of practice within the Learning Reflection & Synthesis Portfolio (LRSP). RED 4844 is ESOL-infused and intentionally aligned with TSL 4939 ESOL Capstone and EEX 4995 Internship, providing a cohesive final-semester experience that emphasizes demonstration, synthesis, and professional readiness for certification and dual certification pathways.

Page 605-606 – Revisions to existing courses TSL 3080 and TSL 4081.

Course Type	Teaching English as Second Language
Course Prefix/Code	TSL 3080

Course Name	ESOL Principles and Practices
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Description	This course introduces pre-service teachers to foundational principles, issues, and practices of teaching English to speakers of other languages (ESOL) across PreK-12 settings. Candidates will explore second language acquisition theory, multilingual perspectives, applied linguistics, language structure, and instructional strategies to support language and reading development for English learners. The course prepares candidates to meet the Florida ESOL endorsement requirements and aligns with program outcomes, including Reading Competencies 1-5, High-Leverage Practices (HLPs), and Florida Educator Accomplished Practices (FEAPs).

Course Type	Teaching English as Second Language
Course Prefix/Code	TSL 4081
Course Name	TESOL Issues and Practices: Responsive Teaching for Linguistic Learners
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Prerequisites	TSL 3080
Corequisites	EEX 4272 required of ESE students only
Description	This course builds upon foundational knowledge of English language development and prepares teacher candidates to provide linguistically and environmentally responsive instruction for K-12 English Language Learners (ELLs/ESOL students). Emphasis is placed on standards-based curriculum, research-informed strategies, and assessment practices that support the development of listening, speaking, reading, and writing skills across academic content areas. Through the co-requisite EEX 4272 Lab/Studio/Field course, candidates will engage in a minimum of 20 hours of field experience, including observation and teaching of ELLs, to practice applying instructional strategies, analyzing student performance, and reflecting on professional practice.

Page 544 – New course added.

Course Type	Teaching English as Second Language
Course Prefix/Code	TSL 4939
Course Name	ESOL Capstone
Credit Hours	(3) Credit Hours
Creditable	(B.S.)
Corequisites	RED 4844, EEX 4995 (ESE students only)
Description	This capstone course provides teacher candidates with a structured opportunity to synthesize and reflect on professional growth in English for Speakers of Other Languages (ESOL) instruction across PreK-12 settings. Building upon prior coursework in TSL 3080, TSL 4081, and integrated reading and exceptional student education experiences, candidates complete the Learning Reflection & Synthesis Portfolio

	(LRSP) as a cohesive, culminating representation of ESOL standards, Reading Competencies, and Florida Educator Accomplished Practices (FEAPs) within the Exceptional Student Education (ESE) program outcomes. This capstone is dedicated to the ESOL standards component of the LRSP, providing focused space for candidates to document learning growth, analyze instructional practices, and articulate professional readiness. Through reflective synthesis and a structured capstone defense, candidates demonstrate the integration of ESOL knowledge within instructional planning, assessment, and classroom practice. The course is designed to coincide with the final internship and Reading Endorsement seminar, emphasizing reflection, synthesis, and purposeful professional growth in preparation for certification and dual certification pathways.