State College of Florida
Manatee-Sarasota
2016 - 17 Catalog

Catalog Contents

Accreditation and Governance

State College of Florida, Manatee-Sarasota is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of State College of Florida, Manatee-Sarasota.

SCF is governed by the Florida Legislature and by the SCF District Board of Trustees. Fees are subject to change without prior notice whenever conditions make it necessary.

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 and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206. For more information SCF Equity Poster.

Equity Officer, ADA Coordinator and Manager of Employment: Erika Perdue
State College of Florida
5840 26th St. W., Bradenton, FL 34207
941-752-5323

Title IX Deputy Coordinator and Section 504 Coordinator: Gloria M. Tracy
State College of Florida
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State College of Florida
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This publication can be made available to persons with disabilities in a variety of formats. Requests should be made to the disability resource center 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 the Disability Resource Center Coordinator Patricia Lakey at 941-752-5295 or 941-408-1300, ext. 65295, 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.

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 educational records office 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, A.A. degree and prerequisites, A.S. programs, certificate programs and course descriptions; academic support; and Center for Corporate and Community Development.

Student Affairs: Educational records, admissions and enrollment policies, student services, student code of conduct and academic calendar.

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

Communications and 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

Mailing Address:
P.O. Box 1849
Bradenton, FL 34206

Web address: scf.edu

SCF Bradenton	SCF Lakewood Ranch	SCF Venice	SCF Online
941-752-5000	941-363-7000	941-408-1300	941-752-5237
5840 26th St. W.	7131 Professional Pkwy. E.	8000 S. Tamiami Tr.	scf.edu/OnlineLearning
Bradenton, FL 34207	Sarasota, FL 34240	Venice, FL 34293	

Welcome

Welcome to State College of Florida, Manatee-Sarasota.

This is an exciting time to be a part of our College community as we provide high-quality offerings to meet the needs of our students. Wherever it is you plan to go in life, you can get there from here.

SCF is a student-centered College committed to equipping students with the confidence and know-how to meet the workplace challenges of the 21st century. With a continuum of successful academic and career pathways, SCF remains committed to providing top-quality associate degrees, workforce degrees and certificate programs at a low cost.

Our outstanding faculty and staff are dedicated to helping SCF students succeed, and we offer our best wishes on your educational journey.

Dr. Carol F. Probstfeld
President

Board of Trustees

Academic Calendar

Instructional Calendar

Fall 2016

Aug. 18 Faculty return.
Aug. 18-19 Faculty planning.
Aug. 22 Fall classes begin.
Sept. 5 Labor Day holiday. (no classes)
Nov. 11 Veterans Day holiday. (no classes)
Nov. 24-25 Thanksgiving. (no classes)
Dec. 9 Fall classes end.
Dec. 12-15 Final examinations for Fall.
Dec. 16 Final grades due at 2 p.m. for all Fall classes.
Dec. 16 Winter Graduation.
Dec. 19- Jan 4 Winter holiday break.

Spring 2017

Jan. 5 Faculty return.
Jan. 5-6 Faculty planning.
Jan. 9 Spring classes begin.
Jan. 16 Martin Luther King Jr. holiday. (no classes)
March 6-10 Spring Break. (no classes)
April 28 Spring classes end.
May 1-4 Final examinations for Spring.
May 5 Final grades due for all Spring classes.
May 5 Spring Graduation.

Summer 2017

May 15 Faculty return.
May 15 Summer classes begin.
May 29 Memorial Day. (no classes)
July 4 Independence Day. (no classes)
Aug. 3 Summer classes end.
Aug 7-8 Final examinations for Summer.
Aug. 10 Final grades due for all Summer classes.

Detailed Academic Calendar

For a detailed listing of all academic calendar dates for the 2016-17 academic year, use this link (scf.edu/Academics/AcademicCalendar.asp).

General Information

State College of Florida, Manatee-Sarasota

SCF Profile

State College of Florida, Manatee-Sarasota (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 Florida's state college system and receives the majority of its funding from state allocations, tuition and fees.

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

Enrollment in credit classes at the College is approximately 15,000 students annually, including residents of Manatee and Sarasota counties, individuals from neighboring Florida counties, many other states and several foreign countries.

Students attend classes at SCF locations 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, the Southern Association of Colleges and Schools, the American Association of Community Colleges and the Florida Association of Colleges and Universities.

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 with 502 students on Sept. 2, 1958, in a former senior high school. 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 residents of south Sarasota County. The College Board of Trustees in 1977 established the College's Venice Center, which initially was supported with contributions from citizens of North Port, Englewood and Venice. 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, the College 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 a Medical Technology and Simulation Center was opened in 2010.

In 2009, the State Board of Education approved the College's proposal to deliver a Bachelor of Science in Nursing degree. To reflect this change to a four-year degree-granting institution, the College's name was

changed from Manatee Community College to State College of Florida, Manatee-Sarasota. The College remains committed to the associate degree programs while expanding its mission to a two-year, four-year multiple-campus institution offering four-year degrees needed to meet the higher level education needs of the local workforce.

About 47,000 graduates have received SCF degrees in the College's history.

SCF Locations

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

SCF Venice is located 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 located eight miles from I-75 and can be reached using Exit 191.

SCF Lakewood Ranch is located in northeast Sarasota County at 7131 Professional Parkway East, Lakewood Ranch Corporate Park, two miles from I-75, and can be reached using Exit 213.

SCF Mission Statement

State College of Florida, Manatee-Sarasota, guided by measurable standards of institutional excellence, provides engaging and accessible learning environments that result in student success and community prosperity.

SCF Vision Statement

State College of Florida, Manatee-Sarasota is the region's first choice for innovative, responsive, quality education, workforce training and community partnership.

SCF Institutional Values

- Leadership
- Excellence
- Accountability
- Diversity
- Self Knowledge
- Sustainability

SCF Strategic Priorities

1. Ensure that SCF programs are available to students in all geographic locations of our service region.

2. Develop a concierge-style student experience focused on enhancing student recruitment and performance outcomes.

3. Aggressively engage faculty/program managers/business and community leaders in collaborative curriculum development from start to implementation for programs that are rapidly responsive to workforce needs.

4. Establish SCF's central role in the educational, cultural and workforce development of our service region.

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, a foundation that would provide deserving students with an opportunity to earn a college education through scholarships, a foundation that would 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 $1.3 million in annual scholarship support to students and more than $1 million annually on 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 21_{st} 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 scffoundation.net.

Center for Corporate and Community Development

SCF's Corporate and Community Development (CCD) is dedicated to providing quality learning for people of all ages. CCD provides all noncredit continuing education as well as some credit-related programs and services conducted at SCF campuses and off-site locations. Thousands of people annually take classes and attend events throughout the college.

CCD administrative offices are located at the Center for Innovation and Technology at SCF Lakewood Ranch. Offices also are maintained at SCF Venice and SCF Bradenton. The Traffic Safety Institute has offices at SCF Bradenton and SCF Venice, as well as downtown Sarasota at Main Street Plaza.

Schedules are updated each term and are available on the College's website at scf.edu/CCD. During the summer months, Kids' Summer Spectrum is a primary focus for educational enrichment. Information can be found at www.scf.edu/kids.

The Traffic Safety Institute

scf.edu/TSI

Serving Manatee, Sarasota and DeSoto counties, the Traffic Safety Institute provides driver improvement and substance abuse prevention programs in an attempt to improve public safety and save lives. Programs offered include:

- Driving Under the Influence (DUI) Program
- Mature Driving Class
- Special Supervision Services
- Basic and Advanced Driver Improvement Courses
- First-time Driver License Class
- DUI Victims Panel
- Juvenile Offender-Shoplifting (court-ordered class)
- Driving While License Suspended/Revoked Class (DWLS/R)

Workforce Solutions

scf.edu/Workforce

Workforce Solutions 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's needed. Workforce Solutions 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 presentation formats including individual consultations, customized training and development programs, and online training classes through vendors, such as ed2go.

Continuing and Community Education

scf.edu/CommunityEd

Continuing and Community Education 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 range from Kids' Summer Spectrum to courses geared toward older learners and jointly sponsored events with local lifelong learning organizations such as Lifelong Learning Academy.
- Certification preparation courses enable residents to obtain licensure and to successfully prepare for licensure examinations.
- Foreign language classes and English for College classes
- Professional continuing education courses meet the needs of career professionals in the community.
- Motorcycle rider safety courses are provided for beginner and advanced riders.

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 State College of Florida, Manatee-Sarasota (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. police officers, correctional officers, nurses and classroom teachers, 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.

Please 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: Admissions 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. 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.

Some state-issued certificates of completion cannot be used for degree-seeking status. In these cases, students must be classified as nondegree-seeking until a valid standard high school diploma is achieved or the student submits acceptable GED test scores. Not all high school transcripts may be acceptable for admission. SCF has the discretion as to the acceptance of all high school transcripts to determine eligibility for admission to the College.

Application Process

Individuals desiring to enroll at SCF can apply online on the College website under "admissions." The completed application must be submitted by the deadline 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.

Support Services

SCF offers guidance, advisement and support services to assist students in finding areas of study best suited to their interests, aptitudes and abilities. The advising center on each campus is responsible for providing initial, relevant information about academic opportunities at the College. Interested students can contact Student Services advisors 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 the Career Resource Center 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 the F-1 student status, wish to be on the F-1 student status or are on some other type of legal nonimmigrant status, are advised to refer to the section entitled "International Students, 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 limits; however, most students complete all three (3) subsections in approximately 3-3.5 hours. To prepare for the placement test and to schedule a testing appointment, go to scf.edu/Testing. SCF allows students to take 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.

Commencing 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 tests 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 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 please see "Do I need to take the placement test?" at scf.edu/Testing.

The State Board of Education establishes cut-off scores for placement purposes.

Placement Test Retakes

All placement test scores remain valid for two (2) years. SCF allows students to take 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 request a test retake

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. Students who have attempted a developmental education (preparatory) course and did not successfully complete the course 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 this written permission.

II. Ineligible to request a test retake

Students are ineligible to retake the placement test, PERT, when their request is based upon, but not limited to, the following reasons:

1. Students cannot be currently enrolled in the developmental education (preparatory) course for which they base their retest request.
2. Students who wish to circumvent developmental education (preparatory) courses by retesting.

III. Appeal

Students requesting to appeal this policy may submit their written appeal to the director of the Assessment/Testing Center. The Florida Placement Test (FPT) Retake Appeal Committee will review the appeal and mail their 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 less 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. Note: New cut scores for the redesigned SAT assessment will be established in mid 2016.

SAT-I Score or		Enhanced ACT Score		Section (s) Exempted
*Verbal	440	English	17	Sentence Skills
*Verbal	440	Reading	19	Reading Skills
SAT-I Score or		Enhanced ACT Score		Section (s) Exempted
Mathematics	510	Mathematics	20	Algebra and College Level Mathematics

Students who have the required SAT-I or Enhanced ACT scores must submit an official score report or an official transcript with the scores to the Educational Records office or request them from the testing service electronically. Test scores must be received prior to making an orientation appointment. In addition, an unofficial copy of the score report or a transcript that shows the scores may be hand-carried to an orientation/advisement session. SCF also accepts electronic scores from the testing centers.

Please 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. Non Exempt Status

In accordance with Florida Senate Bill 1720, beginning January 2014, students will be classified as <u>exempt</u> or <u>non-exempt</u> 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:

Exempt

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 9th grade in a Florida public high school prior to the 2003-2004 academic year
- Are U.S. military reservist service members or veterans

The placement test is **optional**:

- If you entered the 9th grade at a Florida public high school during the 2003-2004 school year or any year afterward AND you graduated with a Florida standard high school diploma
  OR
- If you 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.
  OR
- If you have taken and submitted SAT, ACT or PERT test scores within the last two years.

Non-Exempt

All students who are **NOT** classified as exempt will be classified as non-exempt. All non-exempt 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 MAT 1033*. 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 non-exempt students may provide evidence of achievements that will permit them to enroll in ENC 1101 or MAT 1033.

*Note: Non-exempt students will be able to enroll in MAT 1033 only. These students must successfully complete MAT 1033 in order to enroll in MGF 1106 or MGF 1107.

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, which 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 that only an "F" or "D" may be repeated.)

Selective Admissions/Limited Access

SCF's two-year health professions and all 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.

First-time College Admissions: Degree-Seeking

1. Applicants are eligible who 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.
2. Applicants are eligible who have satisfactory high school level GED exam results through a state or DSST test. An official copy of the test results is required.
3. Commencing 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. Please refer to the assessment/testing center's "Do I need to take the placement test?" website for additional information.
4. International students who are seeking an F-1 student visa or any other type of visa, please refer to the International Student Admission Requirements section.

Nondegree-Seeking Admissions

1. 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.
2. High school and/or college transfer transcripts are not required, and if submitted, will not be evaluated.
3. 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.
4. 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

Applicants are eligible if they meet the above requirements for a first-time-in-college admission student seeking a degree. Students who fail 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. Before the first term of enrollment, students

must provide official transcripts (sent directly to SCF) from each previously attended regionally accredited, post-secondary institution. Hand-carried or faxed transcripts cannot be accepted for admission purposes or for official transfer evaluations. Students who have earned a degree from any other regionally accredited college or university are also required to provide a high school transcript or acceptable GED test scores.

Students who attended a college or university outside the United States must list any and all colleges and universities attended outside the U.S. and must provide the **original credential evaluation(s)** from an accredited credential evaluation service. Note: A course syllabus or description 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** credential evaluations will be accepted for consideration by the College for official transfer credit.

Upon receipt of all transcripts/credential evaluations, the Educational Records office 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. The transcript evaluation is completed during the first term of degree-seeking enrollment. Please note: Transcripts submitted will not be evaluated for transfer credit until transcripts/credential evaluations from all postsecondary colleges and/or universities attended have been received in the Educational Records office. Official transcripts are required to be sent **directly** to the SCF Educational Records office from each previously attended regionally accredited, post-secondary institution. Failure to do so could delay the evaluation of transcripts, registration and financial aid. **Hand-delivered transcripts will NOT be accepted.**

Transfer students who have earned an Associate in Arts (A.A.) degree or higher may not earn another A.A. degree at SCF. Only courses applicable to a student's SCF degree program, with a grade of "C-" or higher, will be accepted in transfer. If a degree has not been earned, all lower division coursework, 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. Transfer GPAs are included in students' overall GPA requirements for graduation and for graduation honors. Courses with earned grades of "C" or higher cannot be repeated.

The universities and state/community colleges in Florida's state systems share a statewide common course numbering system that facilitates transfer. Some private colleges also participate in this system. Transfer of any successfully completed course from one participating regionally accredited postsecondary institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. 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 the state/community college or SYG 2010 at the 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. It is the prerogative of SCF, however, 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, 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.

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.)

Transfer Credit for Nonaccredited Institutions

SCF accepts transfer credits from all regionally accredited institutions of higher education.

Students who transfer to SCF from institutions that are not members of a regional accrediting agency, and who wish to have credits transferred to their SCF academic record, must provide the Educational Records office with an official transcript sent directly 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.

If sufficient information is not provided, the College reserves the right to request additional documentation to support the acceptance of the credit. The Educational Records office 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 and calculated in the overall grade point average. Once the evaluation is complete, the Educational Records office 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.

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.

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

Awarding of Credit for Exams

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

SCF awards credit for the following advanced placement 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	General Education Area
Art History	ARH 2000 (3 credits)	ARH 2050 and ARH 2051 (6 credits)	Same as 4	IV
Biology	BSC 1005C (4 credits)	BSC 2010C (5 credits)	BSC 2010C and BSC 2011C (10 credits)	V
Calculus AB	MAC 2311 (4 credits)	Same as 3	Same as 3	II
Calculus BC	MAC 2311 (4 credits)	MAC 2311 and MAC 2312 (8 credits)	Same as 4	II
Chemistry	CHM 1025C (5 credits)	CHM 2045C (5 credits)	CHM 2045C and CHM 2046C (10 credits)	V
Chinese Language and Culture	CHI 2000 (3 credits)	CHI 2000 and CHI 2001 (6 credits)	Same as 4	Foreign Language
Computer Science A	CGS 1075 (3 credits)	Same as 3	Same as 3	Elective
Computer Science AB	CGS 1076 (3 credits)	Same as 3	Same as 3	Elective
Economics: Macro	ECO 2013 (3 credits)	Same as 3	Same as 3	III
Economics: Micro	ECO 2023 (3 credits)	Same as 3	Same as 3	Elective
English Language and Composition*	ENC 1101 (3 credits)	ENC 1101 and ENC 1102 (6 credits)	Same as 4	I
English Literature and Composition*	ENC 1101 (3 credits)	ENC 1101 and ENC 1102 or ENL 2010 or ENL 2022 (6 credits)	Same as 4	I or IV
Environmental Science	EVR 1001 (3 credits)	Same as 3	Same as 3	V
European History	EUH 1009 is unique to this exam and will count as elective only (3 credits)	EUH 1000 and EUH 1001 (6 credits)	Same as 4	III Elective
French Language	FRE 2000 (3 credits)	FRE 2000 and FRE 2001 (6 credits)	Same as 4	Foreign Language

French Literature	FRW 2000 (3 credits)	FRW 2000 and FRW 2001 (6 credits)	Same as 4	Elective
German Language	GER 2000 (3 credits)	GER 2000 and GER 2001 (6 credits)	Same as 4	Foreign Language
Government and Politics: Comparative	CPO 2002 (3 credits)	Same as 3	Same as 3	III
Government and Politics: United States	POS 1041 (3 credits)	Same as 3	Same as 3	III
Human Geography	GEO 2420 (3 credits)	Same as 3	Same as 3	Elective
Italian Language and Culture	ITA 2000 (3 credits)	ITA 2000 and ITA 2001 (6 credits)	Same as 4	Foreign Language
Japanese Language and Culture	JPN 2000 (3 credits)	JPN 2000 and JPN 2001 (6 credits)	Same as 4	Foreign Language
Latin: Latin Literature	LNW 2700	Same as 3	Same as 3	Elective
Latin: Virgil	LNW 2321	Same as 3	Same as 3	Elective
Music Theory	MUT 1001 if composite score is 3 or higher. MUT 1111 and MUT 1241 if both aural and non-aural subscores are 3 or higher (3 credits)	Same as 3	Same as 3	Elective
Physics B	PHY 2053C (5 credits)	PHY 2053C and PHY 2054C (10 credits)	Same as 4	V
Physics C: Electricity/Magnetism	PHY 2054C or PHY 2054/PHY 2054L (5 credits)	PHY 2049C or PHY 2049/PHY 2049L (5 credits)	Same as 4	V
Physics C: Mechanics	PHY 2053C (min. 5 credits)	PHY 2048C (5 credits)	Same as 4	V
Psychology	PSY 2012 (3 credits)	Same as 3	Same as 3	III
Spanish Language	SPN 2000 (3 credits)	SPN 2000 and SPN 2001 (6 credits)	Same as 4	Foreign Language
Spanish Literature	SPW 2000 (3 credits)	SPW 2000 and SPW 2001 (6 credits)	Same as 4	Elective
Statistics	STA 2023 (3 credits)	Same as 3	Same as 3	II
Studio Art: Drawing Portfolio	ART 1300C (3 credits)	Same as 3	Same as 3	Elective
Studio Art: 2-D Design Portfolio	ART 1201C (3 credits)	Same as 3	Same as 3	Elective
Studio Art: 3-D Design Portfolio	ART 1203C (3 credits)	Same as 3	Same as 3	Elective
United States History	AMH 1010 (3 credits)	AMH 1010 and AMH 1020 (6 credits)	Same as 4	III

World History   WOH 1022 (3 credits)   Same as 3   Same as 3   III

*For students who have taken both exams, a maximum of 6 (six) credit hours will be awarded.

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 attempted or earned college credit in a course in a similar area or higher level.

The table below represents CLEP subject exams, qualifying scores and credits awarded. Successful completion of foreign language College Level Examination Program (CLEP) exams meet the foreign language requirement.

When satisfactory scores have been achieved, credit is allowed for the general examinations as follows:

Natural Science:
        Diversity of Life, BSC 1005C   3
History and Social Sciences:
        Western Civilization I, EUH 1000   3
Humanities:
        Fine Arts   3
Foreign Language:
        FRE 1120, FRE 1121, GER 1120, GER 1121, SPN 1120, SPN 1121   3

SCF will accept credits from other accredited collegiate institutions and from 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 Educational Records office for evaluation and awarding of credit.

*Meets part of the Gordon Rule requirement.

CLEP Subject Examination Table

Exam	Scale Score of 50 for Passing	General Education Area
Algebra, College	MAC 1105 (3 credits)	II
American Government	POS 1041 (3 credits)	III
American Literature	AML 2010* or AML 2020* (3 credits)	IV
Biology, General	BSC 1007C (4 credits)	V
Business Law, Introduction to	BUL 2131 (3 credits)	None
Calculus	MAC 2233 (3 credits)	II
Chemistry, General	CHM 1025C (5 credits)	V
College Composition	ENC 1101* and ENC 1102* (6 credits)	I
College Composition, Modular (Note: SCF does not administer this exam, but	ENC 1101* and ENC 1102* (6 credits)	I

will accept credit if taken at another institution.)

Educational Psychology, Introduction to	EDP 1002 (3 credits)	Elective
English Literature	ENL 2010* or ENL 2022* (3 credits)	IV
Financial Accounting	ACG 2021 (4 credits)	Elective
French Language	FRE 1120 (3 credits) Score of 50 FRE 1120 and FRE 1121 (6 credits) Score of 59	Foreign Language
German Language	GER 1120 (3 credits) Score of 50 GER 1120 and GER 1121 (6 credits) Score of 60	Foreign Language
History of the United States I: Early Colonizations to 1877	AMH 1010 (3 credits)	III
History of the United States II: 1865 to Present	AMH 1020 (3 credits)	III
Human Growth and Development	DEP 2004 (3 credits)	Elective
Humanities	HUM 2250* (3 credits)	IV
Information Systems & Computer Applications	CGS 1000 (3 credits)	Elective
Macroeconomics, Principles of	ECO 2013 (3 credits)	III
Management, Principles of	MAN 2021 (3 credits)	Elective
Marketing, Principles of	MAR 2011 (3 credits)	None
Mathematics, College	MGF 1106 or MGF 1107 (3 credits)	II
Microeconomics, Principles of	ECO 2023 (3 credits)	Elective
Precalculus	MAC 1140 (3 credits)	II
Psychology, Introductory	PSY 2012 (3 credits)	III
Sociology, Introductory	SYG 2000 (3 credits)	III
Spanish Language	SPN 1120 (3 credits) Score of 50 SPN 1120 and SPN 1121 (6 credits) score of 63	Foreign Language
Western Civilization I: Ancient Near East to 1648	EUH 1000 (3 credits)	III
Western Civilization II: 1648 to Present	EUH 1001 (3 credits)	III

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 Educational Records office 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.

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	General Education Area

		elective credit or assign own numbers.	
Biology	BSC 1005C	BSC 1005C and BSC 2010C	V
Business and Management	GEB 1011	GEB 1011	Elective
Chemistry	CHM 1025C	CHM 1020C and CHM 2045C	V
Computer Science	CGS 1000 (3 credits)	CGS 1000 and COP 1000 (6 credits)	Elective
Design Technology	ETI 1420 (3 credits)	ETI 1420 and ETI 1999 (6 credits)	AS credit only
Economics	ECO 2023	ECO 2013 and ECO 2023	Elective
Ecosystems & Societies	EVR 1017 (3 credits)	EVR 1017 and EVR 1018 (6 credits)	Elective
English A1	ENC 1101*	ENC 1101* and ENC 1102*	I
Environmental Systems	EVS 1001 (3 credits)	EVS 1001 and ISC 1999 (6 credits)	Elective
Film Studies	FIL 1000	FIL 1000 and FIL 1420	Elective
French	FRE 1121 (3 credits)	FRE 1121 and FRE 2200 (6 credits)	Foreign Language
Further Mathematics (Adv. Math.)	MGF 1106	MGF 1106 and STA 2023	II
Geography	GEA 2000	GEO 1200 and GEO 2420	III (if score=4; if score=5-7, elective)
German	GER 1121 (3 credits)	GER 1121 and GER 2200 (6 credits)	Foreign Language
History	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	Elective, III
Information & Tech for Global Society	ETG 2931 (3 credits)	ETG 2931 and CGS 1100 (6 credits)	Elective
Islamic History	ASH 1001 (3 credits)	ASH 1001 and ASH 1002 (6 credits)	Elective
Italian	ITA 1121 (4 credits)	ITA 1121 and ITA 2200 (7 credits)	Foreign Language
Latin	LAT 1121	LAT 1121 and LAT 2200	Foreign Language
Marine Science	OCE 1001 or OCB 1000C (3 credits)	OCE 1001 and OCB 1000C (6 credits)	V
Math Methods	MAC 1105	MAC 1105 and MAC 1140 or MAC 1140 and MAC 2233	II
Math Studies	MAT 1033	MAT 1033 and MGF 1106	Elective, II
Music	MUL 2010 (3 credits)	MUL 2010 and MUT 1001 (6 credits)	IV, Elective
Philosophy	PHI 1010 (3 credits)	PHI 1010 (3 credits)	Elective, IV
Physics	PHY 1020C	PHY 2053C and PHY 2054C	V
Psychology	PSY 2012	PSY 2012 and PSY XXXX	III and Elective
Social Anthropology	ANT 2410	ANT 2410 and ANT 2000	Elective, III
Spanish	SPN 1121 (3 credits)	SPN 1121 and SPN 2200 (min. 6 credits)	Foreign Language

Theatre Arts	THE 2000 or THE 2020	THE 2000 or THE 2020 and one semester (3 credits) in theater history, performance, stagecraft, theory or literature depending on student's strengths	IV or Elective
Visual Arts	ART 1999 (3 credits)	ART 1999 and ART 2999 (6 credits)	Elective

*Meets part of the Gordon Rule requirement.

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

The AICE (Cambridge Advanced International Certificate of Education) 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 Educational Records office 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)	General Education Area
Accounting (AS-Level)	ACG 2001 (3 credits)	Elective
Accounting (A-Level)	ACG 2022 and ACG 2071 (7 credits)	Elective
Art and Design (AS-Level)	ART 1201C (3 credits)	Elective
Art and Design (A-Level)	ART 1201C and ART 1203C (6 credits)	Elective
Biology (AS-Level)	BSC 1005C (4 credits)	V
Biology (A-Level)	BSC 2010C (7 credits)	V
Business Studies (AS-Level)	GEB 1011 (3 credits)	Elective
Business Studies (A-Level)	GEB 1011 and GEB 2350 (6 credits)	Elective & AS credit only
Classical Studies (AS-Level)	CLA 1010 (3 credits)	Elective
Chemistry (AS-Level)	CHM 1025C (5 credits)	V
Chemistry (A-Level)	CHM 1025C and CHM 2045C (8 credits)	V
Computing (AS-Level)	CGS 0073 (unique number) (3 credits)	Elective
Computing (A-Level)	CGS 0073 and CGS 0074 (unique numbers) (3 credits)	Elective
Design & Technology (AS-Level)	ETI 1482C (3 credits)	AS credit only
Design & Technology (A-Level)	ETI 1482C and ETI 1930 (6 credits)	AS credit only
Economics (AS-Level)	ECO 2000 (3 credits)	Elective
Economics (A-Level)	ECO 2013 and ECO 2023 (6 credits)	III and Elective
English (AS-Level) - English Language or Language & Literature in English	ENC 1101* (3 credits)	I
English (AS-Level) - Literature in English	ENC 1101* or ENC 1102* (3 credits)	I
English (A-Level)	ENC 1101 and ENC 1102 (6 credits)	I
English (A-Level) - Literature in English	ENC 1101* and ENC 1102* or ENC 1102* and ENL 2010* or ENL 2022* (6 credits)	I or IV

Environmental Management (AS-Level)	EVS 1001 (3 credits)	Elective
French Language (AS-Level)	FRE 1120 or FRE 1121 (4 credits)	Foreign Language
French Literature (AS-Level)	FRW 2000 (3 credits)	Elective
French (A-Level)	FRE 1120 and FRE 1121 or FRE 2200 and FRE 2201 (6 credits)	Foreign Language
Further Mathematics (A-Level)	MAC 2311 and MAC 2312 (6 credits)	II
General Paper	IDS 1110 (3 credits)	Elective
Geography (AS-Level)	GEA 2000 (3 credits)	III
Geography (A-Level)	GEO 1200 and GEO 2420 (6 credits)	Elective
German Language (AS-Level)	GER 1120 or GER 1121 (3 credits)	Foreign Language
German (A-Level)	GER 1120 and GER 1121 or GER 2200 and GER 2201 (6 credits)	Foreign Language
History (AS-Level)		
U.S. History	AMH 1042 (3 credits)	III
European History	EUH 1031 (3 credits)	III
International History	HIS 1206 (3 credits)	III
History (A-Level)		III
U.S. History	AMH 1042 (3 credits)	III
European History	EUH 1031 (3 credits)	III
International History	HIS 1206 (3 credits)	
Latin (AS-Level)	LAT 1120 or 1121 (3 credits)	Foreign Language
Marine Science (AS-Level)	OCE 1001 (3 credits)	V
Marine Science (A-Level)	OCE 1001 and OCB 2000 (6 credits)	V
Mathematics (A-Level)	MAC 2311 (4 credits)	II
Music (AS-Level)	MUH 1001 (3 credits)	Elective
Music (A-Level)	MUH 1001 and MUH 1011 or MUH 1012 (6 credits)	Elective
Physics (AS-Level)	PHY 2048 (3 credits)	V
Physics (A-Level)	PHY 2053C or PHY 1054C (10 credits)	V
Psychology (AS-Level)	PSY 2012 (3 credits)	III
Psychology (A-Level)	PSY 2012 and other Psychology course (minimum 6 credits)	III
Sociology (AS-Level)	SYG 2000 (3 credits)	
Sociology (A-Level)	SYG 2000 (3 credits)	III
Spanish Language (AS-Level)	SPN 2200 (3 credits)	Foreign Language
Spanish Literature (AS-Level)	SPW 000 (3 credits)	Elective
Spanish (A-Level)	SPN 1120 and SPN 1120 or SPN 2200 and SPN 2201 (6 credits)	Foreign Language
Thinking Skills (AS-Level)	PHI 2103 (3 credits)	Elective
Thinking Skills (A-Level)	PHI X103 or PHI X401 and PHI 2001 (6 credits)	Elective, IV
Travel & Tourism (AS-Level)	HFT 1000 or HFT 1700 (3 credits)	AS credit only
Travel & Tourism (A-Level)	HFT 1000 and HFT 1700 (6 credits)	AS credit only

*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 Educational Records office for evaluation and awarding of credit.

DSST Examination Program

Exam	Course Number (3 credits per exam)	Passing Score	General Education Area
A History of the Vietnam War	AMH 2930	44	Elective
Art of the Western World	ARH 2000	48	IV
Astronomy	AST 1002	48	V
Business Ethics & Society	GEB 1441 (3 credits)	400	Elective
Business Law II	BUL 2242 (3 credits)	44	AS credit only
Business Math	QMB 1001	48	None
Criminal Justice	CCJ 1000 or CCJ 1020	49/400	Elective
Environment & Humanity	EVS 1001 (3 credits)	46	Elective
Ethics in America	PHI 2600	46/400	IV
Foundations of Education	EDF 1005	46/400	Elective
Fundamentals of College Algebra	MAT 1033	47/400	II
Fundamentals of Counseling	PCO 1202	45	Elective
General Anthropology	ANT 2000*	47	III
Here's to Your Health	HSC 1100	48/400	Elective
Human Resources Management	MAN 2300	46	None
Human/Cultural Geography	GEO 2420	48	Elective
Introduction to Business	GEB 1011	46	Elective
Introduction to Computing	CGS 1000	45/400	Elective
Introduction to Law Enforcement	CJE 1000	45	Elective
Introduction to Modern Middle East	ASH 1044	47	Elective
Introduction to World Religions	REL 2300	48/400	IV
Lifespan Developmental Psychology	DEP 2004	46	Elective
Management Information Systems	ISM 1999 (3 credits)	46/400	AS credit only
Money & Banking	BAN 1501	48	AS credit only
Organizational Behavior	INP 2710	48	Elective
Personal Finance	FIN 2001	46/400	None
Physical Geology	GLY 2010	46	V
Principles of Finance	FIN 2000 (3 credits)	46/400	AS credit only
Principles of Financial Accounting	ACG 2021C	47	Elective

Principles of Physical Science I	PHY 1020C	47	V
Principles of Public Speaking	SPC 1600	47	I
Principles of Statistics	STA 2023	48/400	II
Principles of Supervision	MNA 1345	46	None
Rise and Fall of the Soviet Union	EUH 1066	45	Elective
Substance Abuse	HSC 1999 (3 credits)	49/400	AS credit only
Technical Writing	ENC 2210*	46	Elective
The Civil War and Reconstruction	AMH 1050	47	Elective

*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, N.Y., using national committees of faculty consultants and national studies. Excelsior College Examinations are approved by the American Council on Education and Excelsior College itself 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 Educational Records office. SCF awards credits based on the following exams and Rexam scores.

Excelsior College Examinations

Exam	Course Number (3 credits per exam)	Passing Score	General Education Area
Abnormal Psychology	CLP 2140 (3 credits)	C	Elective
Earth Science	ESC 1000 (3 credits)	C	V
English Composition	ENC 1101* or ENC 1102*	C	I
Ethics: Theory and Practice	PHI 1630	C	Elective
Foundations of Gerontology	GEY 2000 (3 credits)	C	AS credit only
Human Resources Management	MAN 2300	C	Elective
Introduction to Music	MUH 1110 (3 credits)	C	IV
Labor Relations	MAN 2400 (3 credits)	C	AS credit only
Life Span Developmental Psychology	DEP 2004	C	Elective
Managerial Accounting	ACG 2071	C	Elective
Microbiology	MCB 2000 (3 credits)	C	V
Principles of Marketing	MAR 2011	C	Elective
Psychology of Adulthood and Aging	DEP 2401 or DEP 2402	C	Elective
Workplace Communication with Computers	OST 2335 (3 credits)	C	Elective
World Conflicts Since 1900	WHO 2040 (3 credits)	C	Elective

*Meets part of the Gordon Rule requirement.

UEXCEL Examinations

Exam	Course Number (3 credits per exam)	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.

Transfer Credit for USAFI and Armed Forces School Courses

Credit will be granted to students with military training, experience and coursework that are applicable to a student's degree, not to exceed 30 credit hours. Students who wish to have military credit applied to their SCF academic record must provide an official military transcript. SCF will grant three credit hours for HLP 1081 - Concepts of Wellness and two credit hours for PEM 1130 - Basic Conditioning and Weight Training. Additional military credits are based on the evaluation and recommendation for postsecondary credit by the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Forces (ACE)* and the Army/American Council on Education Registry Transcript Systems (AARTS).

Maximum Credit Allowed

At least 25 percent 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 percent 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 Educational Records office, 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 percent 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 only be given 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 Florida Shines (floridashines.org.) Students working toward a degree at an out-of-state college or university may enroll at SCF upon presentation of a transient form from the student's current (home) institution and an application for admission (and payment of the application fee applicable to international students only - see "Cost and Fee Information"). Transient students are encouraged to receive advance approval from their home institution before registering for classes at SCF. If no approval form is submitted, a transient student may be able to receive a permit. The issuance of such permits would vary dependent upon the requested course.

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

Enrollment of students seeking to enroll in online programs or courses at SCF may be restricted based on the student's state of residency. Some states restrict their residents from enrollment in online programs

and courses unless reciprocal agreements exist between those states and SCF. A current list of states that restrict program enrollment at SCF is accessible at scf.edu/OnlineLearning.

Readmission Policy

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

Students have the option of graduating under either the Catalog in effect at the time they re-enter 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.

Any former student who withdraws 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.

The application fee, applicable only to international students, is payable one time only and will not apply to readmitted students provided the fee was paid upon initial admission.

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 (international students only) and students must register and pay for classes during the time period indicated in the College academic calendar. The complete SCF audit policy can be found through the index.

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 the 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 listed later in this section entitled "Financial Resources," and they do not need to be 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. Take the Test of English as a Foreign Language (TOEFL). To be eligible to enter SCF, a score of 500 or better is required on the written-based TOEFL test, 173 or better on the computer-based TOEFL test, or 61 or better on the online TOEFL test. An application to take the TOEFL test may

be obtained by writing: Educational Testing Service, TOEFL Registration Office, P.O. Box 6152, Princeton, N.J., U.S.A. 08541-6152. The telephone number is 609-771-7100, FAX number 609-771-7500, website: toefl.org (the SCF TOEFL code number is 5427).

2. Attend one of the designated United States English Language Institutes (ELI) and complete level five (5) successfully or attend one of the international ELS Language Centers and complete level nine (9) successfully.
3. Graduation from an American high school, earning the GED taken in English or successfully completing secondary education from a school outside the United States that teaches the entire secondary education curriculum in English.

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 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 $30,000 (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. Due to unforeseen tuition increases, the $30,000 may be increased without notice. A financial statement on official paper from a financial institution, with official signatures certifying funds (in U.S. dollar equivalence) available to the student, is required.

Other International Student Responsibilities and Requirements

PLACEMENT TESTING: Once a student proves his or her proficiency in English, he or she will be required to take the Postsecondary Education Readiness Test (PERT). The topics of the test are reading, writing and mathematics. This test can be taken at SCF Bradenton or SCF Venice by appointment after the student arrives in the local area and before classes start. However, proof of completion of the ACT or SAT tests, taken within the last two years, and scores also are acceptable.

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 the F-1 student visa may not claim Florida residency for tuition purposes and must pay nonresident fees.

Only upon receipt of the SCF admissions application, proof of proficiency in English, financial statement of support and proof of successful completion of secondary education will the College certify and mail a SEVIS I-20AB to the prospective 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 SEVIS I-20 must arrive in the local area and report to the admissions office at SCF Bradenton or SCF Venice a minimum of five business days prior to the start of classes. If a student is not able to arrive five or more business days prior to the start of classes, they will be required to notify the director of admissions and defer their arrival to the next term. Once SCF is notified of the delay or deferral, a new I-20 for the next term will be issued.

The United States Student and Exchange Visitor Information System (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, change in 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 of 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 application for admission online or take it to the Admissions office. Pay application fee if international student, seeking the F-1 student visa at SCF.
2. Request from high school, GED office and/or college(s) attended that all transcripts be sent directly to the Educational Records office of SCF. Applicants previously attending one or more colleges must request that an official transcript from each institution attended be sent to the Educational Records office. Hand-carried transcripts will not be accepted for official transfer evaluation. It is advised that transcripts are received at least two months prior to the first term of enrollment. Students should request an unofficial college transcript for personal use to aid in the advisement process. Students who fail 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. 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 education is equivalent to graduation from an accredited high school in the United States.
4. The placement test is **required** for new students who:

   o Earned a GED or high school equivalency diploma
   o Graduated from a private high school
   o Graduated with a high school diploma as a home-schooled student
   o Graduated from a Florida public high school *without* earning a standard high school diploma
   o Graduated from an out-of-state high school
   o Entered the 9th grade in a Florida public high school prior to the 2003-2004 academic year
   o Are U.S. military reservist service members

   The placement test is **optional**:

   o If you entered the 9th grade at a Florida public high school during the 2003-2004 school year or any year afterward AND you graduated with a Florida standard high school diploma
   OR
   o If you 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
   o If you have taken and submitted SAT, ACT or PERT test scores within the last 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 students. A mandatory online orientation is required for all degree-seeking transfer students.

Residency Requirements

Florida Resident Information and Requirements

All applicants for admission to State College of Florida, Manatee-Sarasota (SCF), degree-seeking or nondegree-seeking, full time or part time, are required to declare a Statement of Residence. If the applicant is under 24 years of age 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 "Residency Information."

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, established and maintained legal residence in Florida for at least twelve (12) months prior to 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 he or she marries 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 this date must apply for reclassification the following term.

Residence in Florida must be a bona fide domiciliary rather than for the purpose of maintaining a residence incidental to enrollment at an institution of higher education. Other persons not meeting the twelve (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 percent 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 must be submitted to the Admissions office. All documents supporting the establishment of legal

residency must be dated, issued, or filed twelve (12) months prior to the deadline for submission of residency documentation 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 he or she was 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 in order to prove Florida residency.

Definitions:

(A) DEPENDENT STUDENT: If you are under age 24 and 50 percent 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 years of age or older prior to 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 percent 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 his/her personal documentation:

- Florida Voter's 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 prior to 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 years), 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 per 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 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 Pre-paid Post-secondary Expense program. In this case, the student would only need to provide documentation from Florida Pre-paid 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 that you were a non-Florida resident and paid non-Florida resident tuition and fees) may become eligible for reclassification to a Florida resident by presenting documentation and completing the Statement of Florida Residency for Tuition Purposes Reclassification to Florida Resident 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 his or her parent of 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 his or her parent if that student is a dependent, may become eligible for reclassification by presenting a minimum of three (3) documents identified in Item two and Item three on the Statement of Florida Residency for Tuition Purposes Reclassification to Florida Resident form. One of the three (3) documents MUST come from Item two on the form.

All documentation submitted must show clear and convincing evidence and the documentation must be credible, trustworthy and sufficient to indicate that the student, or if that student is a dependent, his or her parent has established legal residency in the state of 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 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 his or her legal residency, evidence of his or her marriage to a legal resident, and evidence of his or her spouse's legal residence in Florida for at least twelve (12) consecutive months immediately preceding the application for reclassification. The individual does not have to satisfy the requisite 12-month qualifying period.

Required Documentation:

To satisfy documentation requirements, the student, or his or her parent if that student is a dependent, must provide photocopies of a minimum of three (3) documents identified in Item two and Item three on the Statement of Florida Residency for Tuition Purposes Reclassification to Florida Resident form. One of the three documents MUST come from Item two on that form. These documents must be dated at least twelve (12) consecutive months prior to the deadline for submission or residency documentation (photocopies must be attached and submitted with the Statement of Florida Residency 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, he or she may submit a Residency Status Appeal form and attach all supporting documentation to the Educational Records office. The appeal is reviewed by the Residency Appeal Committee.

The student will receive a letter in the mail indicating the decision and the decision of the committee is final.

To view the complete "Guidelines on Florida Residency for Tuition Purposes," go to scf.edu/Admissions and click on "Residency Information," or FLVC.org.

Registration

scf.edu/Records

Registration is the process of selecting and enrolling in courses. In order 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; and
- Placement test scores, if required.

Prior to 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 degree seeking, complete a new student orientation; and
- Seek advisement by visiting with a student services advisor.

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. Advisors are available to assist students in planning a program of study that meets their educational and career goals.

Web registration: 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 holds on the website at scf.edu. Click SCFconnect, use the correct User ID and password, choose the Student tab, click on Registration Status (under Registration tools) and select the appropriate term.

Registration Priority Dates

Registration dates are published in the academic calendar on the SCF website. The dates are grouped according to continuing, transfer, transient, returning and new student status.

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. Eight areas of interest (meta-majors) 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 Sciences
5. Industry/manufacturing and construction

6. Public Safety
7. Science, technology, engineering and mathematics
8. Social and behavioral sciences and human services

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

Adding and Dropping Classes

Students who wish to add or drop a course for a term may do so via the SCF website, scf.edu, 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 scf.edu and to 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 password. Students should remember to protect their password, as it is their access to confidential student information.

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 SCFconnect.

Students who request a new email address due to a name change must complete the "Change of Name/Address" form in the educational records office. The form is completed and signed by the student and must include an official copy of a court-issued document verifying the name change.

Voiding 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 class schedule, College Catalog and on the SCF website. **Students who fail to pay tuition and fees by the posted deadlines will have courses canceled 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 to capacity.

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
Business and Technology	941-752-5281	941-408-1476
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
Mathematics	941-752-5224	941-408-1476
Natural Sciences	941-752-5341	941-408-1476
Social and Behavioral Sciences	941-752-5314	941-408-1476
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) with the exception of certain programs requiring a heavier load.

Petition for Overload: A student wishing to take additional hours beyond the 18 credit hours is required to submit a petition for an overload. For specific details, refer to the overload policy in the Educational Records Policies and Procedures portion of the Catalog.

Orientation

Orientation is part of the enrollment and advisement process at SCF and is mandatory for all new 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 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 and Security 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 course 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 official transfer evaluation by the educational records office.

Online Services for Students

SCF provides prospective and enrolled students with a full range of online services, including the full text of 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 provides information on 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. This resource can be used to access college and university course catalogs, 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 and fee updates 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**

State College of Florida, Manatee-Sarasota (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 course 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 percent of the total expenditures of the program. These course fees are approved individually at regularly scheduled Board of Trustees meetings.

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 percent of the full cost of instruction. (For purposes of this assessment, the Florida Legislature considers 100 percent 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.

If a student is forced to withdraw because of documented extenuating circumstances, documented disability 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 nonrefundable (per term)
Credit for Experiential Learning (C.E.L.) Application Fee:	$5 nonrefundable
C.E.L. Fees:	$16/credit hour

Duplicate Diploma Fee:	$15 nonrefundable
Graduation Fee:	$20 nonrefundable

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

Health Professions Programs

Application Fee:	$20 nonrefundable

(One-time fee, payable before application can be processed for admittance to each health professions program with exception of ASN Nursing.)

Health Occupations Basic Entrance Test (HOBET V):	$50 nonrefundable
Insurance Fee:	$15.50 nonrefundable
Nursing (ASN) Application Fee:	$35 nonrefundable
Test of Essential Academic Skills (TEAS):	$50 nonrefundable
International Student Application for Admission Fee:	$75 nonrefundable
Late Fee:	$50 nonrefundable
Inactive OneCard Replacement Fee:	$10 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 Lakewood Ranch campuses 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
Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over line	$30
No current SCF decal, improper decal or no decal showing	$20
Parking in reserved or visitors space or parked in a motorcycle space	$30
Moving violations (College student court)	$20 minimum
Reinstatement Fee:	$50 nonrefundable
Returned Check Fee:	$20 nonrefundable

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

Student ID Card Replacement Fee:	$10 nonrefundable

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

NOTE: PERT = Postsecondary Education Readiness Test

FCELPT-Reading	-0-	$10
FCELPT-Sentence Skills	-0-	$10
FCELPT-Arithmetic	-0-	$10

FCELPT-Elementary Algebra	-0-	$10
FCELPT-College Level Math	-0-	$10
FCELPT-Retake (each section)*	$10	$10

NOTE: FCELPT = Florida College Entry Level Placement Test

* The PERT and FCELPT nonrefundable retest fee is $10 per section for both SCF and non-SCF students. If your PERT or FCELPT scores are more than two years old, no retest fee is charged.

Testing Fees: nonrefundable	SCF Student	Non-SCF Student
CLEP	$80 test fee + $15 administration fee	same
Proctored Exams	-0-	$25 per test up to three hours in length.
		$50 per test more than three hours in length.
Transcript Fee:		$7 nonrefundable

(For each transcript, payable with each written request. One free official transcript is mailed to each student upon graduation from SCF.)

State Employee Fee 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 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 and submit an SCF State Employee Tuition Waiver Approval Form and an original Intent to Apply form from their designated agency to the Educational Records office. The Educational Records office will verify the student's employment status and 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 pre-requisite 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 the Center for Corporate and Community 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 individually each month at regularly scheduled Board of Trustees meetings.

Library, Parking and Other Fiscal Obligations

No student transcripts will be issued unless library, parking, lab and all College fiscal obligations are met. All borrowed materials must be returned before the student's academic record will be released. Future registrations for classes also may be blocked.

Special Programs

Special programs of varying duration may be offered 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 contract for their own living accommodations.

Method of Fee Payment

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

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 his/her 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 various means; i.e., email, mail, text or robocall, at the discretion of the College and will have his/her 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), will not receive his/her grades, will not have his/her transcript released, and will not receive any diplomas or certificates to which he/she may otherwise be entitled until such debt is settled with the College. Failure to settle the debt during the term in which the student is currently enrolled will result in an administrative withdrawal for that term prior to a grade (or certificate of completion) being issued. Failure to pay will result in your account being forwarded to a collection agency. You will then be responsible for the debt to SCF plus collection costs and your credit rating will likely be 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 32, chapter 33, chapter 34 or chapter 35 of Title 38, U.S.C., or chapter 10606 of 38 U.S.C. or chapter 1607, is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits. Since certain VA benefits under chapter 30, 35, 1606 and 1607 are paid directly to the student, students receiving benefits under these chapters are responsible for payment of tuition and fees to the college prior to the expiration of the deferment. Students receiving benefits under chapter 33, the Post 9/11 GI Bill® may not be eligible for 100 percent benefits. Chapter 33 students who are eligible for less than 100 percent benefits are responsible for paying any outstanding balance 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 actions will occur:

1. If classes have not started, the student will be purged from his/her 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 #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 an 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, issuance of a diploma or certificate to which the student may otherwise be entitled, the release of transcripts to the student or a third party on the student's behalf and the release of grades for current course work.

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 control of the student. 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, the business office and/or accounting department, the matter shall be forwarded to the collection agency that has been selected by the Vice President of Finance and Administrative Services 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 of Finance and Administrative Services 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, deferred examination fees, documentation fees, duplicate diploma fees, graduation fees, ID card replacement fees, insurance fees, late fees, reinstatement fees, inactive SCF OneCard replacement fees, returned check fees, testing fees, transcript fees and Web 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 SCFconnect, drops the class and submits the changes online.

The basis for refunds of refundable fees is as follows: Refunds of 100 percent (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, a financial services company, to process refund disbursements to students. Refunds are processed 10 days after the posted add/drop date of the term and sent via the option chosen by the student when activating his/her SCF OneCard account. 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. Refund requests must be submitted NO LATER than the last day of the following semester for which the student is requesting a refund. 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. Petitions 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 office of the Vice President of Strategic Enrollment Management at SCF Bradenton and in the office of the Dean at SCF Venice.

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 the student's sudden illness/incapacity requiring five consecutive days of hospitalization. To request a fee waiver, a refund petition, including appropriate hospital admission and discharge documentation, must be submitted.

SCF OneCard (Financial Aid and Tuition Refund Disbursement)

SCF partners with BankMobile, a Higher One affiliate, to process refund disbursements to our students. **Financial aid and tuition refunds are disbursed to SCF students via the SCF OneCard.**

Students MUST choose one of the two options to receive refunds and disbursements (to make selection go to www.refundselection.com and log in):

- Electronic Deposit to another account - Money is transferred to another account the same business day BankMobile receives funds from the school. Typically, it takes 1 to 2 business days for the receiving bank to credit the money to your account.
- Electronic Deposit to a BankMobile Vibe Account (formerly OneAccount) - if you open a BankMobile Vibe account (upon identity verification), money is deposited the same business day BankMobile receives funds from your school.

If a card is destroyed or discarded and the student requests a new one, a fee of $10 will be assessed for a replacement.

To order a replacement card, contact the fee payment office at SCF Bradenton or SCF Venice.

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 Services office.

The purpose of financial aid at State College of Florida, Manatee-Sarasota (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 from many 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 www.fafsa.ed.gov. Applicants receive an acknowledgment from the U.S. Department of Education when the FAFSA is successfully submitted. This is the Student Aid Report (SAR), 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 non-citizen;
- 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 registered with Selective Service, if you're male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program; Financial aid will only be authorized for the specific classes required for your declared program of study.
- be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress in college or career school;
- sign statements on the Free Application for Federal Student Aid (FAFSA) stating that
  - o you are not in default on a federal student loan and do not owe money on a federal student grant and
  - o 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 General Educational Development (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 schools must be received and evaluated by SCF before you are eligible to receive financial assistance. In order to be degree-seeking at SCF, you must have a high school diploma or GED.

Deadlines

Priority deadlines for each term are provided for student financial planning. The dates for each term are provided 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 scf.edu/SCFconnect.

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 placed on the student's BankMobile Card based on the disbursement dates specified on the academic calendar.

Students who borrow a Direct Loan for the first time will have a hold on their first loan disbursement until 30 days after the start of their classes.

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

Attending Hours: A class must begin before being considered as attending. 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 or non-need based. Repayment may be required, if a student's enrollment drops below half-time or after termination of enrollment.

Types of Financial Aid

Federal Pell Grant

This is the primary Title IV aid. Qualified students may be awarded up to $5,815 for the 2016-2017 academic year at SCF.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal program. The priority deadline is May 1st for consideration for awarding of these funds.

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 floridastudentfinancialaid.org.

State Financial Aid Programs

The state of 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 floridastudentfinancialaid.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 Services office or the SCF Foundation. Scholarship information is available on-line at financial aid scholarship link and SCF Foundation scholarship link.

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 he or she has 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 percent of a term and received federal student aid.

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

Federal Work-Study is a federally funded program that enables students to work on campus. FWS students must have completed the Free Application for Federal Student Aid (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 20 hours per week, in administrative and departmental offices, libraries and laboratories. Interested students must maintain a minimum grade point average of 2.0 throughout employment, be enrolled in a minimum six (6) credit hours and be a degree-seeking 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 either the financial aid office or the Career Resource Center. Applications for all on-campus student assistant positions are available in the Career Resource Center.

Students interested in employment off campus may contact the Career Resource Center or the Career Resource center Web page, scf.edu/CareerResourceCenter.

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 and are enrolled at least half time (six credit hours) 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 (Free Application for Federal Student Aid).

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 that 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 www.studentloans.gov. First time Direct Loan borrowers will not receive their first loan disbursement until at least 30 days after their classes begin.

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 do have the option of contacting the loan servicer to request a deferment of payments until the student graduates or is no longer enrolled at least half time. This loan can be applied for (by the parent of the student) at www.studentloans.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 additional Direct Unsubsidized Loan.

Financial Aid Refund and Repayment Policy

Refunds and Repayments

Important: If you are a financial aid recipient, please consult the office of Financial Aid Services before dropping classes or withdrawing from the college.

A 100 percent 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 percent 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, he/she 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 percent to the appropriate federal account or scholarship if the student drops classes prior to the end of the drop/add period. All aid awarded but not disbursed to a recipient will be refunded 100 percent 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 percent 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, he/she 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 percent 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 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 percent of the term, the student earns 30 percent 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 (which 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 percent 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 either 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). SAP is reviewed at the end of every term (Fall, Spring and Summer).

The SAP policy consists of three requirements: Minimum Financial Aid cumulative grade point average (GPA) of 2.0, successful completion rate of 67 percent, and maximum time frame of 150 percent 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/SAP.

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 only pay for classes applicable towards a program of study. In order to ensure eligibility students should meet with their academic advisor/program manager and declare their major. Further, students should review their academic plan and enroll in valid courses towards 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 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 Web page may be viewed at scf.edu/Veterans. It is the student's responsibility to remain informed of all VA regulations and SCF policies regarding the use of their VA educational benefits. Under no circumstances will SCF certify coursework if the student is not currently enrolled in a degree seeking program, or if the coursework does not apply toward the degree the student is currently pursuing at SCF.

Detailed information about the administration, eligibility requirements, and current payment rates for all VA educational programs can be found on the GI Bill® website: www.benefits.va.gov/gibill/index.asp

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 of 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.

State College of Florida, Manatee - Sarasota (SCF) Veteran Services recognizes four academic classifications that apply to students using educational benefits administered under Veteran Affairs (VA):

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

Good Standing

A student is considered in Good Standing when the term and cumulative grade point average (GPA) are 2.0 or above, and maintains 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 when either the term GPA, the institutional GPA, the overall cumulative GPA is below 2.0, or 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. A student may still be allowed to enroll in courses while on suspension, as they could be classified as "continued probation" with SCF Educational Records; that student, however, could not have their courses certified with VA until they have achieved successful academic standing (a GPA of 2.0 or higher).

Suspension of Chapter 31 benefits are under the jurisdiction of the appropriate VR&E office of VA.

A student could also 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 only have their VA benefit's reinstated after an appropriate SCF judicial review.

GI Bill® Requirements for the A.A. Degree

The Department of Veterans Affairs and the State Approving Agency for Veterans' Education and Training have approved the A.A. degree and a 60 credit hour program. Students must complete their Gordon Rule, International-Intercultural, and any required language courses as part of 36 hours of general education requirements or 24 hours of electives. Once the 60 hours of required coursework has been completed, no additional courses can be certified under the A.A. degree.

Students who are transferring to SCF with credits from colleges outside the state of Florida should meet with their Veteran Advisor to discuss completion of the Gordon Rule courses, International - Intercultural courses, and any required language courses.

Waiver of Out of State Tuition

Many active duty personnel, veterans, as well as dependents, who are receiving Transfer of Entitlement benefits under the Post 9/11 G.I. 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 public community college or state university, and provided he or she meets 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, and 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 to the College DD Form 214, issued at the time of separation from service, as documentation that he or she has received a Purple Heart or other combat decoration superior in precedence.

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 percent of the number of required credit hours of the degree or certificate program for which the student is enrolled.
- Fees are limited to those that are inherent in the cost of tuition and charged to every student regardless of the course(s) in which he or she is 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 may also 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

An automatic deferment of tuition and fees will be issued for all students who are currently using VA educational benefits. This deferment will be issued only if the student has submitted a Request for Certification form.

Educational Records Policies and Procedures

Policies and Procedures for Educational Records

Educational Definitions

Credit Hour	One credit hour represents one hour (50 minutes) of class for 16 weeks (inclusive of 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 grade point average (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 alternative teacher certification program and EAP 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 petition for an overload above the 18 credit hours each term is required. Petitions must be acquired from and approved by student services advisors. 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 this process.

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
WF	Withdrawn Failure	0 QP per term hour

The scholastic grade point averages (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 on each student:

1. Term Average - GPA on work attempted during any given term
2. Institutional Average - cumulative GPA on all work 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

State College of Florida, Manatee-Sarasota (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.," "W." and "WF." signify that 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. A grade of "C:" signifies successful completion of a course and students are allowed to advance to

the next sequential course. Grades of "D:," "F:," "W:" and "WF:" 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 he or she has satisfactorily completed a significant portion of the course requirements and has 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." If the instructor is not available, arrangements must be made with the dean or department chairperson.

If, within six weeks from the first day of classes during the next term (exclusive of Summer session), the instructor has not informed the Educational Records office 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.

"WF" Grade

A grade of "WF" is calculated into the GPA as an "F" grade and the course also counts as an attempt for fee assessment. "WF" is recorded for a withdrawal after the withdrawal deadline for the first two course attempts, and "WF" is recorded for a third-attempt course withdrawal regardless of withdrawal date.

Time Limit for Grade Change

Requests for corrections of course records are to be made within one calendar year of when 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 this one-year period.

Accessing Grades Online

SCF does not send grades in the mail to students. 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.

These steps may be followed to view grades and unofficial transcripts:

1. Go to the SCF website at scf.edu
2. Click **SCFconnect**
3. Enter user ID and pin; click **login**
4. Select **Student** tab

5. Go to **Student Grades** channel

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 in the Educational Records office. 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 grade point average, academic standing or previously earned credits.

Courses taken on an audit 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 of the vice president of student affairs (or designee). 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 withdraws from a third-attempt course and receives a "WF" grade, this will be considered the final grade and will be included in the overall GPA.

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.

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 percent of the full cost of instruction. (For purposes of this assessment, the Florida Legislature considers 100 percent 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 an advisor in one of the campus advising center offices.

Note: Upon the third attempt of a credit course, a withdrawal will be recorded as a "WF" and calculated as an "F" in the student's GPA.

Fourth Attempt

Students may attempt a course only three times (including original grades, repeat grades, audits and withdrawals) unless noted differently in the course description. Students with extenuating circumstances may petition for a fourth attempt through an advisor in one of the campus advising center offices. All grades from the third attempt and any subsequent attempts will be included when the student's GPA is calculated.

Overload

Students are permitted to enroll in up to 18 credit hours per each Fall, Spring and/or Summer terms without special approval. Overload petitions must be acquired and approved by an advisor in the respective campus Advising Centers. Should the request to exceed 18 credit hours per term be denied, a student may appeal this policy by submitting a request to the director of advising services or coordinator of student support services. Should a student desire to enroll in more than 18 credit hours in a subsequent semester, a new request form must be submitted. Dual enrollment, early, Associate in Science and baccalaureate students should be directed to the respective academic departments for the completion of an Overload Request.

Withdrawal Policies

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

Withdrawal from a Course or Complete Withdrawal from the College (no refund)

A student may withdraw from any or all courses without the academic penalty of a "WF" grade by the withdrawal deadline as listed in the academic calendar, Catalog or on the SCF website. A student in an accelerated or short-term course may withdraw without the academic penalty of a "WF" grade anytime before the withdrawal deadline specific for the course. When a "WF" is entered, it is recorded in the student's permanent record and calculated as an "F" in the grade point average. SCF encourages the student to discuss a withdrawal with the instructor prior to withdrawing. A student who withdraws from any or all courses can withdraw online. Students should consult with the Financial Aid Services office prior to any course withdrawal.

Course withdrawals, after the deadline for the term or accelerated or short term course as published in the academic calendar, will result in a grade of "WF", which is computed in the term and cumulative GPA. Appeal request forms, accompanied by an explanation and documentation detailing major extenuating and documented circumstances, should be directed to the vice president of academic affairs, who has the final approval/disapproval authority. If the appeal is granted, the "WF" grade would be changed to a "W" without GPA consequences. Forms can be obtained from the respective campus advising centers.

Effective Fall 1997, the state mandates a student will be permitted a maximum of three attempts per course. An "attempt" is defined as registration in a class after the end of the registration period.

A student must take responsibility for initiating the withdrawal procedure. If this procedure is not followed, a grade of "WF" may be recorded for the student and "F" calculated in the grade point average.

If a "WF" is entered, it will be recorded on the permanent record and calculated as "F" in the grade point average.

All withdrawal policy statements apply to part-time as well as full-time degree credit and developmental credit students.

Faculty Withdrawal

Before the course withdrawal deadline (60 percent of the term) and until two weeks prior to the end of the term, a faculty member may withdraw a student when the student has stopped attending class and has not formally withdrawn from the course by the withdrawal deadline. A faculty member can withdraw a student for excessive absences, excessive tardiness, academic misconduct or another similar reason, as noted in the faculty member's respective syllabi. Depending on the date of the withdrawal, a grade of "W" or "WF" will be recorded. Either grade is recorded on the student's permanent academic record. Fees are applied for all courses accordingly and are counted as attempted courses. "WF" grades are calculated as an "F" in the grade point average.

Faculty No Show Reports

Following the last day to add/drop courses for the term, faculty are required to report any student who has not attended one class within the first week of the term and/or has not contacted the professor/instructor to make arrangements to attend class or to make up missed work/assignments (also termed as a "no show" student). A grade of "W" is recorded for "no shows" on the student's permanent academic record, the course is counted as an attempt and fees are applied for all courses accordingly.

Return of Federal Financial Aid Upon Withdrawal from the College

Effective with the Fall 2000 term, 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 Services office before completely withdrawing from the College.

Academic Standing

State College of Florida, Manatee-Sarasota (SCF) acknowledges five academic classification categories that apply to all students: Good Standing, Academic Warning, Probation, Academic Suspension and Academic Dismissal.

Good Standing

A student is considered in good standing when the term and cumulative grade point averages (GPAs) are 2.0 or above, or in initial good standing during the first term after transfer from another college or university, regardless of the transfer GPA.

Academic Warning

A student is considered to be on academic warning when either the term GPA, the institutional GPA or the overall GPA is below 2.0. The student academic record will reflect the academic warning status. Students are notified at the end of each term.

A student on academic warning is encouraged to seek assistance from a student services advisor early in the term to develop an academic plan that will result in good standing. When a student's term and overall GPA reach 2.0, the warning status is removed. If a student's GPA remains below a 2.0, the student is placed on probation and notified at the end of the term.

Probation

A student is considered on probation when either the term GPA, institutional GPA or overall GPA is below 2.0 and they had a previous academic warning classification in which they were not successful in returning to good academic standing.

A student is informed of the probation classification at the end of the term and the student's academic record will reflect probation status. Students are strongly recommended to see a student services advisor to initiate a contractual intervention strategy that would assist them in meeting individualized educational goals. Such strategies may include but are not limited to:

1. Repeating all courses where the final grade of "D" or "F" has been earned, and all developmental courses that must also be taken; and/or
2. Enrolling in fewer courses in a given term; and/or
3. Limiting participation in nonacademic activities.

Probation status will be lifted when:

1. The student has attained good standing.
2. If while on probation, the student fails to earn a 2.0 term GPA, the student's status will be changed to academic suspension. OR: If while on probation, the student fails to earn a 2.0 term GPA and either the institutional GPA or the overall GPA is below 2.0, the student's status will be changed to academic suspension.
3. If the student earns a 2.0 term GPA and the institutional GPA and/or the overall GPA remain below 2.0, the student will continue on academic probation for an additional term. Should the student fail to earn a 2.0 term GPA, a 2.0 institutional GPA and a 2.0 overall GPA the following term, the student's status will be changed to academic suspension.

Academic Suspension

A student is considered on academic suspension when the probation status has not improved to a good standing classification. The student's academic record will reflect the academic suspension status and students are notified at the end of the term. Students on academic suspension for the first time will have an opportunity to be reinstated upon agreement with a student services advisor. Each semester thereafter, the student's academic progress is evaluated for continued probation status based on satisfactory progress and/or completion of an agreement within the Academic Standing Appeal Request decision. A student

who was previously suspended and failed to meet the standard of the agreement may be academically dismissed. A student must earn an institutional and overall 2.0 GPA for each semester of academic reinstatement to avoid academic dismissal.

Academic Dismissal

A student who has not earned an institutional and overall 2.0 term GPA following an academic suspension will be academically dismissed and will be unable to attend SCF for one year (three semesters = one calendar year). At the beginning of the third semester of non-enrollment, the student must schedule an appointment with a student services advisor to discuss and submit the required documentation for the admissions committee review and readmission consideration.

Appeals

Students will have an opportunity to appeal dismissal status. Appeals should be sent to the director of advising services or the coordinator of student support services five business days within notification of the dismissal status. The appeal documentation will be forwarded to the admissions committee for a final decision.

Academic Record Changes/Requests

Name Changes

A signature and request from the student are required to change a student's name on his or her permanent academic record. The Change of Name/Address form is available in the educational records office or online at www.scf.edu/StudentServices/EducationalRecords/RegistrarOfficeForms.asp. Official name changes require submission of an official copy of a court-issued document verifying the legal name change.

Address Changes

Students can verify and update online the mailing address that appears on their educational record by logging on to scf.edu/SCFconnect, Student tab, Banner Self Service channel. Select Banner Self-Service, Personal Information, Address(es) and Phone(s).

International students on an F-1 student status must take special note to inform the College 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 scf.edu/SCFconnect. Go to Student tab, Banner Self-Service channel. Select Banner Self-Service, Personal Information, Emergency Contact(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 desires a change, a Change of Major/Program/Degree form will be required to be completed by the student. The form is available in the Educational Records office or online at www.scf.edu/StudentServices/EducationalRecords/RegistrarOfficeForms.asp and must be signed by the student before the change will be 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.

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 student services advisor before making a final decision.

Please note: Any non-degree seeking student wanting to become degree-seeking will be required to re-apply.

Transcript Requests

Official transcript requests can be made online at scf.edu/Transcripts or by completing a paper form available in the Educational Records office. Online requests can often be processed faster provided all information can be verified electronically. Paper requests can be sent via mail, in person or by fax if the information is complete and a signature of the student is included on the request. 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 cash, check or credit 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 all financial obligations) before the transcript request will be processed.

Official transcripts are sent by SCF through the U.S. Postal Service or electronically 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 scf.edu/SCFconnect.

Transcripts that are mailed from SCF directly to designated individuals or organizations by request of the student and do not arrive after three weeks from the original mailing date will be resent one time free of charge to the same address provided by the requester without filing an additional written request.

Unofficial transcripts may be obtained by the student by logging on to scf.edu/SCFconnect.

Degree/Enrollment Verifications

Verification letters are designed to verify a student's registration or degree status based on full-time, half-time or less than half-time status for a given term of enrollment or graduation date. Students who need a verification of degree or enrollment can complete a request on the SCF website at scf.edu. Log in to SCFconnect, go to Student tab and Banner Self-Service channel. Select Banner Self-Service, Student Main Menu, Student Records then order enrollment verification or degree verification. Enrollment verifications can be completed for current or previous terms only and are free for current students. 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 via fax or in person at the Educational Records office. Verifications require three working days for processing unless they are processed online and all information can be verified electronically.

Excess Hours Advisory Statement

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

"Excess hours" are defined as hours that go beyond 110 percent of the hours required for a bachelor's degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 138 credit hours (120 x 115 percent).

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

Graduation Requirements and Procedures

scf.edu/Graduation

Students have the option of graduating under the Catalog in effect at the time they enter State College of Florida, Manatee-Sarasota (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.

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

1. Students must apply for graduation by submitting an application for graduation form. The form 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. Applications will not be accepted without payment of the graduation fee. (See Cost and Fee Information.)
2. An overall and a cumulative grade point average of 2.0 ("C") must be achieved in the student's total credit program. The overall grade point average includes work attempted at previously attended institutions.
3. At least 25 percent 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 be present at graduation.
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 college for the first time after Jan. 1, 1983, are required to complete 12 term hours of writing courses with a grade of "C" or better, and are required to complete a minimum of six term 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".
7. Associate in Arts Foreign Language Requirement: Pursuant to s.1007.25 F.S. and Rule 6A-10.02412, students who plan to graduate under the 2014-2015 or later SCF Catalog must

demonstrate foreign language competency as specified in s.1007.25 F.S. (See Associate in Arts Degree Requirements Summary.)

8. The Educational Records office will review the student's course requirements and notify the student by email to their SCFconnect account of degree completion requirements.
9. Following completion of all graduation requirements, the diploma/certificate and official transcript will be mailed to the student. A written notification will be mailed to students who do not meet graduation requirements.

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.

All students who have received notification and approval from the Educational Records office to graduate and wish to participate in the graduation ceremony are required to register online at scf.edu/Graduation. All guests of graduates attending graduation must have a ticket for entrance into the auditorium. Guest ticket information is available online at scf.edu/Graduation. Tickets are given to the graduates based on seating capacity and the number of attendees at the ceremony.

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 grade point average is used. For the transfer student, the overall grade point average is used to determine honors at graduation.

Honors Convocation

The primary purpose of the State College of Florida, Manatee-Sarasota (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 term graduation exercises. Honorees are encouraged to bring guests to the program. Students may obtain information about this program in the Academic Advising Center at SCF Bradenton or SCF Venice.

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 years of age 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 State College of Florida (SCF) receives a request for access. A student should submit to the campus Educational Records office, 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 Avenue, 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 under the age of 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 FCSAA activities
- Weight and height of members of athletic teams
- Terms of attendance
- Degrees and awards received

Although the above directory information may be available for release, SCF does not routinely release such information to third parties. The Act states that each student has the right to inform the College that any or all the information is not to be released as requested by the student. 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 Educational Records office in writing prior to the add/drop period each term and complete the Directory Disclosure Release Authorization form available in the campus educational records office. 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 such as grades, transcripts, GPA and academic standing. SCF does not release this information without written authorization from the student. If a student wishes to have any personally identifiable information regarding their educational record released, a Third Party Release form must be completed by the student. The forms are available in the Educational Records office on either campus.

Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which students' education records and personally identifiable information (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 State College of Florida, Manatee-Sarasota (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 campus Educational Records office 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 personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which 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 Avenue, 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 (SEA). 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))

Notification of Social Security Number Collection and Usage

In compliance with 119.071(5), Florida Statutes, this document serves to notify you of the purposes for the collection and usage of your Social Security number (SSN) by State College of Florida, Manatee-Sarasota (SCF).

SCF collects and uses your SSN only for the following purposes in performance of the College's duties and responsibilities. In an effort to protect your identity, SCF will secure your SSN from unauthorized access, and will never release your SSN to unauthorized parties. SCF will assign you a unique student/employee identification number. This unique ID number is used for most associated employment and educational purposes at SCF.

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.

Educational Records Office

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for 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 (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 the Family Educational Rights and Privacy Act (FERPA) and are NEVER released to unauthorized parties.

Corporate and Community Development/Traffic Safety Institute

Because of Florida state education reporting requirements, students who enroll in Corporate and Community Development and Traffic Safety Institute classes are required to submit their SSNs. In

addition, the Traffic Safety Institute is required to provide your SSN to the Department of Highway Safety and Motor Vehicle for DUI and Special Supervision class registration. 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 Services 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) Free Application for Federal Student Aid (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 Loan Clearinghouse; and is required on all loan applications for use by the USDOE.

If you are a recipient of a state of Florida grant or scholarship such as the Florida Student Assistance Grant or Bright Futures, the State of 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; and data collection, reconciliation, tracking, benefit processing and tax reporting. SSNs also are 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.

Career Resource Center

The Career Resource Center 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 and Security Office collects SSNs 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.

The college reach-out program (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 his/her record through the Family Educational Rights and Privacy Act (FERPA), information will not be given to the military. However, the student then would need to authorize, in writing to the educational records office, each individual disclosure of any information.

Student Services and Campus Life

Advisement

scf.edu/StudentDevelopment

Academic Advisement

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

Student Services advisors 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 State College of Florida, Manatee-Sarasota (SCF) is to direct students toward exploring and achieving their educational, career and life goals. To accomplish this mission, Student Services advisors 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 advisor-advisee relationship where students participate actively in the decision-making process and advisors 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 Student Services advisor 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. Student Services advisors 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 coordinated by the office of Career & Technical Education (CTE). Program managers guide students through course selection and work in coordination with the Career Resource Center in providing information and services on career exploration. In addition, CTE staff are available at all three campuses, by appointment to provide student advisement for AS degrees and Certificates. You can reach them by calling 941-363-7216 or email CTE Recruiter/Advisor.

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 Student Services advisors who offer students comprehensive academic, career, educational and personal/social advising to facilitate the fulfillment of students' academic and personal goals. In collaboration with Academic Affairs, Student Services advisors specialize in planning and implementing learning support services for student cohorts to enhance both the learning and success of the designated groups.

Advisors provide:

- Career advising. Student Services advisors 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. Advisors provide students with resources to assist them in making a successful transition from SCF to other higher education institutions. It is never too early to begin the process of making strategic decisions about transfer options.
- Crisis intervention. Student Services advisors are available to assist with referrals to the student assistant program, 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: uw211manasota.net or call 2-1-1.

Transfer Advisement Guidelines Keys to Successful Transfer

Students are advised to:

- Meet with an SCF Student Services advisor periodically to discuss educational and career goals.
- Utilize Florida Shines 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.edu/Testing

The Assessment/Testing Center locations at SCF are open test sites. Based on agreements with other institutions, the College will test distance learning students and CLEP online candidates on a space-available basis. (See Cost and Fee Information.)

Assessment and 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.

Academic Advising Center offices at SCF Bradenton and SCF Venice are staffed with professionals who interpret test scores in individual conference with the students.

Career Resource Center

scf.edu/CRC

Help Deciding on a Major

The Career Resource Center (CRC) 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 career advisor to discuss career options and job search techniques.

Preparing for a Job Search

The CRC 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 log on to the CRC Web page to view jobs listed with the College Central Network and access other resources at scf.edu/CRC.

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 Free Application for Federal Student Aid (FAFSA). In order to work as a student employee, successful applicants must have a minimum grade point average

of 2.0, be enrolled in a minimum six (6) credit hours, be a degree-seeking student at SCF, and be eligible for federal work study funds. Inquiries may be made at the CRC. 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 the CRC. Information and applications for College departments with opportunities for student employees are available online at scf.edu/CRC.

Associate in Science and Baccalaureate Capstone Internships

The CRC 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 visit the CRC to meet with an advisor for placement assistance and to process required paperwork. The student's work experience must meet identified learning outcomes in order 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, usually lasting 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

scf.edu/DisabilityResourceCenter

email: drc@scf.edu

SCF Bradenton
941-752-5295
941-751-8179 TTY or
Student Services Center (Bldg. 1, Rm. 219)

SCF Venice
941-408-1448
941-480-3420 TTY
Student Services Center (Bldg. 100, Rm. 162)

The Disability Resource Center (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 SCF 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 Committee will convene to carefully review student requests for course substitution. The committee meets two times during the Fall and Spring Terms. Committee decisions are sent by mail to the student by the faculty chair.

NOTE: Students are encouraged to meet with the faculty department chair to explore options in regard to program requirements **PRIOR** to petitioning.

Student Instructions for Submitting a Course Substitution Request

Submit requests to the DRC office with the following information:

- Copy of Disability Documentation - student can request copies of documentation on file from the DRC office. Please note that updated documentation may be necessary.
- Unofficial SCF Transcript - student can print a copy from SCFconnect
- Petition for Course Substitution Form, located on the DRC website: scf.edu/content/PDF/Disability/Course_substitutions_rev_10_8_13.pdf

Educational Records

scf.edu/Records

Educational Records is the main contact area for current and new students and services key areas related to registration, transcripts, grades, graduation and name and address changes. The office serves as the College department that administers and complies with all requirements of the Family Educational Rights and Privacy Act (FERPA).

The Educational Records offices are located at SCF Bradenton on the second floor of the Student Services Center, Building 1, 941-752-5060, and at SCF Venice in the Student Services Center, Building 100, 941-408-1300, ext. 65060.

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, room 120. Employees and students may receive first aid when required. Emergency number: extension 65550; if life-threatening, 911.

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

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

Lost and Found

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

Neel Performing Arts Center

Since 1966, the 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-feet by 40-feet 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.

Public Safety and Security

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 office of Public Safety and Security. The College maintains security services 24 hours a day, 365 days a year. SCF Public Safety and Security 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 that 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 SCFconnect 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. 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.
Hours may change due to demand or time of year.

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 may change due to demand or time of year.

Visit the SCF Store at SCF Bradenton in the Student Center, Building 14, and in the Student Center, Building 500 at SCF Venice, or find the store online at scfbradentonshop.com and scfveniceshop.com.

Refunds must be accompanied by a cash register receipt and a current SCF ID. Books must be returned within two weeks after the beginning of the Fall and Spring terms and within the first week for Summer terms. New textbooks must be returned in new condition. The SCF Store management reserves the right to determine the value of returned items based on sale value and condition.

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

Students should estimate spending at least $100-$150 per course for new books.

Student Government

scf.edu/StudentLife

The Student Government Association (SGA) serves as the students' voice at SCF and is comprised of all students in the College who are enrolled in credit courses. SGA has a voice in College policy-making; 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 fellow students and administrators.

Student Organizations

Student organizations and clubs serve a variety of special interests. Consult the Student Life office or the Student Life 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

State College of Florida (SCF) strives to provide a community where safety, equality, respect and healthy relationships are valued. As such, the College policy to foster a campus environment that is free from intimidation and one in which students may be educated to their fullest potential. Therefore, SCF will not

tolerate sexual assault, dating violence, domestic violence, stalking, and 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

Through the Safe Harbor Initiative, SCF is providing training and resources to students on sexual harassment, sexual assault, domestic violence and stalking. This training is offered on Canvas to all new students as well as in a live format for any clubs or groups. 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 financial support from the Federal government. 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.

- The Violence Against Women Act (VAWA) was reauthorized in 2013 to include Domestic Violence, Dating Violence and Stalking. It requires that all institutions provide primary prevention programs, information on resources in writing, and prompt, fair and impartial proceedings in all Title IX cases.
- The Clery Act assures that colleges and universities disclose information about crime on and around campus. It includes provisions to address registered sex offenders notification, campus emergency response, timely warnings and whistleblowers who report crime.

These federal regulations work together to assure that each institution responds appropriately to sexual harassment at colleges and universities.

Making a Report Under Title IX

SCF encourages all victims of sexual harassment, gender based harassment, sexual assault, stalking, or domestic violence to make a report.

In an emergency, call 911

Non-emergency situations, contact the SCF Public Safety Department:

(941) 752-5550, Bradenton Campus, Building 14, Room 120

(941) 408-1550, Venice Campus, Building 500, Room 504

(941) 363-7155, Lakewood Ranch Campus, Medical Technology & Simulation Center, Room 105

Title IX Coordinator: Vice President, Student Affairs 941-752-5424, Bradenton Campus, Building 5, Room 131

Deputy Title IX Coordinator: Director of Advising 941-752-5429, Bradenton & Lakewood Ranch Campuses, Building 1, Room 105 (Bradenton Campus)

Deputy Title IX Coordinator: Coordinator, Student Support Services 941-408-1416, Venice Campus, Building 100, Room 162

Deputy Title IX Coordinator: Academic Administrator, 941-752-5583 Collegiate School, Bradenton Campus, Building 19, Room 175

Title IX <u>Confidential Reporting Resources</u> **-** Students have the right to make a confidential report if they choose. In selecting these resources, no Title IX investigation will take place, unless the students decides to report to the Title IX Coordinator.

•Counseling Services/Comprehensive MedPsych Systems 941-363-0878 ext. 2170

•Campus Ministries 941-752-5607

Resources where students can report anonymously:

•www.scf.edu/SafeSCF

•855-735-3001

What is Stalking?

Repeated, unwanted attention; physical, verbal, or electronic contact; or any other course of conduct directed at an individual that is sufficiently serious to cause physical, emotional, or psychological fear or distress or to create a hostile, intimidating or abusive environment for a reasonable person in similar circumstances and with similar identities. Stalking may involve individuals who are known to one or another, who have a current or previous relationship, or who are strangers. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

What is Sexual Harassment?

Sexual Harassment includes any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's academic work, employment, or participation in any aspect of a College program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e., it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning or sexually offensive environment for working, learning, or living on campus.

What is Gender Based Harassment?

Sexual Harassment also includes harassment based on gender, sexual orientation, or gender identity, which may include acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature. Also includes exhibiting what is perceived as a stereotypical characteristic for one's sex or failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender or sexual orientation of the individuals involved.

What is Sexual Assault?

Involves having or attempting to have sexual contact with another individual without Consent. Sexual contact is the intentional touching or penetration of another person's clothed or unclothed body, including but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch his or her own or another's body in a sexual manner. Sexual Assault includes, without limitation, sexual battery as defined in Florida Statute.

What is Domestic Violence (Dating Violence or Intimate Partner Violence)?

Domestic Violence, Dating Violence and Intimate Partner Violence all terms that are used to identify a pattern of abusive behaviors used to exert power and control over a current or former partner. Physical, sexual, emotional, economic or psychological actions or threats of actions that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing, or threatening. Such behaviors may include threats of violence to an individual or an individual's family member.

Where to find support?

• Counseling Services/Comprehensive MedPsych Systems	941-363-0878 x2170
•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	941.747.8011 ext. 8401
•Bradenton Police Department	941.932.9300
•Palmetto Police Department	941.723.4585 ext. 6126
•Charlotte County Sheriff's Office	941.205.5636

For further information and a list of SCF's Title IX Responsible Employees, visit the SCF Title IX webpage.

Student Code of Conduct

I. General Expectations of Student Behavior

State College of Florida (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. Sharing responsibility for this mission, students and College personnel are joined in a voluntary College community.

Each student, by applying to and registering for classes at SCF, assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution and obey the laws enacted by federal, state and local governments. Furthermore, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct published in the College Catalog, the Student Handbook and Planner and other College publications. Violation of any student rules 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 or dress 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 as stated in SCF Procedure 4.10.01: Disciplinary Proceedings for Violation of Standards of Student Behavior.

Students are expected to respect the rights and welfare of other members of the College community and its guests. This 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 accountable for their individual and/or collective actions.

II. Academic Ethics

SCF expects all members of the College community to conduct themselves in a manner befitting the tradition 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 reasons for violations.

The following is a partial list of the types of behavior that breach the College academic ethics guidelines and are therefore unacceptable: plagiarism, cheating on examinations, forgery, sabotage, unauthorized collaboration or falsification of information. Attempts to commit such acts fall under the term "academic dishonesty" and are subject to penalty.

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 vice president of academic affairs and his/her academic administrators will continue to judge each case according to its particular circumstance.

Conflict Resolution Procedure: Students who feel they have been penalized erroneously for an academic ethics infraction or think 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 and guidance on how to proceed with the resolution, students should seek the advice of a Student Services advisor who acts in the capacity of student advocate for complaint/conflict resolution matters.

III. Computer Ethics

A. Computing Facilities

It is the policy of SCF to maintain the best possible computing facilities for as many users as possible. These facilities include large and small systems, communications networks and personal computers, as well as software, files and data. It is the College's position that, while computers may enhance our abilities to communicate and modify the means by which we do so, the basic ethics and rights of privacy and ownership of property must be maintained. Since the computing facilities are available to and used by all segments of the College community, each computer user must act responsibly to maintain and protect the rights of others.

It is the responsibility of the computer user to determine specific conditions to use and to obtain required authorization in advance of any use.

Examples of misuse of computing facilities include, but are not limited to:

1. Violating an individual's right to privacy.
2. Using profanity, obscenity or language offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Disconnecting computer equipment.
5. Removing or changing files, stored on the hard drive of a personal computer, which were intended to be used but not modified by the users.
6. Sending inappropriate email messages to other people.
7. Breaking into someone else's computer account.
8. Giving one's personal password to a friend.
9. Using someone else's computer account.
10. Trying a password with someone else's user ID to see if it works.
11. Writing a program that attempts to find other people's passwords.
12. Installing a program designed to bypass system security.
13. Connecting monitoring equipment to the College's computer network.
14. Making a copy of a copyrighted computer program.
15. Running a program intentionally designed to slow down the computer.
16. Using College computers to play games.
17. Violating state or federal laws relating to computer use.
18. Using a College computer for business, financial gain, commercial or illegal activity.

19. Using a computer in someone else's office without permission.

The Information Technology Services department regularly monitors all computer systems usage. When there is an indication of abuse that interferes with the proper functioning of the system or impinges on another user's rights, Information Technology staff conducts an in-depth investigation. This can necessitate accessing a user's files to gather evidence or to protect the system for their users. Findings of each investigation are forwarded to the campus department of Public Safety and Security for follow-up action.

All instances of unethical or irresponsible use of computing facilities are grounds for disciplinary action. The conduct may be viewed as a violation of the Code of Conduct.

Anyone who knows or suspects that he/she has been the victim of unethical computer conduct, or who observes a violation of the computer ethics code, should report such incidents to the campus department of Public Safety and Security.

Instances of abuse can result in civil and/or criminal proceedings.

B. Online-based Instruction

Students are expected to observe acceptable classroom behavior, which is behavior that fosters an atmosphere of learning, free and open exchange of thought, and respect for the professor and classmates within the learning environment. All enrolled students in SCF courses are responsible for their conduct in the online classroom. To maintain the integrity of our institution, expectations are that behavioral standards are the same for the online classroom as they are in the face-to-face classroom. Freedom of speech and expression is valued in the academic setting, and equally valued is appropriate use of the College computer system and information technology. In accordance with the acceptable standards of behavior described in the SCF comprehensive Student Code of Conduct, online students also will adhere to the expected standards set forth below. Expectations include, but are not limited to, the following:

1. Access the learning management system and College courses only for lawful purposes.

2. Respect the privacy of other members of the class and other students.

3. Respect the diversity of opinions among the instructor and members of the class, and communicate to them in a courteous manner.

4. No use of threatening, harassing, sexually explicit language or discriminatory language, or conduct that violates state or federal law or SCF policy on sexual harassment or discrimination will be tolerated.

5. No unauthorized posting or transmitting sexually explicit images or other content that is deemed by any administrator, supervisor or instructor of an online course to be offensive will be tolerated.

6. No disruptive behavior online or off-line will be tolerated.

7. Electronic communication consisting of ALL CAPS, large font or bold print may be considered unprofessional and a form of verbal abuse.

General guidelines that online students should follow include:

- Use proper language in all communications.
- Harassment of any type will not be tolerated.
- No jokes, insults, or threats of an offensive nature.
- Do not use ALL CAPITAL letters in your writing.

All SCF students enrolled in online instruction are subject to the same consequences of violations of College policy and disciplinary sanctions that are outlined in the SCF Student Code of Conduct.

Conflict Resolution Procedure

Through College Procedure 4.10.01; Disciplinary Proceedings for Violation of Standards of Student Behavior, students who are alleged to have violated a College computer ethics code(s) will be given the opportunity to be informed of the allegation(s), and subsequently the opportunity to refute the allegation(s), and make any statements or provide any evidence or mitigating circumstances related to the allegation(s).

For a complete copy of Procedure 4.10.01 and guidance on how to proceed with the resolution, students should seek the advice of a Student Services advisor who acts in the capacity of student advocate for complaint/conflict resolution matters.

IV. Standards of Behavior for Students, Visitors and Organizations

To ensure a desirable relationship with the community as well as the protection of all students, visitors and 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, lawful, moral and orderly educational process. All campus regulations and codes of conduct are applicable to all students of the College; all persons engaged in employment either on the campus or on other property used for educational purposes by the College, all visitors, licensees, organizations and invitees.

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; preventing or attempting to prevent the entrance or exit of students, 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. Participation in a campus demonstration that unreasonably disrupts the normal operations of the College and infringes upon the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus, building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

3. Harassment of a student or students, faculty, staff, administrative officers or the College as an institution by student or students, or by a nonstudent or nonstudents. Harassment includes any threat, in any way expressed or implied, to the person or property, or an obstruction or attempted obstruction of any

individual's authorized movement on the campus. The threat mode may include, but it is not limited to, in-person interactions and electronic communications through social media outlets.

4. The display of any inflammatory or incendiary signs, posters or banners; or the distribution of literature proposing any actions heretofore or hereafter prohibited.

5. No explosives (including firecrackers, flares and fireworks), live ammunition of any kind, or weapons designated as illegal by local, state or federal law may be brought, possessed or used on any SCF campus. 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, as decided by the First District Court of Appeal on December 10, 2013. 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.

6. Possession, transportation and/or the use of any illegal drug 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 an illicit drug(s) is allowed on the campus or permitted to participate in any College-related or -sponsored activity.

7. 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 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. Drunkenness or intoxication (as defined in 34 Code of Federal Regulation Section 86.100 Subpart B-Institutions of Higher Education) is prohibited on campus, in any off-campus housing sanctioned by the College, or at any College-related or -sponsored activity.

8. The forced consumption of liquor or drugs for the purpose of initiation to or affiliation with any organization.

9. Tobacco use on any campus grounds, parking lots, in any off-campus housing sanctioned by the College, or any SCF-sponsored off-campus events. The use of all types of tobacco and tobacco-like products is prohibited, including smoked and smokeless tobacco, other smoke-able products and electronic cigarettes.

10. Gambling of any kind.

11. Unauthorized use of the College's duplicating or reproduction equipment or public address systems. Authorization for such use may be granted only by the College president or designee.

12. Any and all official information related to the College and its operation shall be transmitted to news media only through the College's office of Creative Services and Marketing and/or Special Assistant to the President for Constituent & Government Relations. Arrangements for reporters and/or radio or television station representatives to report or televise events on the campus shall be made only by the office of Creative Services and Marketing. Any other arrangements are unauthorized and the College reserves the right to bar (or remove) from the campus unauthorized news media representatives.

13. Defacing, damaging or maliciously destroying any College, faculty, staff or student property.

14. 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 and Security 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/her possession. ID cards are to be surrendered upon termination for any reason. Loss of an ID card is to be reported immediately to the Public Safety and Security office.

15. Disorderly or unlawful behavior on the campus. Additionally, a student's conviction of a misdemeanor or felony committed on or off campus shall be subject to disciplinary action as set forth in Procedure 4.10.01; Disciplinary Proceedings for Violation of Standards of Student Behavior.

16. Reckless or intentional actions that endanger the mental or physical health of students, faculty or staff.

17. Furnishing false information to the College with the intent to deceive.

18. Any violation of federal or state criminal statutes, respective county and city ordinances and all College and SCF District Board of Trustees rules and regulations will result in disciplinary proceedings.

19. Any type of sexual misconduct on any SCF campus or at any officially sponsored off-campus event.

20. Issuing bad checks to the College, The SCF Store, or any College ancillary services.

21. In accordance with Florida statutes, it is unlawful for any person operating or occupying a motor vehicle on a street or highway to operate or amplify the sound produced by a radio, tape player, or other mechanical sound-making device or instrument from within the motor vehicle so that the sound is:

　　a. Plainly audible at a distance of 100 feet or more from the motor vehicle; or

　　b. Louder than necessary for convenient hearing by persons inside the vehicle in areas adjoining churches, schools or hospitals.

22. All visitors with motor vehicles are required to obtain a temporary parking permit from the department they are visiting. Visitors having legitimate business on the campus must present a photo identification when applying for visitors' parking. The visitor's vehicle must be parked in the designated visitors' spaces. Visitors not having legitimate business on the campus will be refused parking permits and will be requested to leave the campus.

23. Visitors, upon request by a campus security officer or College administrator, are required to provide a picture identification, ideally a driver license. Failure to do so could result in the visitor being considered a trespassee and subject to arrest.

24. Failure to respond to an administrative summons will result in a disciplinary sanction.

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 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.

Examples of student behavior that are prohibited include, but are not limited to, those published in the Student Handbook and Planner and other College publications, including SCF Procedure 4.10.01: Disciplinary Proceedings for Violation of Standards of Student Behavior.

Conflict Resolution Procedure

Through College Procedure 4.10.01; Disciplinary Proceeding for Violation of Standards of Student Behavior, students who are alleged to have violated a College behavioral Code of Conduct will be given the opportunity to be informed of the allegation(s), and subsequently the opportunity to refute the allegation(s), make any statements, or provide any evidence and/or mitigating circumstances related to the allegation(s).

For a complete copy of Procedure 4.10.01, and guidance on how to proceed with the resolution, students should seek the advice of a student services advisor who acts in the capacity of student advocate for complaint/conflict resolution matters.

B. Prohibition of Harassment and Discrimination (SCF Rule 6HX14-2.44 and Procedure 2.44.01)

State College of Florida, Manatee - Sarasota ("SCF") is committed to providing an educational and working environment free from harassment and discrimination based on such factors as race, color, sex, age, religion, genetic information, national origin, ethnicity, disability, marital status, sexual orientation and any other factor prohibited under applicable federal, state and local civil rights, laws, rules, and regulations (collectively referred to as "Protected Status"). SCF will not tolerate harassment or discrimination of its employees, students, applicants for admission and/or employment, volunteers, visitors, contractors, or any persons while present on any College campus or sponsored event. SCF will also attempt to protect its employees and students from harassment and discrimination by non-employees and non-students.

This Rule prohibits all forms of Discrimination and Harassment based on Protected Status. It expressly, therefore, also prohibits Sexual Assault and Sexual Exploitation, which by definition involve conduct of a sexual nature and are prohibited forms of Sexual or Gender-Based Harassment. This Rule further prohibits Stalking and Interpersonal Violence, which need not be based on an individual's Protected Status. Finally, this Rule prohibits Complicity for knowingly assisting in an act that violates this Rule and Retaliation against an individual because of his or her good faith participation in reporting, investigation, and/or adjudication of violations of this Rule. These behaviors are collectively referred to in this Rule as Prohibited Conduct. This rule also applies to Prohibited Conduct that occurs off-campus, including online or electronic conduct, if the conduct occurs within the context of an employment or educational program or activity of the college, or has continuing adverse effects on campus or off-campus employment or educational program or activity.

Title IX of the Education Amendments of 1972 states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, and Retaliation, as defined in this Policy, are prohibited forms of discrimination under Title IX, which covers all of the College's programs and activities. Like racial, religious, and national origin harassment, Sexual or Gender-Based Harassment and Sexual Violence are also prohibited under Title VII of the Civil Rights Act of 1964, Section 760 et al, F.S., and other applicable laws.

The College's prohibition against Interpersonal Violence (including domestic and dating violence) and Stalking is also governed by federal law because these forms of behavior are prohibited by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the Violence Against Women Reauthorization Act of 2013. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values.

The College, as an educational community, will promptly and equitably respond to reports of Sexual Assault, Interpersonal Violence, and Stalking in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community. The College recognizes that Sexual Assault, Interpersonal Violence, and Stalking encompass a broad spectrum of conduct and will respond according to both the severity of the offense and the threat it poses to the campus community.

For the purposes of this Rule "harassment" includes but is not limited to, verbal, physical, sexual violence, assault and visual conduct that creates an intimidating, offensive, or hostile working or education environment or that interferes with work performance or educational opportunities. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters, or cartoons or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.

For the purposes of this Rule "discrimination" means exclusion from participation in, or denial of the benefits of any public education program or activity, or in any employment condition or practice conducted by a public educational institution that receives or benefits from federal or state financial assistance on the basis of race, color, sex, age, religion, genetic information, national origin, ethnicity, disability, marital status, sexual orientation or any other factor prohibited under applicable federal, state and local civil rights laws, rules and regulations.

The College has an obligation to make reasonable efforts to investigate and address known or suspected instances of Prohibited Conduct. To foster a climate that encourages prevention and reporting of Prohibited Conduct, the College will actively promote prevention efforts, educate the College community, respond to all reports promptly, provide Interim Protective Measures to address safety and emotional well-being, and act in a manner that recognizes the inherent dignity of the individuals involved.

In the case of employees or students, if harassment or discrimination is established, SCF will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including dismissal from the College depending upon the circumstances, With regard to acts of harassment or discrimination by non-employees or non-students, the College will take appropriate corrective action according to the particular circumstances involved.

This Policy is maintained by the Title IX Coordinator. The Title IX Coordinator and the Title IX Team will review this Policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the support and resources available to the parties, and assess the effectiveness of the resolution process (including the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed). The review will include the opportunity for individuals affected by the Policy to provide feedback and will incorporate an aggregate view of reports, resolution, and climate.

The President or designee(s) shall adopt procedures to implement this Policy.

There may be relevant information in other College Rules. Where that information conflicts with information in this Rule, this Rule will control. See the following policies as well:

Reasonable Substitutions/Modifications for Individuals with Disabilities (6HX14-4.015)
Code of Ethical Behavior (6HX14-2.55)
Disciplinary Action - Employee (6HX14-2.53)
Complaint/Conflict Resolution (6HX14-1.14)
Contracts: Continuing Contract Status and Annual Appointments (6HX14-2.15)
Standards of Student Behavior (6HX14-4.10)
Drug Free Campus (6HX14-1.32)
Vulnerable Persons Act- Reporting Responsibilities (6HX14-1.48)

Click here scf.edu/content/PDF/Procedures/Prohibited_Harassment_HR_2_44_01.pdf to review the complete SCF Procedure 2.44.01 - Prohibited Harassment and Nondiscrimination.

C. Prohibition of Hazing

The College will not tolerate hazing, as defined below, at or on any College property or at any College-sponsored or College-affiliated event, regardless of its location.

"Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the College, hereafter referred to as a "College organization." Hazing includes, but is not limited to, pressuring or coercing the student into violating 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, and also includes any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, 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 does not include customary athletic events or other similar contests or competitions, or any activity or conduct that furthers a legal and legitimate objective.

This prohibition of hazing will apply to students and to College organizations and clubs, including acting through other persons associated with a College organization or club who are not students.

Penalties for hazing will be administered in accordance with College policies and procedures related to student disciplinary actions; subject, however, to any limitations or additional penalties contained in Subsection 1006.63, F.S.

In the case of an organization/club that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the College.

All penalties imposed under the authority of the College will be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution.

It is not a defense to a charge of hazing that the consent of the victim had been obtained, the conduct or activity was not part of an official organizational event or was not otherwise sanctioned or approved by the organization, or the conduct or activity was not done as a condition of membership.

D. Children on Campus

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. SCF does not have child care accommodations. Students are not permitted to bring children to class, nor should children be left unattended in halls, building offices or on campus. The College reserves the right to protect the safety and welfare of unattended children.

E. Mobile/Smart Device Etiquette

The use of mobile devices (cell phones, beepers, tablets and other smart devices) in the classroom is determined by the faculty member's mobile device use guidelines for that particular class. Each faculty member determines the acceptable use of mobile devices in the classroom, from requiring the device be turned off to allowing the use of mobile devices in classroom projects. Adhere to the expectations communicated by the faculty member for that course.

F. Pets on Campus

SCF maintains a no-pets policy at any of its locations, and in any off-campus housing sanctioned by the College. There are exceptions to this policy, consistent with federal law and state statute:

- The Americans with Disabilities Act Amendments Act (ADAAA) provides guidelines regarding use of service animals in areas with no-pet policies.
- Florida Statute 413.08 defines service animals and the rights of individuals to bring them to areas of no-pet policies.

The primary consideration of SCF's no-pet policy is to ensure a safe and healthy environment for the College community. The ADA policy allows service animals assisting persons with disabilities to be present on a campus. A service animal is permitted by Florida statute to accompany a person with a disability to most locations on campus, except for areas where there is danger to the service animal.

Public Safety and Security, in collaboration with the office of the Vice President of Student Affairs is responsible for maintaining compliance with the no-pet policy. Individuals using service animals may be asked to provide information regarding the service animal's function and/or training. Definitions, examples and requests for permission to have animals on campus can be obtained from the office of the Vice President of Student Affairs or the Disability Resource Center.

Florida wildlife can be seen on all SCF campuses. The department of Public Safety and Security is responsible for enforcing state wildlife regulations. For safety reasons, fishing is not allowed at any property.

G. Wheeled Motorized Traffic

Bicycles shall not be ridden on the sidewalks between or around campus buildings. All bicycles shall be walked from the parking lot areas to the approved sites designated for bicycle storage. No skateboards, roller skates or other such roller-equipped means of transportation (i.e. scooters) will be allowed on the sidewalks between and around campus buildings. There are exceptions to this policy consistent with federal law and Florida statute that allow individuals with mobility impairments to use wheelchairs and power scooters.

H. Tobacco-Free Campus Policy

Tobacco use is not allowed on any campus grounds, parking lots, SCF-sponsored off-campus events and within SCF-owned vehicles. The use of all types of tobacco and tobacco-like products is prohibited, including smoked and smokeless tobacco, other smoke-able products and electronic cigarettes. This policy applies to all students, employees and visitors of SCF.

I. Religious Observances

Pursuant to F.S. 1002.21; 1006.53; 1001.61: 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. Any student who believes they have been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress by contacting the office of the Vice President of Student Affairs or the College equity officer.

J. Intellectual Property

SCF provides engaging and accessible learning environments within the context of its mission, vision and institutional values. Therefore, the College supports and encourages its employees and students to develop educational materials, scholarly and creative works, and other products that advance the mission of SCF. However, these forms of intellectual property may be subject to copyright, patent, trademark and other laws; and may generate royalty income. Additionally, such development may involve the use of College personnel and resources.

The definition of intellectual property, examples of materials subject to intellectual property rights; ownership of intellectual property; and the rights of the College, its students, faculty, and staff regarding intellectual property in those cases where a written agreement does not otherwise govern the rights of the parties is provided in SCF Procedure 5.182, Intellectual Property.

V. Student Complaint/Conflict Resolution Policies and Procedures

SCF provides an appropriate means to resolve conflicts or complaints concerning College rules, procedures and/or course policies at the lowest possible level.

Complaints may be brought to the attention of faculty and management with the assurance that they will be considered in a fair and equitable manner. Specific policies and procedures are available that provide an informal and formal, nonadversarial in-house means of addressing conflicts and/or complaints.

A student may request due process in such instances where the student perceives an inequity concerning his or her academic standing, or where his or her academic rights and/or freedoms have been violated, or where the academic/administrative regulations of the College are believed to have been inappropriately interpreted or applied.

The following due process procedures should be utilized in resolving complaints or conflicts.

Complaint/Conflict	Location of Resolution Policy/Procedure	Where to Start - Specific Offices
Academic Concerns	College Procedure 4.14.01	Department Chair/Program Manager or Advising Services
Accommodations - Disabilities	College Procedure 1.42.02	Disability Resource Center or 504 Coordinator/Human Resources

Administrative Policies/ Procedures	College Procedure 4.14.02	Advising Services or VP, Student Affairs
Admission Standards	College Procedure 4.01.01	Admissions or VP, Student Affairs
Children on Campus	Student Handbook and Planner	Student Life or VP, Student Affairs
Computer Access/Operational Issues	Student Handbook and Planner	Faculty or ITS Help Desk
Course Scheduling Issues	College Catalog	Educational Records
Course Substitutions	College Procedure 4.15.01	Advising Services or Disability Resource Center
Drop/Withdrawal Policies	Student Handbook and Planner/College Catalog	Advising Services or Educational Records
Due Process Questions/Concerns	Student Handbook and Planner	Advising Services
Financial Aid Standards of Satisfactory Academic Progress	Student Handbook and Planner/College Website/College Catalog	Financial Aid
Financial Aid - Student Loan Ombudsman	Student Handbook and Planner	U.S. Department of Education Office of Ombudsman ombudsman@ed.gov
Graduation Requirements	College Procedure 4.01.03	Educational Records or VP, Student Affairs
Harassment and/or Discrimination	College Procedure 2.44.01	Public Safety & Security, VP, Student Affairs or College Equity Officer/Human Resources
Hazing	DBOT Rule 4.16	Public Safety & Security, VP, Student Affairs or College Equity Officer/Human Resources
Military Activations/ Withdrawals	Student Handbook and Planner/College Catalog	Educational Records
Motor Vehicle Theft/Damage	Student Handbook and Planner	Public Safety & Security
Pets on Campus	Student Handbook/Planner	Student Life or VP, Student Affairs
Privacy of Educational Records (FERPA)	Student Handbook and Planner/College Catalog	Educational Records
Refunds	College Procedure 5.12.01	Advising Services or VP, Student Affairs

Religious Observances	Florida Statutes 1002.21; 1006.53; 1001.64	Advising Services; Student Life; VP, Student Affairs or College Equity Officer/Human Resources
Residency Requirements for Tuition Purposes	Florida Statutes, Chapter 1009.21	Admissions or Educational Records
Student Assistant Employment	Department Policy	Career Resource Center
Title IX (Gender Equity) Concerns	College Catalog	College Equity Officer/Human Resources
Traffic Rules and Parking Regulations	Student Handbook and Planner	Student Life
Transfer Credit Evaluations	College Catalog	Educational Records
Violations - Athletic Substance and Drug Abuse Policy	Department Policy	Athletic Department or VP, Student Affairs
Violations - Student Code of Conduct	College Procedure 4.10.01	Public Safety & Security or VP, Student Affairs
Weapons Law Violation	Florida Statutes, Chapter 790, Weapons and Firearms	Public Safety & Security

SCF does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, genetic information, or marital or veteran status in any of its educational programs, services or activities including admission and employment. Perceived discrimination based on any of these protected classes may be used as a basis for a complaint.

For guidance on how to proceed with the resolution of a conflict, students should seek the advice of a Student Services advisor who acts in the capacity of student advocate for complaint/conflict resolution matters.

Traffic Rules and Parking Regulations

Parking decals are obtained from the department of Public Safety and Security offices at SCF Bradenton or SCF Venice. At that time, students are given a copy of the "Traffic and Parking Regulations Governing the Use of Vehicles at SCF." Violators are subject to appear before the SCF College Student Court and if found guilty, they will be fined in accordance with the specific violation.

The following rules and regulations are in effect 24 hours a day and pertain to all students (full-time, part-time, day or evening) and faculty and staff driving vehicles on campus. These rules have been established for the benefit of each student and employee and are approved by the Student Government Association, the College administration and SCF Board of Trustees. These rules and regulations are established and enforced in order to avoid confusion and danger in parking lots. All parking and traffic, including College Student Court, are under the supervision of the Vice President of Student Affairs.

1. All motorized vehicles of students parked at SCF must bear a decal. Decals must be prominently displayed and visible at all times. Visitors must use spaces designated for visitors.
2. Parking decals for students can be obtained at the department of Public Safety and Security.
3. All vehicles of faculty and staff of SCF must bear appropriate hang tags, which are obtained from the department of Public Safety and Security.
4. Temporarily disabled students may apply for a special identification for their vehicles from the department of Public Safety and Security. Identifications are issued for a specific time period. In order to park in spaces designated for "handicapped," a disabled person, by state law, must display the disabled parking permit issued by the county tag office. The permit must be attached to the Florida license plate or placed appropriately on the rear-view mirror.
5. The College assumes no responsibility for injury to persons or damages to a vehicle or its contents at any time it is operated or parked on campus.
6. All cars must be off the parking lot by 11 p.m. Owners of vehicles that must be left on property overnight for College trips, or because they are disabled, should contact the department of Public Safety and Security to indicate how long the vehicle will be left on college property.
7. Students who have decals, but temporarily drive a vehicle without decals, still must park in student parking areas. A visible note must be displayed with date and decal number. This policy is good for one week only.
8. Abandoned vehicles will be towed at the owner's expense.

Violation Penalties

The student will be held responsible and penalized for the following infractions: improperly parked in handicapped space or blocking handicapped ramp; parking in undesignated areas, blocking traffic, parking in no-parking areas or parked over line; no current SCF decal, improper decal or no decal showing; parked in reserved or visitors space or parked in a motorcycle pad; moving violations (must attend College Student Court) that include driving recklessly, driving against flow of traffic, failure to have vehicle under control, speeding in excess of 10 mph, driving on a surface other than paved or failure to stop at a stop sign; drag racing (to be reported to Sheriff's Office), parking violation, court action. Fine amounts are included in "Cost and Fee Information."

Violation Payment Procedure Process

1. All persons ticketed for parking violations may make payments in person or mail payment by check or money order to the SCF cashier within 10 business days of receiving the ticket. SCF is not responsible for cash payment if mailed.
2. A student may appeal a citation by filing a parking violation appeal form within 10 business days from the date of violation (indicating a desire to appear before the College Student Court).
   1. A student who fails to do either 1 or 2 above will be sent a first notice to pay the fine.
   2. Any student who has not cleared a violation within 10 business days will be notified that the violation has been sent to the Vice President of Student Affairs for such action as is deemed necessary.
3. The Vice President of Student Affairs or a designated representative will take one of the following actions:
   1. Send a notice to appear before the Vice President of Student Affairs to explain the inaction.
   2. Tag records notifying the College that the student owes a fine and cannot register for another term or receive a transcript until the fine is paid.

Appeals Process

1. Any person who alleges being unjustly ticketed and wishes to appeal a violation shall file a parking violation appeal form at the department of Public Safety and Security.
2. The appeal will be adjudicated based on the current regulations. The College Student Court reserves the right to determine the guilt or innocence of the defendant and to set the amount of the fine within the limits set forth in the regulations. The decision of the College Student Court is final.

College Student Court

The College Student Court reserves the right to determine the guilt or innocence of the defendant and to set the amount of the fine if found guilty within the limits as set in the regulations. The College Student Court selects a meeting date and time. Procedures for payment of violations:

1. A student may pay fines in person in the fee payment office or make a payment (check or money order) by mail within 10 business days from the date of violation.
2. A student may register for College Student Court within 10 business days from the date of the violation indicating a desire to appear before the College Student Court.
    1. A student who fails to do either (1) or (2) above will be sent a notice to pay the fine.
    2. A student who fails to comply within 10 business days will be notified that the violation has been sent to the Vice President of Student Affairs for such action as is deemed necessary.
3. The Vice President of Student Affairs normally takes one of the following actions:

a. Sends a notice to appear before the Vice President of Student Affairs to explain the inaction.
b. Tags records notifying the College that the student owes a fine and cannot register for another term or receive a transcript until the fine is paid.

VI. Student Discipline

The Vice President of Student Affairs is designated as the staff member of the College having primary responsibility for the administration of student discipline. Deliberate care shall be taken to ensure that students receive fair and equitable treatment under due process.

Degrees of Disciplinary Sanctions:

The following are the degrees of disciplinary sanctions that may be imposed for violation of any Student Code of Conduct.

1. Apology - A written statement of regret written by the individual or group and approved by the Vice President of Student Affairs.
2. Warning - A written or verbal notice to the student that continuation or repetition of a specified conduct will be cause for further disciplinary action.
3. Censure - A written reprimand to the student for violation of a specified regulation.
4. 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 privileges or use of designated College facilities for a specified time as set forth in the notice of disciplinary probation.

5. Removal from College-sponsored Housing - A temporary or permanent exclusion from any College-sponsored housing accommodations without reimbursement of any type of housing allowance, or a mandatory room charge.
6. Restitution - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. 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.
8. Expulsion - 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.
9. Dismissal - Permanent termination of student status. A notification shall appear on the College record.

Academic Support and Opportunities

Academic Resource Center

scf.edu/ARC

The Academic Resource Center (ARC) is a multipurpose learning facility in Building 5 at SCF Bradenton and in Building 400 at SCF Venice. The large, well-staffed open lab of the ARC offers drop-in assistance in many subject areas, including anatomy and physiology, biology, chemistry, physics, mathematics, reading, writing and more. A writing center also is located in the ARC. Group study areas, academic success workshops, study skills assessments and workshops, computer-assisted study, and tutorials on videotape, DVD and CD are available. Also available are multiple learning tools, including reference materials, mathematics, manipulatives, microscopes, anatomical models and software, and computers with Internet access. The ARC at SCF Lakewood Ranch is a collaborative effort with the SCF Library and is housed in the Learning Commons. Many of the services offered at the ARCs in SCF Bradenton and SCF Venice are also available at the Lakewood Ranch location.

Library Services

scf.edu/Library
askalibrarian.org/scfms

The SCF Library provides access to print, electronic and streaming resources. Librarians are available in person and online to help students narrow their topics, find, use, and cite appropriate sources for their projects.

The Library operates facilities at SCF Bradenton (Building 8), SCF Venice (Building 300), and the SCF Lakewood Ranch Learning Commons (MTSC building). Food and drink are permitted in all library locations. There is a courier system which delivers materials between all 3 locations. Wireless access is available. Macs, iPads, laptops, scientific calculators, cameras, study rooms and limited course textbooks are first-come, first-served. All print and electronic collections, including reference sources, journal articles, ebooks, streaming videos, e-audiobooks and the Student Choice DVD Collection are indexed online at scf.edu/Library.

Inter Library Loan services as well as photocopiers and computer printers are available. Your SCF ID card is your library card and printer card. You must have an SCF ID card to print. Limited library access and resources are available for Corporate and Community Development students and community patrons.

To log into the virtual library, scf.edu/Library, use your G00# as the UserID and the last four digits of the G00# as the Library PIN.

Bradenton: The Library Café has coffee and snacks that may be brought into the Library (Building 8).

Lakewood Ranch: Library tutoring services are combined in the Learning Commons.

Venice: The foyer of the Library (Building 300) serves as the Campus Art Gallery and also houses several classrooms.

For more information, call (941) 752-5305 at SCF Bradenton, (941) 408-1435 at SCF Venice or use CHAT at askalibrarian.org/scfms.

College Readiness and Developmental Education

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

 Because of changes in Florida State Statutes, some incoming students no longer have to 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). If you are a recent Florida high school graduate or an active-duty military member, these changes may affect you.

Please refer to **Requirements for Exempt vs. Non Exempt Status** section to see if you are eligible to meet the exemption.

Educator Preparation Institute

State College of Florida, Manatee-Sarasota'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.

The FLDOE has identified this program as part of the state-legislated Educator Preparation Institute (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 current state-approved degree programs and district-delivered alternative certification programs. Courses will be delivered in modular format and will carry institutional load hour credit.

Nontraditional Learning Methods

Online Learning

scf.edu/OnlineLearning

Students are expected to observe acceptable classroom behavior, which is behavior that fosters an atmosphere of learning, free and open exchange of thought, and respect for the professor and classmates within the learning environment. All enrolled students in SCF courses are responsible for their conduct in the online classroom. To maintain the integrity of our institution, expectations are that behavioral standards are the same for the online classroom as they are in the face-to-face classroom. Freedom of speech and expression is valued in the academic setting, and equally valued is appropriate use of the College computer system and information technology. In accordance with the acceptable standards of behavior described in the SCF comprehensive Student Code of Conduct, online students also will adhere to the expected standards set forth below. Expectations include, but are not limited to, the following:

1. Access the learning management system and College courses only for lawful purposes.

2. Respect the privacy of other members of the class and other students.

3. Respect the diversity of opinions among the instructor and members of the class, and communicate to them in a courteous manner.

4. No use of threatening, harassing, sexually explicit language or discriminatory language, or conduct that violates state or federal law or SCF policy on sexual harassment or discrimination will be tolerated.

5. No unauthorized posting or transmitting sexually explicit images or other content that is deemed by any administrator, supervisor or instructor of an online course to be offensive will be tolerated.

6. No disruptive behavior online or off-line will be tolerated.

7. General guidelines that online students should follow include:

- Use proper language in all communications.
- Harassment of any type will not be tolerated.
- No jokes, insults, or threats.

Conduct of Online Courses

All SCF students enrolled in online instruction are subject to the same consequences of violations of College policy and disciplinary sanctions that are outlined in the SCF Student Code of Conduct.

Online Learning provides an opportunity for students to take online courses that earn academic credit towards existing SCF degrees or certificates.

While online courses are flexible, 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, follow the same learning objectives, and require at least as much time to complete as traditional courses. Some online courses may also require some on-campus work, orientation, review sessions and exams, with details specific to each course listed in the notes on the course schedule. SCF Online Learning classes allows for instructor led learning at a time and place convenient to the student.

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, electronic 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 typically 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. Please check the schedule notes for more information about required meetings, and for alternatives for those who cannot attend face-to-face sessions.

Blended Courses

Blended 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 blended courses is the increased number of required classroom sessions in blended 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. . Please check the schedule notes for more information about required meetings, and for alternatives for those who cannot attend face-to-face sessions.

Testing Requirements for Students Taking Online/Blended Courses

Some instructors or departments may require students taking online and/or blended courses to take tests in a proctored environment. Instructors and students need to make arrangements for such testing as part of the course because, in general, 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.

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 at 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. Among these circumstances are the following:

1. Student needs a specific course to graduate at the conclusion of the current term and the course is not offered;
2. Student has had a class cancelled and the College needs to offer an alternative; or
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 office and the Faculty Office Building at SCF Venice. The faculty member and the department chair must approve the application prior to the student enrolling 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. Four, eight or 12 hours of work experience are required, depending on the credit hour requirements.

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 courses:

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 capstone work experience that allows the student to apply all of 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.

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.

For further information, contact Career and Technical Education at 941-363-7205.

Special Scheduling

Summer Scheduling

Summer credit courses traditionally are offered in two six-week sessions (Short Term A and Short Term B) or over one 12-week session. The summer sessions afford an opportunity for students 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 of each year, makes it possible for recent high school graduates to begin college-level work immediately.

Short-Term 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. Students should check the SCF schedule of classes or with Student Services advisors 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 per week. Academic advising is available on selected evenings until 6 p.m. to assist students with the advisement process and to 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.

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 of 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

Career Pathways

www.scf.edu/careerpaths

Career Pathways is a program designed to provide a seamless transition between high school career and technical education (CTE) programs and postsecondary education. Toward that end, in the spirit of partnership, collaboration and communication, State College of Florida, Manatee-Sarasota (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 at www.scf.edu/careerpaths.

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 at 941-363-7205.

College Enrichment

www.scf.edu/StudentServices/EducationalRecords/**EarlyCollege**

The College Enrichment Program 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 only be applied toward high school credit with high school approval. Students are responsible for all college-related costs, which include tuition, fees and books.

College Reach-Out Program (CROP)

scf.edu/CROP

The College Reach-Out Program (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 counseling. 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 offers selected students an opportunity to reside on a university campus during the summer.

CROP students who choose to attend SCF are eligible for CROP and Summer Bridge Program scholarships.

Dual Enrollment

www.scf.edu/StudentServices/EducationalRecords/**EarlyCollege**

Dual Enrollment allows qualified high school students to enroll in selected courses that count toward high school credit and the associate degree. All courses taken through the dual enrollment program must appear on the high school transcript. Students interested in the dual enrollment program at SCF should contact their high school guidance counselor for information and to obtain the necessary application and early college approval form. All documentation and testing must be submitted by the posted deadline in the academic calendar each term.

Early Admissions

www.scf.edu/StudentServices/EducationalRecords/**EarlyCollege**

Early Admissions is a form of dual enrollment wherein eligible high school students enroll at SCF on a full-time basis. Students must have completed six terms of high school credit, including studies undertaken in the ninth grade, and enroll in courses that count toward high school credit and the associate degree. Students interested in the Early Admissions program at SCF should contact their high school guidance counselor to obtain the necessary application and approval form. All documentation and testing requirements must be completed and submitted by the posted deadline in the academic calendar each term.

Summer Bridge Program

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 two courses before the Fall term begins.

Each student receives a Summer Bridge Program scholarship valued at more than $1,000. Upon completion of the program, students will have earned three to six college credits and, if necessary, completed a reading class. In addition, students are supported and guided by staff throughout their pursuit of a degree from SCF.

Technical College Articulation Opportunities

SCF offers diverse opportunities for students to pursue course work toward Certificate and Associate in Science degree programs in conjunction with local technical colleges and area high schools. More information may be obtained about these programs by contacting the office of Career and Technical Education at 941-363-7205.

Programs of Study

Programs Listed by Degree

Notes:

Program learning outcomes, which describe what a student should know and be able to do as a result of graduating from a program of study, are available at scf.edu/Academics/ProgramLearningOutcomes.asp.

‡ Degrees/programs will require a separate application and acceptance notification from the specific department before enrollment in the desired program.

Associate in Arts Degree

Associate in Arts Degree (A.A.) - Transfer

State College of Florida, Manatee-Sarasota (SCF) offers one Associate in Arts (A.A.) degree. A total of 36 general education credits is required 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 Associate in Arts degree at SCF. Academic advisors are available to assist with program planning so that the proper academic program prerequisites are taken prior to 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 a broad academic background and the opportunity to focus on a wide array of academic and/or career goals.

Programs Paralleling State University Lower Division

State College of Florida, Manatee-Sarasota (SCF) offers areas of study leading to the Associate in Arts (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 international/intercultural requirement and Gordon Rule writing and mathematics requirements. Students who do not complete all of the international/intercultural and 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, students 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 Associate in Arts (A.A.) degree.

Students who place into one or more developmental courses are strongly encouraged to enroll in SLS 1101 Strategies for College Success (three credits) prior to completion of the first 15 degree-term credits.

For information about SCF bachelor's degree programs, visit scf.edu/Bachelors.

Helpful Web Links:

Florida's State Universities

Florida A & M University	famu.edu
Florida Atlantic University	fau.edu
Florida Gulf Coast University	fgcu.edu
Florida International University	fiu.edu
Florida Polytechnical University	floridapolytechnic.org
Florida State University	fsu.edu
New College of Florida	ncf.edu
University of Central Florida	ucf.edu
University of Florida	ufl.edu
University of North Florida	unf.edu
University of South Florida	usf.edu

University of West Florida   uwf.edu

Other Popular Transfer Colleges and Universities

Argosy University	argosy.edu
Barry University	barry.edu
Charter Oak College	cosc.edu
Eckerd College	eckerd.edu
Everglades University	evergladesuniversity.edu
Goshen College	goshen.edu
Hodges University	hodges.edu
Lynn University	lynn.edu
National Louis University	nl.edu
St. Leo University	saintleo.edu
St. Petersburg College	spcollege.edu
University of Tampa	ut.edu

Helpful transfer sites

collegesource.com	college source information
collegeview.com	college search service
flvc.org	guidance assistance tool
mycollegeguide.org	provides college and scholarship search
universities.com	links to more than 7,500 colleges
usnews.com	provides a college search and comparison tool
yahoo.com	links to colleges, departments and student clubs

Prerequisites for State University Majors

State College of Florida, Manatee-Sarasota (SCF) offers one Associate in Arts (A.A.) degree. A total of 36 general education credits plus a minimum of 24 elective credits is required. This degree is designed for

students who, upon graduation from SCF, plan to continue on at SCF or transfer to a public or private college/university to earn a bachelor's degree in a specific area of study. Students are encouraged to include their university premajor requirements within the A.A. degree. The state universities in Florida currently 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 are transferring 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 career resource center. 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 the state website, Florida Virtual Campus.

In addition to the articulation agreement between Florida community 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.

Below are programs that identify the state university majors for which students may prepare while completing the A.A. degree. The information is used by student development advisors and students in program planning so that the proper university prerequisites are completed before transferring. Advising assistance is available at SCF and online through Florida Virtual Campus, but students are responsible for determining not only the common prerequisites for a university major but also any additional university-specific requirements and deadlines.

Accounting
Advertising
African-American Studies
Anthropology
Art - General
Art History and Appreciation
Art - Studio/Fine Art
Astronomy/Atmosphere Science/Meteorology
Biology/Ecology/Clinical Chemistry/Biomedical Science/Pre-medical Studies
Marine Biology/Plant Pathology
Business Administration and Management/Business/Business Managerial Economics/Finance/Hospitality Management
Chemistry
Chemistry Science

Civil Technology
Community Health
Computer and Information Engineering
Computer and Information Science
Criminal Justice Studies
Dietetics/Nutritional Services
Dramatic Arts (Theatre)
Economics - Business
EDUCATION MAJOR REQUIRED COURSES
(It is strongly advised that all education majors see an SCF academic advisor for appropriate course selection.)
Education -Art
Education - Biology - Secondary
Education - Chemistry - Secondary
Education - Drama
Education - Earth/Space - Secondary
Education - English
Education - Foreign Language
Education - Health
Education - Home Economics Teacher
Education - Mathematics - Secondary
Education - Music
Education - Physical Education/Teacher/Coaching
Education - Physics - Secondary
Education - Science - Middle School
Education - Social Sciences
Education - Special/Elementary/Pre-Elementary/Early Childhood
Education -Trade and Industrial - Vocational Industrial/Occupational Specialist Training/Technical Education
Electrical/Electronics Engineering
Engineering
English - General/Literature
Forensic Science
French
Geography
German
Health Administration
Health Information Management
Health Professions Administration
History
Human Services
Humanities
Independent Studies
Information Sciences and Systems
Journalism
Liberal Arts and Sciences
Magazine Production
Mass Communications
Mathematics/Statistics
Microbiology
Motion Picture & TV/Recording Art/TV Technology

Music General/Performance/Composition/
Theory/Jazz Studies/History and Appreciation
Nutrition and Dietetics
Paralegal/Legal Assisting
Pharmacy
Philosophy
Philosophy and Religion
Photography
Physics
Political Science and Government
Psychology - General
Public Administration
Radio and TV Broadcasting
Radiologic Technology
Rehabilitative Services
Religious Studies
Rhetorical Speech and Communication
Social Sciences - General
Social Work - General
Spanish

Associate in Arts Degree Requirements Summary

1. Satisfactory completion, a grade of "C" or better, on all requirements for the A.A. degree.
2. Satisfactory completion of at least six term credits of International/Intercultural education
3. Satisfactory completion of all courses necessary to meet the requirement of the Gordon Rule (SBE Rule 6A-10.030)
4. 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
5. Associate of Arts Foreign Language Requirement: Pursuant to s. 1007.25, F.S., and Rule 6A-10.02412, students who plan to graduate under the 2014-2015 or later SCF catalog 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, the following languages: 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 four 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) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; 4) 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.

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:

1. **Communication Skills:** students demonstrate reading comprehension, effective oral and written communication and interpersonal skills, including teamwork.
2. **Quantitative and Scientific Reasoning Skills:** students apply mathematical and scientific methods of reasoning to analyze and interpret data and use the results logically to solve real world problems.
3. **Community Skills:** students demonstrate an understanding of important political, social, economic and environmental issues and the interconnected nature of modern international societies and peoples. Students identify and describe the civic rights, responsibilities and values of a diverse society.
4. **Critical Thinking and Problem Solving Skills:** students apply higher order critical thinking and problem solving skills across the curriculum.
5. **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.
6. **Cultural Literacy Skills:** students exhibit an understanding of such cultural and aesthetic expressions as literature, music, theatre, and the visual arts in historical and contemporary contexts.

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.

A.

- MAC 1105 - College Algebra **(3 Credit Hours)**
- MAC 2311 - Calculus with Analytic Geometry I **(4 Credit Hours)**
- MGF 1106 - Topics in Mathematics **(3 Credit Hours)**
- MGF 1107 - Liberal Arts Mathematics **(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)**

Area III - Social Sciences: 6-9 Hours

Students must take one course from category A and at least one course from categories A or B.

A.

- AMH 1020 - U.S. History 1877 to Present **(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)**
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**

B.

- AMH 1010 - U.S. History to 1877 **(3 Credit Hours)**
- EUH 1000 - Western Civilization to 1600 **(3 Credit Hours)**
- EUH 1001 - Western Civilization from 1600 to Present **(3 Credit Hours)**
- INR 2002 - International Relations **(3 Credit Hours)**

Area IV - Humanities: 6-9 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)**
- AML 2600 - African-American Literature **(3 Credit Hours)**
- ARH 2050 - Introduction to History of Art I **(3 Credit Hours)**

- ARH 2051 - Introduction to History of Art II **(3 Credit Hours)**
- ENL 2010 - English Literature I **(3 Credit Hours)**
- ENL 2022 - English Literature II **(3 Credit Hours)**
- FIL 1030 - History of Motion Pictures **(3 Credit Hours)**
- HUM 2210 - Intercultural Humanities: The Ancient World **(3 Credit Hours)**
- HUM 2234 - Intercultural Humanities: Enlightenment Through Romanticism **(3 Credit Hours)**
- HUM 2235 - Intercultural Humanities: Medieval Period through Scientific Revolution **(3 Credit Hours)**
- HUM 2250 - Intercultural 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)**
- LIT 2310 - Horror, Fantasy and Science Fiction **(3 Credit Hours)**
- LIT 2380 - Women in Literature **(3 Credit Hours)**
- MUH 2050 - Folk/Traditional Music of World Cultures **(3 Credit Hours)**
- MUH 2110 - Introduction to Music History and Literature **(3 Credit Hours)**
- PGY 2101C - Visual Literacy: Photography **(3 Credit Hours)**
- PHI 2070 - Introduction to Eastern Philosophy **(3 Credit Hours)**
- PHI 2600 - Applied Ethics **(3 Credit Hours)**
- PHI 2620 - Environmental Ethics **(3 Credit Hours)**
- PHI 2631 - Business Ethics **(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 2010C - Fundamentals of Biology I **(5 Credit Hours)**
- BSC 2085C - Anatomy and Physiology I **(4 Credit Hours)**
- CHM 1020C - The Chemistry of Everyday Life **(3 Credit Hours)**
- CHM 2045C - General Chemistry I **(5 Credit Hours)**
- ESC 1000C - Earth and Space Science **(3 Credit Hours)**
- EVR 1001 - Introduction to Environmental Science **(3 Credit Hours)**
- PHY 1020C - Fundamentals of Physics **(3 Credit Hours)**
- PHY 2048C - General Physics I with Calculus **(5 Credit Hours)**
- PHY 2053C - General Physics I **(5 Credit Hours)**

B.

- BSC 1007C - Introduction to Biology **(4 Credit Hours)**
- BSC 1008 - Human Body **(3 Credit Hours)**
- BSC 2011C - Fundamentals of Biology II **(5 Credit Hours)**
- BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)**
- CHM 1025C - Introductory Chemistry **(5 Credit Hours)**
- CHM 1032C - Chemistry for Health Professionals **(4 Credit Hours)**
- CHM 2046C - General Chemistry II **(5 Credit Hours)**
- CHM 2210C - Organic Chemistry I **(5 Credit Hours)**
- CHM 2211C - Organic Chemistry II **(5 Credit Hours)**
- MCB 2010C - Microbiology **(4 Credit Hours)**
- OCB 1000C - Introduction to Marine Biology **(3 Credit Hours)**
- OCE 1001 - Introduction to Oceanography **(3 Credit Hours)**
- PHY 2049C - General Physics II with Calculus **(5 Credit Hours)**
- PHY 2054C - General Physics II **(5 Credit Hours)**

International/Intercultural Courses

Students are required to complete six hours of courses from the following list. These courses may be used to fulfill general education and/or Gordon Rule requirements where appropriate and as noted.

- AMH 1091 - African-American History and Culture **(3 Credit Hours)**
- IV G ** AML 2010 - American Literature I **(3 Credit Hours)**
- IV G ** AML 2020 - American Literature II **(3 Credit Hours)**
- IV G ** AML 2600 - African-American Literature **(3 Credit Hours)**
- III G * ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- ANT 2410 - Introduction to Cultural Anthropology **(3 Credit Hours)**
- IV ARH 2000 - Art Appreciation **(3 Credit Hours)**
- IV G * ARH 2050 - Introduction to History of Art I **(3 Credit Hours)**
- IV G * ARH 2051 - Introduction to History of Art II **(3 Credit Hours)**
- CPO 2002 - Comparative Government **(3 Credit Hours)**
- III ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- III EUH 1000 - Western Civilization to 1600 **(3 Credit Hours)**
- III EUH 1001 - Western Civilization from 1600 to Present **(3 Credit Hours)**
- IV FIL 1030 - History of Motion Pictures **(3 Credit Hours)**
- FIL 2835 - Appreciation of Film **(3 Credit Hours)**
- FRE 2200 - Intermediate French I **(3 Credit Hours)**
- FRE 2201 - Intermediate French II **(3 Credit Hours)**
- GEA 2000 - World Regional Geography **(3 Credit Hours)**
- GEO 2420 - Environment and Culture **(3 Credit Hours)**
- GER 2200 - Intermediate German I **(3 Credit Hours)**
- GER 2201 - Intermediate German II **(3 Credit Hours)**
- IV G * HUM 2210 - Intercultural Humanities: The Ancient World **(3 Credit Hours)**
- IV G * HUM 2234 - Intercultural Humanities: Enlightenment Through Romanticism **(3 Credit Hours)**
- IV G * HUM 2235 - Intercultural Humanities: Medieval Period through Scientific Revolution **(3 Credit Hours)**
- IV G * HUM 2250 - Intercultural Humanities: The Modern World **(3 Credit Hours)**
- III G * INR 2002 - International Relations **(3 Credit Hours)**
- G INR 2500 - Model United Nations **(3 Credit Hours)**
- IV G ** LIT 2000 - Introduction to Literature **(3 Credit Hours)**
- IV G ** LIT 2012 - The Novel **(3 Credit Hours)**

- IV G ** LIT 2020 - The Short Story **(3 Credit Hours)**
- IV G ** LIT 2030 - Introduction to Poetry **(3 Credit Hours)**
- IV G ** LIT 2090 - Contemporary Literature **(3 Credit Hours)**
- IV G ** LIT 2110 - World Literature I **(3 Credit Hours)**
- IV G ** LIT 2120 - World Literature II **(3 Credit Hours)**
- IV G ** LIT 2310 - Horror, Fantasy and Science Fiction **(3 Credit Hours)**
- IV G ** LIT 2380 - Women in Literature **(3 Credit Hours)**
- IV G * MUH 2110 - Introduction to Music History and Literature **(3 Credit Hours)**
- IV MUL 2010 - Music Appreciation **(3 Credit Hours)**
- IV G * MUH 2050 - Folk/Traditional Music of World Cultures **(3 Credit Hours)**
- IV * PHI 2010 - Introduction to Philosophical Reasoning **(3 Credit Hours)**
- IV G * PHI 2070 - Introduction to Eastern Philosophy **(3 Credit Hours)**
- IV G * REL 2121 - Religion in America **(3 Credit Hours)**
- IV REL 2210 - Introduction to the Academic Study of Hebrew Bible/Old Testament **(3 Credit Hours)**
- IV REL 2300 - Introduction to World Religions **(3 Credit Hours)**
- IV REL 2240 - Introduction to the New Testament **(3 Credit Hours)**
- SPN 2200 - Intermediate Spanish I **(3 Credit Hours)**
- SPN 2201 - Intermediate Spanish II **(3 Credit Hours)**
- THE 2000 - Theatre Appreciation **(3 Credit Hours)**

Note(s):

III and IV Courses fulfill general education requirements for the A.A. degree in areas III or IV.
G Courses partially fulfill the Gordon Rule writing requirement of at least 6,000 words each.
* 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.

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)**
- IV ** + AML 2600 - African-American Literature **(3 Credit Hours)**
- III * + ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- IV * + ARH 2050 - Introduction to History of Art I **(3 Credit Hours)**
- IV * + ARH 2051 - Introduction to History of Art II **(3 Credit Hours)**
- ** CRW 2001 - Creative Writing I **(3 Credit Hours)**

- ** CRW 2002 - Creative Writing II **(3 Credit Hours)**
- I   ENC 1101 - Written Communication I **(3 Credit Hours)**
- I *   ENC 1102 - Written Communication II **(3 Credit Hours)**
- *   ENC 2210 - Technical Communication **(3 Credit Hours)**
- IV **   ENL 2010 - English Literature I **(3 Credit Hours)**
- IV **   ENL 2022 - English Literature II **(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)**
- IV * +   HUM 2210 - Intercultural Humanities: The Ancient World **(3 Credit Hours)**
- IV * +   HUM 2234 - Intercultural Humanities: Enlightenment Through Romanticism **(3 Credit Hours)**
- IV * +   HUM 2235 - Intercultural Humanities: Medieval Period through Scientific Revolution **(3 Credit Hours)**
- IV * +   HUM 2250 - Intercultural 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)**
- IV ** +   LIT 2310 - Horror, Fantasy and Science Fiction **(3 Credit Hours)**
- IV ** +   LIT 2380 - Women in Literature **(3 Credit Hours)**
- *   MMC 2100 - Writing for Mass Communications **(3 Credit Hours)**
- IV * +   MUH 2050 - Folk/Traditional Music of World Cultures **(3 Credit Hours)**
- IV * +   MUH 2110 - Introduction to Music History and Literature **(3 Credit Hours)**
- *   PGY 2000 - History of Photography **(3 Credit Hours)**
- IV*   PGY 2101C - Visual Literacy: Photography **(3 Credit Hours)**
- *   PLA 1104 - Legal Research and Writing I **(3 Credit Hours)**
- *   PLA 2114 - Legal Research and Writing II **(3 Credit Hours)**
- IV * +   REL 2121 - Religion in America **(3 Credit Hours)**
- 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.
+ Courses fulfill the international/intercultural requirement.

Exceptions to Gordon Rule Writing:

1. Any student who completes the first six hours of English coursework required by this rule with an "A" (grade point average of 4.0) may waive completion of the remaining six hours until after entry into the university.

2. Completion of an Advanced Placement English course, with a score of **three** on the AP exam, will meet the ENC 1101 portion of this requirement, and a score of **four** or better will meet both the ENC 1101 **and** ENC 1102 portion of this requirement.
3. Students may be exempt if they enrolled prior to January 1983 and have maintained continuous enrollment.
4. Students who have credit for ENC 1101 **and /o**r ENC 1102 based on CAMBRIDGE AICE scores would meet exception.

In accordance with Florida State Department of Education Administrative Rule Number 6A-10.030, all students enrolling in any college for the first time on or after Jan. 1, 1983, are mandated to complete satisfactorily a minimum of six semester hours of mathematics from any of the following courses:

- MAC 1105 - College Algebra **(3 Credit Hours)**
- MAC 1114 - Trigonometry **(3 Credit Hours)**
- MAC 1140 - Precalculus Algebra **(3 Credit Hours)**
- MAC 2233 - Applied Calculus **(3 Credit Hours)**
- MAC 2311 - Calculus with Analytic Geometry I **(4 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 1106 - Topics in Mathematics **(3 Credit Hours)**
- MGF 1107 - Liberal Arts Mathematics **(3 Credit Hours)**
- STA 2023 - Elementary Statistics **(3 Credit Hours)**

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 Science Degree General Education Requirements

A grade of "C" or better shall be considered successful completion in all courses that are part of an Associate in Arts (A.A.) or Associate in Science (A.S.) degree. Students must complete 15 or more hours from the five areas listed below.

Area I - Communications: 3 Hours

- ENC 1101 - Written Communication I **(3 Credit Hours)**

Area II - Mathematics: 3 Hours

All courses that meet the 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.

Area III - Social Sciences: 3 Hours

All courses that meet the 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 the social sciences.

Area IV - Humanities: 3 Hours

All courses that meet 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.

Area V - Natural Science: 3 Hours

All courses that meet 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.

Accounting Technology [2005]

Associate in Science Degree

(60 Credit Hours)

Program Director

Dr. Amy Santos
941-752-5511 Bradenton
941-408-1300, ext. 65511 Venice
santosa@scf.edu

Program Goal

The purpose of this program is to prepare students for employment immediately after graduation to enter the accounting profession in a variety of positions.

General Education Courses:

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. (3 Credit Hours)
- Social Sciences Choose from Area III, A.S. (3 Credit Hours)
- Humanities Choose from Area IV A.S. (3 Credit Hours)
- Natural Science Choose from 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)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- FIN 2001 - Financial Management **(3 Credit Hours)**
- ACG 2100 - Intermediate Accounting I **(3 Credit Hours)** *
- ACG 2360 - Cost Accounting **(3 Credit Hours)** *
- APA 2141 - Computers for Accounting Applications **(3 Credit Hours)** *
- TAX 2000 - Tax Accounting **(3 Credit Hours)** *
- ACG 2110 - Intermediate Accounting II **(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. Contact Career and Technical Education for more information.

A related certificate also is 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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Business Administration, Business Entrepreneurship [2043]

Associate in Science Degree

(60 Credit Hours)

Program Director

John Lucado
941-752-5283 Bradenton
941-408-1300, ext. 65238 Venice
lucadoj@scf.edu

Program Goal

This program prepares students to open, manage and market their own small business. The program also prepares students to work as managers in a small to medium business.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. (3 Credit Hours)
- Social Sciences Choose from Area III, A.S. (3 Credit Hours)
- Humanities Choose from Area IV, A.S. (3 Credit Hours)
- Natural Science Choose from 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)**
- QMB 1001 - Business Mathematics **(3 Credit Hours)**
- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
- ENT 2112 - Entrepreneurship and Business Plan **(3 Credit Hours)**
- ENT 2120 - Marketing for the Entrepreneur **(3 Credit Hours)**
- ENT 2411 - Entrepreneurship Accounting, Finance and Taxes Topics **(3 Credit Hours)**
- ENT 2430 - Entrepreneurship Legal Issues **(3 Credit Hours)**
- Elective Any Business Course (6 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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Business Administration, Management [2006]

Associate in Science Degree

(60 Credit Hours)

Program Director

John Lucado
941-752-5283 Bradenton
941-408-1300, ext. 65283 Venice
lucadoj@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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. (3 Credit Hours)
- Social Sciences Choose from Area III, A.S. (3 Credit Hours)
- Humanities Choose from Area IV, A.S. (3 Credit Hours)
- Natural Science Choose from 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 2241 - Organizational Behavior **(3 Credit Hours)**
- MAN 2933 - Management Seminar (A Class in Entrepreneurship) **(3 Credit Hours)** *
- FIN 2001 - Financial Management **(3 Credit Hours)**
- QMB 1001 - Business Mathematics **(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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Business Administration, Marketing [2007]

Associate in Science Degree

(60 Credit Hours)

Program Director

John Lucado
941-752-5283 Bradenton
941-408-1300, ext. 65283 Venice
lucadoj@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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. (3 Credit Hours)
- Social Sciences Choose from Area III, A.S. (3 Credit Hours)
- Humanities Choose from Area IV, A.S. (3 Credit Hours)
- Natural Science Choose from 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 2041 - Retailing **(3 Credit Hours)**
- MKA 2511 - Principles of Advertising **(3 Credit Hours)**
- QMB 1001 - Business Mathematics **(3 Credit Hours)**

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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Computer Information Technology [2012]

Associate in Science Degree

(60 Credit Hours)

Program Director

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471 Venice
cooks@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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. (3 Credit Hours)
- Humanities Choose from Area IV, A.S. (3 Credit Hours)
- Mathematics Choose from Area II, A.S. Excluding MGF 1106 or MGF 1107 (3 Credit Hours)
- Natural Science Choose from 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 2820C - Web Page Development **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- COP 2170 - Visual Basic Programming **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- COP 2842 - Developing Websites Using PHP/MYSQL **(3 Credit Hours)**
- CTS 2390 - Installing and Configuring Windows Server **(3 Credit Hours)**
- CTS 1150C - 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, OST, 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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Computer Programming and Analysis [2013]

Associate in Science Degree

(60 Credit Hours)

Program Director

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471 Venice
cooks@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 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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. Excluding MGF 1106 or MGF 1107 (3 Credit Hours)
- Natural Science Choose from Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150C - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CGS 2820C - Web Page Development **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**

- COP 2250C - Java Programming I **(3 Credit Hours)** OR
- COP 2224C - C++ Programming I **(3 Credit Hours)**

- COP 2805C - Java Programming II **(3 Credit Hours)** OR

- COP 2228C - C++ 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 2170 - Visual Basic Programming **(3 Credit Hours)**
- CTS 2390 - Installing and Configuring Windows Server **(3 Credit Hours)**
- 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)

- 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. Contact Career and Technical Education for more information.

A related certificate also is offered. See Computer Programmer [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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Construction Management Technology [2039]

Associate in Science Degree

(60 Credit Hours)

Program Director

John Montoya
941-752-5000, ext. 61417 Bradenton
941-408-1417 Venice
montoyj@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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- SLS 1350 - Job Marketing Skills **(1 Credit Hour)**
- BCN 1251C - Construction Drafting **(4 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 **(4 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)**
- SUR 2101C - Topographic Drafting and Survey **(4 Credit Hours)**

- ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)** OR
- ETD 1390C - Autodesk Revit **(3 Credit Hours)**

- ETD 2949 - Internship in Technology **(2 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. Contact Career and Technical Education for more information.

Note: This degree articulates to SCF's Bachelor of Applied Science in Energy Technology Management degree.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Criminal Justice Technology [2014]

Associate in Science Degree

(60 Term Hours)

Program Manager

Greg Arnold
941-752-5500 Bradenton
941-408-1300, ext. 65500 Venice
arnoldg@scf.edu

Program Goal

To prepare the student for employment in law enforcement, corrections and other public and private sector related fields.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- Natural Science Choose from 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)**
- Electives Choose from outside Criminal Justice area **(6 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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Digital Cinema [2031]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Del Jacobs
941-752-5251 Bradenton
941-408-1300, ext. 65251 Venice
jacobsd@scf.edu

Program Goal

This program prepares qualified designers, authors, journalists, media-makers, artists and communicators who can manipulate the latest technology and procedures for digital media presentations. Skills learned include components and construction of narrative and documentary video/film and still photography, digital audio, video and graphic design, broadcast and new media programming, with an emphasis on traditional and internet distribution methods. Display, sales and distribution of multimedia products are primary outcomes.

Program Entrance Requirements

In addition to the admission requirements of the College, the following are required for admission to the Film Production Technology Program:

I. Mathematics proficiency which qualifies the student for entry into +MAC1105 or higher, as demonstrated by the standard placement criteria currently in use at State College of Florida, Manatee-Sarasota (SCF); and

2. Successful completion of GRA 1100C , FIL 1000 , and ENC 1101 with a grade of "C" or belter.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)****
- Natural Science Choose from 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.

- FIL 1030 - History of Motion Pictures **(3 Credit Hours)**
- FIL 1420 - Digital Production- Non Fiction **(3 Credit Hours)**
- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**

- MMC 1949 - Career Decision Work Experience in Mass Communications **(3 Credit Hours)** OR
- FIL 1949 - Career Decision Work Experience In Film/Video **(3 Credit Hours)**

- FIL 1007 - Film Analysis and Critique **(3 Credit Hours)**
- FIL 1000 - Introduction to Film and Television **(3 Credit Hours)**
- DIG 2000 - Media Interpretation and Adaptation **(3 Credit Hours)**
- FIL 2461 - Cinematography **(3 Credit Hours)**

- FIL 2949 - Internship in Film/Video **(3 Credit Hours)** OR
- MMC 2949 - Internship in Mass Communications **(3 Credit Hours)**

- FIL 2571 - Post-production Workshop **(3 Credit Hours)** OR
- PGY 2405C - Advanced Imaging **(3 Credit Hours)**

- FIL 1537 - Audio Design **(3 Credit Hours)**

- FIL 2580 - Film-Style Production **(3 Credit Hours)** OR
- FIL 2423 - Foundations of Production **(3 Credit Hours)**

- RTV 1241 - Basic Television Production **(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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Digital Photography [2044]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Andrew Webster
941-752-5558 Bradenton
941-408-1300, ext. 65558 Venice
webstea@scf.edu

Program Goal

This program prepares qualified designers, authors, journalists, media-makers, artists and communicators who can manipulate the latest technology and procedures for digital media presentations. Skills learned include components and construction of narrative and documentary video/film and still photography, digital audio, video and graphic design, and broadcast and new media programming with an emphasis on traditional and Internet distribution methods. Display, sales and distribution of multimedia products are primary outcomes.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. (3 Credit Hours)
- Social Sciences Choose from Area III, A.S. (3 Credit Hours)
- Humanities Choose from Area IV, A.S. (3 Credit Hours)
- Natural Science Choose from 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)**
- ART 2950 - Portfolio Preparation **(3 Credit Hours)**
- FIL 1420 - Digital Production- Non Fiction **(3 Credit Hours)**
- PGY 2000 - History of Photography **(3 Credit Hours)**
- PGY 2401C - Photography I **(3 Credit Hours)**

- PGY 1949 - Career Decision Work Experience **(3 Credit Hours)** OR
- FIL 1949 - Career Decision Work Experience In Film/Video **(3 Credit Hours)**

- FIL 1000 - Introduction to Film and Television **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**

- DIG 2000 - Media Interpretation and Adaptation **(3 Credit Hours)**
- PGY 1201C - Studio Lighting Techniques **(3 Credit Hours)**
- PGY 2224C - Location Photography **(3 Credit Hours)**
- PGY 2404C - Photography II **(3 Credit Hours)**
- PGY 2801C - Digital Imaging II **(3 Credit Hours)**
- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**

- FIL 2949 - Internship in Film/Video **(3 Credit Hours)** OR
- 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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Early Childhood Education [2009]

Associate in Science Degree

(60 Credit Hours)

Program Director

Dr. Kathryn Stuckey
941-363-7265 Lakewood Ranch
941-408-1300, ext. 67265 Venice
stuckek@scf.edu

Program Goal

To prepare students for immediate employment as child development center teachers or managers, early intervention associates, child development curriculum coordinators, infant/toddler teachers or preschool teachers. This program prepares the student to assume primary responsibility for long-range planning for the care, education and guidance of young children. Supplementary training for persons previously or currently employed in these occupations also is provided. This program transfers to the University of South Florida Bachelor of Science in Applied Science Program with concentration in early childhood development.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics - Choose from Area II, A.S. **(3 Credit Hours)**
- Social Sciences - Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities - Choose from Area IV A.S. **(3 Credit Hours)**
- Natural Science Choose from 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 2401 - Emergency First Aid and CPR **(3 Credit Hours)**
- EEC 1000 - Introduction to Early Childhood Education **(3 Credit Hours)**
- EEC 1601 - Observing and Recording Children's Behavior **(3 Credit Hours)**
- EDF 1030 - Effective Classroom Management **(3 Credit Hours)**
- EDF 2085 - Introduction to Diversity for Educators & Field Experience **(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 program courses **(3 Credit Hours)**
- EEC 1319 - Portfolio Development and Performance Observation **(3 Credit Hours)**

- EDG 2949 - Final Internship in Education **(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 - Introduction to 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 & Field Experience **(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)**

12 Credit Hours

Family Child Care

- EEC 1312 - Introduction to Creative Experiences for Young Children **(3 Credit Hours)**
- EEC 2217 - Introduction to Language and Emergent Literacy **(3 Credit Hours)**

- EEC 2527 - Legal Issues and Financial Issues in Child Care **(3 Credit Hours)** OR
- EEC 2520 - Early Childhood Education Organizational Leadership Management **(3 Credit Hours)** OR
- EEC 2202 - Child Care and Education Programming **(3 Credit Hours)**

- EEC 2002 - Early Child Care Center Management **(3 Credit Hours)**

12 Credit Hours

Child Development Center Management

- EEC 2202 - Child Care and Education Programming **(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)**

12 Credit Hours

After School Teachers & Paraeducators

- EEC 1004 - Introduction to School Age Child Care **(3 Credit Hours)**
- EDF 1001 - After School Teachers and Paraeducators in Special and General Education Classrooms **(3 Credit Hours)**
- EDE 2221 - Integrating Art, Music and Health Education Across the Curriculum **(3 Credit Hours)**
- EEC 2226 - Introduction to Principles of Mathematics and Science for Young Children **(3 Credit Hours)**

12 Credit Hours

Note(s):

Florida Child Care Professional Certification (FCCPC): Students who want the Florida Child Care Professional Certificate must complete EEC 1000, EEC 1319 , EEC 1001 and EEC 1601 and work or volunteer at least a total of 480 hours in a childcare facility during the semester the coursework is completed. Once the coursework is complete, the student should contact the program director to submit to the State for obtaining the FCCPC.

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.

Child Care Management Director Credentials: Students who need to meet the Department of Children and Families requirement for the Foundation Level Director Credential must complete EEC 2002. The courses that meet the DCF Advanced Level Director Credential requirement are EEC 2202, EEC 2527 and EEC 2520.

Articulated credit from a technical college/secondary school may be applicable. Contact Career and Technical Education for more information.

* 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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Engineering Technology [2040]

Associate in Science Degree

(60 Credit Hours)

Program Director

John Montoya
941-752-5000, ext. 61417 Bradenton
941-408-1417 Venice
montoyj@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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. (3 Credit Hours)
- Natural Science Choose from Area V, A.S. , (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- SLS 1350 - Job Marketing Skills **(1 Credit Hour)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- BCN 1597 - Introduction to Solar Energy **(3 Credit Hours)**
- BCN 2046 - Introduction to Sustainability **(3 Credit Hours)**
- ENC 2210 - Technical Communication **(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)**
- Hand Drafting - Choose one of the following:

BCN 1251C - Construction Drafting **(4 Credit Hours)** OR
EGN 1111C - Engineering Drawing **(3 Credit Hours)**
- CAD Course - Choose one of the following:
ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)** OR
ETD 1390C - Autodesk Revit **(3 Credit Hours)** OR
ETD 2364C - Introduction to SolidWorks **(3 Credit Hours)**
- Select elective credits **(10-11 Credit Hours)**
Entrepreneurship Elective - Choose one course with ENT prefix
BCN, BCT, EET, EGS, ETD, ETG, ETI, ETM, ETS,
SUR 2101C, CET 1600, COP 2510
ETD 2949 - Internship in Technology **(2 Credit Hours)** Highly recommended

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. Contact Career and Technical Education for more information.

Related certificates also are offered. See Engineering Technology Support Specialist (3016) listing.

Note: This degree articulates to SCF's Bachelor of Applied Science in Energy Technology Management degree. 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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Graphic Design Technology [2033]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Sherri Hill
941-752-5560 Bradenton
941-408-1300, ext. 65560 Venice
hills@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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from 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.

- ART 1205C - Color Fundamentals **(3 Credit Hours)**
- ART 1300C - Drawing I **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**
- DIG 2111C - Digital Illustration **(3 credit Hours)**
- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**
- GRA 2190C - Graphic Design Basics **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**
- GRA 2121C - Communication Design **(3 Credit Hours)**
- GRA 2122C - Desktop Publishing **(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)**
- Electives Choose any combination of A.A. designated courses **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

Articulated credit from a technical college/secondary school may be applicable. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Network Systems Technology [2027]

Associate in Science Degree

(60 Credit Hours)

Program Director

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471 Venice
cooks@scf.edu

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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. Excluding MGF 1106 and MGF 1107 **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Courses (Both Specializations)

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150C - Microcomputer Hardware and Maintenance **(3 Credit Hours)**

- COP 2510 - Programming Concepts **(3 Credit Hours)** OR
- CGS 1949 - Co-op Work Experience in Computer Science **(1 to 3 variable Credit Hours)** (3 credit hour format only)

- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**

- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CTS 2390 - Installing and Configuring Windows Server **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CET 2854 - Wireless Networks **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**

Subtotal Credit Hours: 30

Two Specialization Choices

Students must choose either the Cybersecurity or Network Administration Specialization.

Cybersecurity and Digital Forensics Specialization Courses

- CIS 2352 - Ethical Hacking **(3 Credit Hours)**
- CAP 2140 - Data Forensics **(3 Credit Hours)**
- CAP 2141 - Data Forensics II **(3 Credit Hours)**
- CIS 2938 - Current Issues in Cybersecurity **(3 Credit Hours)**
- CET 2890 - Network Infrastructure Security **(3 Credit Hours)**

Subtotal Credit Hours: 15

Network and System Administration Specialization Courses

- CTS 2391 - Administering Windows Server **(3 Credit Hours)**
- CTS 2392 - Configuring Advanced Windows Server Services **(3 Credit Hours)**
- CET 1610 - Router Technology **(3 Credit Hours)**
- CTS 2433 - SQL Implementation **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Subtotal Credit Hours: 15

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. Contact Career and Technical Education for more information.

A related certificate also is offered. See Network Server Administration [3006] 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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Occupational Therapy Assistant [2020]

Associate in Science Degree

(70 Credit Hours)

Program Director

Debra Chasanoff
941-752-5346 Bradenton
941-408-1300, ext. 65346 Venice
chasand@scf.edu

Program Goal

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 4720 Montgomery Lane, Suite 200, Bethesda, Maryland 20814-3449. AOTA's phone number is (301) 652-AOTA. For more information about program accreditation or ACOTE, go to www.acoteonline.org.

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 requirement. These prerequisite courses **MUST** be taken **PRIOR** to entry into OTH 1001 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. 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 2085C - Anatomy and Physiology I *
   BSC 2085L - Anatomy and Physiology I Laboratory *
   Mathematics Any Area II, A.S. *
   PSY 2012 - General Psychology *

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 nonrefundable application fee of $20. (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 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. Completion of all or part of the general academic courses required in the degree does not guarantee acceptance into the program. However, **priority** is given to applicants who, at the time of application, have completed the **most** hours toward the degree **and** who submit their applications during the priority period. GPA (grade point average) on the general education courses required by the program will be the determining criteria. After the priority period, applications will be accepted on a space-available basis.

For additional program and admissions information check the website: 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 2085C - Anatomy and Physiology I **(4 Credit Hours)** *
- BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)**
- Mathematics Choose from 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)**

- ENC 1102 - Written Communication II **(3 Credit Hours)** OR
- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**

- Humanities Choose from 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 1014C - Functional Anatomy and Kinesiology **(5 Credit Hours)**

- OTH 1114C - Occupational Therapy Skills and Techniques I **(3 Credit Hours)**
- OTH 1520C - Occupational Therapy During Growth Years **(5 Credit Hours)**
- OTH 1410 - Introduction to Human Disease **(3 Credit Hours)**
- OTH 2261C - Occupational Therapy Skills and Techniques II **(3 Credit Hours)**
- OTH 2420C - Occupational Therapy for the Physically Disabled **(3 Credit Hours)**
- OTH 2300C - Occupational Therapy in Mental Health **(3 Credit Hours)**
- OTH 2802L - Occupational Therapy Practicum **(4 Credit Hours)**
- OTH 2933C - Seminar for Clinical Practice **(2 Credit Hours)**
- OTH 2840L - Supervised Clinical Practice I **(5 Credit Hours)** **
- OTH 2841L - Supervised Clinical Practice II **(5 Credit Hours)** **

Subtotal Credit Hours: 44

Total Credit Hours: 70

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

Suzanne Bechtol
941-752-5359 Bradenton
941-408-1300, ext. 65359 Venice
bechtos@scf.edu

Program Goal

To educate paralegals with an effective balance of legal knowledge and practical skills. To prepare the student for work in the legal profession upon graduation and to sit for the National Legal Assistant Certification Exam. This program is considered to be substantially in compliance with ABA guidelines for paralegal education by the American Association for Paralegal Education.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from 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. Students should take the **PLA** courses in sequence if possible.

- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)** OR
- SPC 1300 - Interpersonal Communication **(3 Credit Hours)**

- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- PLA 1003 - Introduction to Legal Systems **(3 Credit Hours)**
- PLA 2001 - General Law **(3 Credit Hours)**
- PLA 2800 - Introduction to Family Law **(3 Credit Hours)**
- PLA 2763 - Law Office Management **(3 Credit Hours)**
- PLA 2303 - Criminal Law and Procedures **(3 Credit Hours)**
- PLA 1104 - Legal Research and Writing I **(3 Credit Hours)**
- PLA 2433 - Corporations and Business Organizations **(3 Credit Hours)**
- PLA 2600 - Wills, Trusts and Probate Administration **(3 Credit Hours)**

- PLA 2732 - Law Office Computer Applications **(3 Credit Hours)**
- PLA 1610 - Real Property Law/Transactions **(3 Credit Hours)**
- PLA 2203 - Civil Litigation I **(3 Credit Hours)**
- PLA 2223 - Civil Litigation II **(3 Credit Hours)**
- PLA 2949 - Internship in Paralegal/Legal Assisting **(3 Credit Hours)**
- PLA 1730 - Computer Assisted Legal Research **(1 Credit Hour)**

Electives (3 Credit Hours):

Choose one from:

- PLA 2114 - Legal Research and Writing II **(3 Credit Hours)**
- PLA 2612 - Real Estate II: From Contract to Closing **(3 Credit Hours)**
- PLA 1949 - Career Decision Work Experience in Legal Assisting **(3 Credit Hours)**
- PLA 2950 - Certified Paralegal Examination Review **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**

Subtotal Credit Hours: 49

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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Physical Therapist Assistant [2022]

Associate in Science Degree

(74 Credit Hours)

Program Director

Matthew Connell, MPT
941-752-5346 Bradenton
941-408-1300, ext. 65346 Venice
connelm@scf.edu

Program Goal

Graduates of the program will become physical therapist assistants (PTAs), who are skilled health care providers working under the 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 1111 N. Fairfax Street, Alexandria, Virginia 22314. CAPTE's phone number is (703) 706-3245.

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 required 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 PHT 1007C 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. **Completion of prerequisite courses** with a grade of "C" or better at the time of application to be considered for priority acceptance.
   Prerequisite courses:
   BSC 2085C - Anatomy and Physiology I *
   BSC 2085L - Anatomy and Physiology I Laboratory
   ENC 1101 - Written Communication I *
   PSY 2012 - General Psychology *
   Mathematics Choose from Area II, A.S. *
4. A minimum grade of "**C**" is required for all courses applied to the PTA degree.

5. A completed PTA Program application and payment of a one-time PTA Program application fee of $20. (A separate application is required for admission to the College.)
6. Verification of attendance at a PTA Program information session (see scf.edu/PTA for session dates.)

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** a 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. However, **priority** is given to applicants who, at the time of application, have completed the **most** hours toward the degree **and** who submit their applications during the priority period. If there are more qualified applicants than available seats in the program, the GPA of the general education courses required by the program will be the determining factor. After the priority period, applications will be accepted on a space-available basis. For additional program and admissions information, check the website scf.edu/PTA.

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 2085C - Anatomy and Physiology I **(4 Credit Hours)** *
- BSC 2086C - Anatomy and Physiology II **(4 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)** OR
- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**

- Mathematics Choose from Area II, A.S. **(3 Credit Hours)** *
- PSY 2012 - General Psychology **(3 Credit Hours)** *
- Humanities Choose from 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):

* These courses **MUST** be completed **PRIOR** to entry into the Physical Therapist Assistant Program.

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

Patrick Patterson
941-752-5245 Bradenton
941-408-1300, ext. 65245 Venice
patterp@scf.edu

Program Goal

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. The radiography program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Questions regarding the program's accreditation may be directed to the JRCERT at www.jrcert.org, via mail to 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-2901 or by telephone (312) 704-5300.

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. **Prerequisite courses MUST be completed** with a grade of "C" or better by the end of the Fall term prior to the year in which the applicant is applying.*
   Prerequisite courses:
   BSC 2085C - Anatomy and Physiology I
   Mathematics Choose from Area II, A.S.
4. A minimum grade of "C" is required for all courses applied to the radiography degree.
5. A completed application for the Radiography Program and the nonrefundable application fee of $20. (A separate application is required for admission to the College.)
6. Verification of attendance at a Radiography Program information session. Please refer to the program's Web page for dates of the information sessions (scf.edu/Radiography).

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 histories 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.

* 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 criteria for selection is the GPA of the general education courses required by the program. The secondary selection criteria is the overall college GPA.

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)**

- PSY 2012 - General Psychology **(3 Credit Hours)** OR
- INP 1390 - Human Relations **(3 Credit Hours)**

- Mathematics Choose from Area II, A.S. **(3 Credit Hours)** *
- BSC 2085C - Anatomy and Physiology I **(4 Credit Hours)** *
- BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)**
- PHI 2600 - Applied Ethics **(3 Credit Hours)**

Subtotal Credit Hours: 20

Radiography Courses

- 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)**
- RTE 1503C - Radiographic Procedures I **(4 Credit Hours)**
- RTE 1418 - Radiographic Exposures I **(5 Credit Hours)**
- RTE 1804L - Practicum I **(3 Credit Hours)**
- RTE 1458 - Radiographic Exposures II **(5 Credit Hours)**
- RTE 1513C - Radiographic Procedures II **(4 Credit Hours)**

- RTE 1814L - Practicum II **(3 Credit Hours)**
- RTE 1824C - Practicum III **(4 Credit Hours)**
- RTE 2523C - Radiographic Procedures III **(4 Credit Hours)**
- RTE 2834L - Practicum IV **(4 Credit Hours)**
- RTE 2563 - Radiographic Procedures IV **(4 Credit Hours)**
- RTE 2844L - Practicum V **(4 Credit Hours)**
- RTE 2762 - Cross-Sectional Anatomy **(3 Credit Hours)**
- RTE 2061 - Radiologic Review **(1 Credit Hour)**
- RTE 2931 - Radiographic Image Analysis **(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 course MUST be taken PRIOR to entry into RTE 1002.

This program will require some classes to be taken at one campus location. Contact the department for specific details.

Radiography, ARRT Articulated [2041]

Associate in Science Degree

(60 Credit Hours)

Program Director

Patrick Patterson
941-752-5245 Bradenton
941-408-1300, ext. 6245 Venice
patterp@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 2085C - Anatomy and Physiology I **(4 Credit Hours)**
- BSC 2085L - Anatomy and Physiology I Laboratory **(0 Credit Hours)**
- BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(0 Credit Hours)**
- Radiography AART 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.

Risk Management, Insurance Services [2046]

Associate in Science Degree

(60 Credit Hours)Program Director

George Cubberly
941-752-5281 Bradenton
941-408-1300, ext. 65281 Venice
cubberg@scf.edu

Program Goal

The purpose of this program is to prepare the student for employment in the insurance field or to provide supplemental training for persons previously or currently employed in the field.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from 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)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- RMI 1201 - Principles of Property and Liability Insurance **(3 Credit Hours)**
- RMI 2113 - Personal Insurance **(3 Credit Hours)**
- RMI 2213 - Commercial Insurance **(3 Credit Hours)**
- RMI 2949 - Insurance Services Internship **(3 Credit Hours)**
- FIN 2100 - Personal Finance **(3 Credit Hours)**
- MKA 2021 - Personal Selling **(3 Credit Hours)**
- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
- QMB 1001 - Business Mathematics **(3 Credit Hours)**
- Elective- Any Business Course (6 Credit Hours)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

Articulated credit from a technical college/secondary school may be applicable. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Studio Art [2045]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Jamie Tracy
941-752-5588 Bradenton
941-408-1471, ext. 65588 Venice
tracyj@scf.edu

Program Goal

Students enrolled in the A.S. in Studio Art Program will have a diverse general education background and a strong foundation in the studio arts. Upon completion of these requirements, students will select one of four disciplines in which to specialize. Students will also choose up to 12 elective credits within Art, Design, Humanities to round out their education. The four specializations include:

1. Studio Art - a discipline in which students interested in applying traditional mediums of art to the commercial field may utilize their skills in the fields of production art, mural and public art, art education, museum/gallery professionals, installations and design.
2. Illustration - a discipline designed for those students utilizing technology in the art field and interested in pursuing careers in illustration (scientific, periodical, media, print), design, game design, animation and industrial design.
3. Commercial Photography - a discipline for those students wishing to pursue a career in the field of commercial rather than fine art photography. The career choices can be wedding photographer, studio photographer, portrait photographer, product photography and photojournalism.
4. Industrial Ceramics/Sculpture - the technical application of the three-dimensional form. Career choices may be in mold making, production pottery, restoration, industrial sculpture, model making, prototyping, fixture and product designer.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- ENC 1102 - Written Communication II **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- Social Science Choose from Area III, A.S. **(3 Credit Hours)**
- ARH 2050 - Introduction to History of Art I **(3 Credit Hours)**
- ARH 2051 - Introduction to History of Art II **(3 Credit Hours)**
- Natural Sci. Choose from Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 21

Foundation Courses (All Specializations)

- ART 1201C - Two-Dimensional Design **(3 Credit Hours)**
- ART 1300C - Drawing I **(3 Credit Hours)**
- ART 1203C - Three-Dimensional Design **(3 Credit Hours)**
- ART 2330C - Figure Drawing I **(3 Credit Hours)**
- ART 2950 - Portfolio Preparation **(3 Credit Hours)**

Subtotal Credit Hours: 15

Electives

Choose 9 credits from the following options:

- ART 1150C - Jewelry **(3 Credit Hours)**
- ART 1205C - Color Fundamentals **(3 Credit Hours)**
- ART 2331C - Figure Drawing II **(3 Credit Hours)**
- ART 2500C - Painting I **(3 Credit Hours)**
- ART 2501C - Painting II **(3 Credit Hours)**
- ART 2701C - Sculpture **(3 Credit Hours)**
- ART 2702C - Sculpture II **(3 Credit Hours)**
- ART 2715C - Welding: Steel Fabrication **(3 credit hours)**
- ART 2750C - Introduction to Ceramics **(3 Credit Hours)**
- ART 2751C - Ceramics II **(3 credit hours)**
- ART 2752C - Wheelthrowing I **(3 Credit Hours)**
- ART 2753C - Wheelthrowing II **(3 Credit Hours)**
- ART 2771C - Advanced Ceramics **(3 Credit Hours)**
- ART 2773C - Mold Making **(3 Credit Hours)**
- DIG 2111C - Digital Illustration **(3 credit Hours)**
- DIG 2132C - Digital Media Design **(3 Credit Hours)**
- PGY 1201C - Studio Lighting Techniques **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**
- PGY 2224C - Location Photography **(3 Credit Hours)**
- PGY 2401C - Photography I **(3 Credit Hours)**
- PGY 2404C - Photography II **(3 Credit Hours)**
- PGY 2405C - Advanced Imaging **(3 Credit Hours)**
- PGY 2000 - History of Photography **(3 Credit Hours)**
- PGY 2101C - Visual Literacy: Photography **(3 Credit Hours)**

Subtotal Credit Hours: 9

Four Specialization Choices - Choose 15 Credits from One Specialization:

Studio Art Specialization Courses

- ART 1205C - Color Fundamentals **(3 Credit Hours)**
- ART 1301C - Drawing II **(3 Credit Hours)**
- ART 2500C - Painting I **(3 Credit Hours)**
- ART 2501C - Painting II **(3 Credit Hours)**
- ART 2701C - Sculpture **(3 Credit Hours)**

Illustration Specialization Courses

- ART 1205C - Color Fundamentals **(3 Credit Hours)**
- ART 2251C - Illustration **(3 Credit Hours)**
- ART 2623C - Introduction to 3D Modeling **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**

Commercial Photography Specialization Courses

- PGY 1201C - Studio Lighting Techniques **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**
- PGY 2000 - History of Photography **(3 Credit Hours)**
- PGY 2401C - Photography I **(3 Credit Hours)**
- PGY 2801C - Digital Imaging II **(3 Credit Hours)**

Industrial Ceramics/Sculpture Specialization Courses

- ART 2701C - Sculpture **(3 Credit Hours)**
- ART 2702C - Sculpture II **(3 Credit Hours)**
- ART 2750C - Introduction to Ceramics **(3 Credit Hours)**
- ART 2752C - Wheelthrowing I **(3 Credit Hours)**
- ART 2773C - Mold Making **(3 Credit Hours)**

Subtotal Credit Hours: 15

Total Credit Hours: 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program manager for specific details.

Articulated credit from a technical college/secondary school may be applicable. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Technology Project Management [2047]

Associate in Science Degree

(60 Term Hours)

Program Manager

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471 Venice
cooks@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.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. Excluding MGF 1106 or 1107 **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- CTS 1150C - 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. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Biotechnology [2042]

Associate in Science Degree

(61 Credit Hours)

Program Directors

Dr. Matthew Thomas, Director
941-752-5624 Bradenton
941-408-1300, ext. 65624 Venice
thomasm1@scf.edu

Program Goal:

This program is designed to prepare students for employment as technicians who will work in a laboratory or industrial setting. Biotechnology is a wide-ranging field encompassing DNA/RNA and protein isolation, characterization and sequencing; cell culture; genetic modification of organisms; toxicology; vaccine sterility testing; antibody isolation and production; and the development of diagnostic and therapeutic agents. This hands-on program is designed to meet local, statewide and national needs for laboratory technicians. Graduates are grounded thoroughly in basic laboratory skills and trained in advanced molecular biology techniques. Students are acclimated to both research and industrial environments. The program emphasizes laboratory-based, universal and scalable technician skills resulting in a thorough and comprehensive understanding of the methodology.

Potential workplace environments for graduating students include laboratories specializing in: food safety; environmental quality control; the production of new medicines; forensics; alternative fuels; bio-manufacturing; and industry, academic and government research.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- MAC 1105 - College Algebra **(3 Credit Hours)** (Meets Area II, A.S.)
- BSC 2010C - Fundamentals of Biology I **(5 Credit Hours)** (Meets Area V, A.S.)
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Area III, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 17

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites. Please contact program manager for recommended course sequence.

- BSC 1008 - Human Body **(3 Credit Hours)**
- BSC 1421 - Introduction to Biotechnology **(1 Credit Hour)**
- BSC 2420C - Introduction to Biotechnology Methods **(4 Credit Hours)**

- BSC 2426C - Biotechnology Methods I **(4 Credit Hours)**
- BSC 2427C - Biotechnology Methods II **(4 Credit Hours)**
- BSC 2419C - Plant and Animal Cell Culture **(4 Credit Hours)**
- BSC 2943C - Biotechnology Internship **(3 Credit Hours)**
- BSC 2435 - Introduction to Bioinformatics **(3 Credit Hours)**
- BSC 2031 - Topics in Biology - Bioethics **(1 Credit Hour)**
- CHM 2045C - General Chemistry I **(5 Credit Hours)**
- CHM 2046C - General Chemistry II **(5 Credit Hours)**
- MCB 2010C - Microbiology **(4 Credit Hours)**
- STA 2023 - Elementary Statistics **(3 Credit Hours)**

Subtotal Credit Hours: 36

Total Credit Hours: 61

Note(s):

** A grade of "C" or better must be attained for all courses taken for this degree.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Dental Hygiene [2029]

Associate in Science Degree

(88 Credit Hours)

Program Director

Kimberly G. Bastin, CDA, EFDA, CRDH, MS
941-752-5245, Bradenton
941-408-1300, ext. 65245 Venice
bastink@scf.edu / dentalhygiene@scf.edu

Program Goal

The Dental Hygiene Program prepares graduates to become licensed dental hygienists who promote optimum oral health for individuals and groups of individuals through preventive education and clinical and therapeutic services. Graduates of the Dental Hygiene Program will be awarded an Associate in Science degree and will be educationally qualified to take the National Board Dental Hygiene Examination and Florida state licensing examination, both of which are required for licensure in the state of Florida. The Dental Hygiene Program is accredited without reporting by the Commission on Dental Accreditation of the American Dental Association (CODA) located at 211 East Chicago Ave., Chicago, Illinois 60611-2678. CODA's phone number is (312) 440-2500.

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 2085C - Anatomy and Physiology I
   CHM 1020C - The Chemistry of Everyday Life
   Any Mathematics, Area II, A.S. *MAC 1105 - College Algebra OR STA 2023 - Elementary Statistics preferred*
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 with supporting documentation of residence and the nonrefundable application fee of $20. (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. 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 histories 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, this course must be taken no earlier than mid-June of the first semester. CPR courses are offered through the SCF Center for Corporate and Community Development.
4. Mandatory attendance at the Dental Hygiene Program orientation (date to be announced).
5. Completion of 16 hours of observation, volunteer service or work experience in dentistry. Verification by a signed statement from a dentist or dental hygienist is required.

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 primary criteria for selection is the GPA of the general education courses required by the program. The secondary selection criteria is the overall college GPA.

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 2085C - Anatomy and Physiology I **(4 Credit Hours)** *
- BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)**
- CHM 1020C - The Chemistry of Everyday Life **(3 Credit Hours)** * or higher

- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- MAC 1105 - College Algebra **(3 Credit Hours)** * OR
- STA 2023 - Elementary Statistics **(3 Credit Hours)** preferred

- MCB 2010C - Microbiology **(4 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)**

- HUN 2201 - Fundamentals of Human Nutrition **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 36

Dental Hygiene Courses

- DES 1020C - Dental Anatomy **(2 Credit Hours)**
- DES 1010 - Head and Neck Anatomy **(1 Credit Hour)**
- DES 1200C - Dental Radiography **(3 Credit Hours)**
- DEH 1002C - Introduction to Clinical Procedure **(6 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 1800C - Clinical Dental Hygiene I **(5 Credit Hours)**
- DEH 2822 - Dental Office Emergencies **(1 Credit Hour)**
- DEH 2802C - Clinical Dental Hygiene II **(4 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 2804C - Clinical Dental Hygiene III **(7 Credit Hours)**
- DEH 2702C - Community Dental Health **(3 Credit Hours)**
- DEH 2806C - Clinical Dental Hygiene IV **(6 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)

NOTE: This program is currently under development and most of the Core Specialization courses will not begin until Spring 2017 or later. For more information, please contact the Program Director.

Program Director

Dr. Beverly Hindenlang, D.N.P., R.N., C.N.E.
941-363-7267 Lakewood Ranch
941-408-1300, ext. 67267 Venice

Program Goal

To prepare students for employment as health services managers or provide supplemental training for persons previously or currently employed in these occupations, and to provide students the opportunity to meet application requirements in discipline-specific health programs.

NOTE: This program is designed for students who already have earned an A.A. degree or higher.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Area II, A.S. **(3 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)** OR
- INP 1390 - Human Relations **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- BSC 2085C - Anatomy and Physiology I **(4 Credit Hours)**

Subtotal Credit Hours: 16

Other Program Courses

- ENC 1102 - Written Communication II **(3 Credit Hours)** OR
- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**

- DEP 2004 - Human Development: Life Span **(3 Credit Hours)** OR
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**

- MCB 2010C - Microbiology **(4 Credit Hours)**
- BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**

Subtotal Credit Hours: 17

Core Specialization Courses

The following courses are under development, and will be offered beginning Spring 2016 and beyond:

- HIM 1102 Introduction to Health Informatics **(3 Credit Hours)**
- HIM 2012 Health Law Concepts and Practices **(3 Credit Hours)**
- HIM 2223 Introduction to Coding and Reimbursement Systems **(3 Credit Hours)**
- HIM 2510 Quality and Performance Improvement **(2 Credit Hours)**
- HIM 2652 Electronic Health and Medical Records Systems **(3 Credit Hours)**
- HSA 1100 Healthcare Delivery Systems **(3 Credit Hours)**
- HSA 1102 Current Issues in Health **(2 Credit Hours)**
- HSA 2001 Interprofessional Team Based Healthcare **(2 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 **(1 Credit Hour)**
- HSC 2531 - Understanding Medical Language **(2 Credit Hours)**

Subtotal Credit Hours: 27

Total Credit Hours: 60

Nursing (Articulated to B.S. Degree) [2019]

Associate in Science Degree (Articulated to B.S. Degree)

(72 Credit Hours)

Program Chair

Debra Marr, R.N., M.S.N.
941-752-5209 Bradenton
941-408-1300, ext. 65209 Venice

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 and is accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Rd., NE, Suite 850, Atlanta, GA 30326. ACEN's phone number is (404) 975-5000. website: www.acenursing.org

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 at the required level, are required to make an application to the Associate in Science (A.S.) in Nursing Program.

Prerequisite courses:

BSC 2085C - Anatomy and Physiology I **(4 Credit Hours)**
BSC 2085L - Anatomy and Physiology I Laboratory **(0 Credit Hours)**
BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)**
BSC 2086L - Anatomy and Physiology II Laboratory **(0 Credit Hours)**
ENC 1101 - Written Communication I **(3 Credit Hours)**
Mathematics Any Area II, A.A. mathematics course **(3 Credit Hours)**

Additional General Academic Requirements

2. In addition to the program entrance requirements (prerequisites and testing), students are strongly encouraged to complete as many as possible of the general academic requirements, listed below, PRIOR to entry into the nursing program to ease their academic load. An overall and cumulate GPA of 2.75 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:

ENC 1102 - Written Communication II **(3 Credit Hours)**
Humanities - Any Area IV, A.A. humanities course **(3 Credit Hours)**
MCB 2010C - Microbiology **(4 Credit Hours)**
MCB 2010L - Microbiology Laboratory **(0 Credit Hours)**
PSY 2012 - General Psychology **(3 Credit Hours)**
DEP 2004 - Human Development: Life Span **(3 Credit Hours)**

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 student's 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.

For RN to B.S.N. information, please contact rn2bsn@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" program is designed for qualified SCF ASN students who would like to obtain a Bachelor of Science in Nursing (BSN). This program track 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 the BSN Coordinator at RN2BSN@scf.edu

Nursing Transition Program (Articulated to B.S. Degree) [2025]

Associate in Science Degree (Articulated to B.S. Degree)

(72 Credit Hours)

Program Chair

Debra Marr, R.N., M.S.N.
941-752-5209 Bradenton
941-408-1300, ext. 65209 Venice

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 and is accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3343 Peachtree Rd., NE, Suite 850, Atlanta, GA 30326. ACEN's phone number is (404) 975-5000. www.acenursing.org

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), an eight (8) 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 at the required level, are required to make an application to the Nursing Program.

Prerequisite courses:

BSC 2085C - Anatomy and Physiology I **(4 Credit Hours)**
BSC 2085L - Anatomy and Physiology I Laboratory **(0 Credit Hours)**
BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)**
BSC 2086L - Anatomy and Physiology II Laboratory **(0 Credit Hours)**
ENC 1101 - Written Communication I **(3 Credit Hours)**
Mathematics Any Area II, A.S. mathematics course **(3 Credit Hours)**

Additional General Academic Requirements

2. In addition to the program entrance requirements (prerequisites and testing), students are strongly encouraged to complete as many as possible of the general academic requirements, listed below, PRIOR to entry into the A.S. in Nursing Program to ease their academic load. An overall and cumulate GPA of 2.75 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:

ENC 1102 - Written Communication II **(3 Credit Hours)**
Humanities - Any Area IV, A.S. humanities course **(3 Credit Hours)**
MCB 2010C - Microbiology **(4 Credit Hours)**
MCB 2010L - Microbiology Laboratory **(0 Credit Hours)**
PSY 2012 - General Psychology **(3 Credit Hours)**
DEP 2004 - Human Development: Life Span **(3 Credit Hours)**

3. The following are additional requirements for entry into the LPN Transition program:

1. A current Florida license as a Practical Nurse.
2. An OFFICIAL transcript from the practical nursing program.
3. Proof of CURRENT work 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 (form to be provided) 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 Summer and Fall terms 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 **(8 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: 30

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 12 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 B.S.N. information, please contact rn2bsn@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" program is designed for qualified SCF ASN students who would like to obtain a Bachelor of Science in Nursing (BSN). This program track 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 the BSN Coordinator at RN2BSN@scf.edu

Business Administration and Management [1706]

Associate in Science Degree (Articulated to B.S. Degree)

(60 Credit Hours)

Program Director

John Lucado
941-752-5283 Bradenton
941-408-1300, ext. 65283 Venice
lucadoj@scf.edu

Program Goal

This program is designed for students who intend to seek immediate employment in a business environment and for those presently employed in a business environment who want to enhance their business skills. The program provides all students with a thorough foundation of fundamental business principles and practices. Through flexibility in this program of study, students have the opportunity to transfer to the university system to pursue a bachelor's degree. Students exiting the program also are able to utilize general education skills that are necessary for success in the modern world of work. By choosing this program of study, students ensure that their education will prepare them for immediate employment and the opportunity to pursue a bachelor's degree.

General Academic Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- ENC 1102 - Written Communication II **(3 Credit Hours)**
- MAC 1105 - College Algebra **(3 Credit Hours)**
- MAC 2233 - Applied Calculus **(3 Credit Hours)**
- STA 2023 - Elementary Statistics **(3 Credit Hours)**
- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)** *

Subtotal Credit Hours: 24

Program Core Courses

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(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)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**

Subtotal Credit Hours: 24

Select 4 courses from the list below for a total of 12 term hours:

- ENC 2210 - Technical Communication **(3 Credit Hours)**
- INP 1390 - Human Relations **(3 Credit Hours)**
- PHI 2600 - Applied Ethics **(3 Credit Hours)**
- A.A. General Ed. Area II - any course
- A.A. General Ed. Area III - any course
- A.A. General Ed. Area IV - any course
- A.A. General Ed. Area V - any course

Subtotal Credit Hours: 12

Total Credit Hours: 60

Note(s):

This A.S. program leads to a B.S. in Business Administration and Management at eight of the 12 universities in the State University System of Florida. At UCF and USF, it leads to a B.S. in General Business.

* Prerequisite may be required

Articulated credit from a technical college/secondary school may be applicable. Contact Career and Technical Education for more information.

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.

Please follow link to: http://www.scf.edu/Academics/degree-pathways.asp

Construction Management Technology Articulated [1739]

Associate in Science Degree

(66 Credit Hours)

Program Director

John Montoya
941-752-5000, ext. 61417 Bradenton
941-408-1417 Venice
montoyj@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 to provide students with broad transferrable skills, understanding and demonstration of the basic elements of construction management including: planning; basic principles of business, management and finance; the technical aspects of the construction industry; materials and methods; reading blueprints; estimating quantities of materials; procuring materials; scheduling and working in a general construction environment.

The program articulates with the Everglades University Bachelor of Science degree program with a major in construction management.

General Academic Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- ENC 1102 - Written Communication II **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**
- MAC 1105 - College Algebra **(3 Credit Hours)**
- MGF 1107 - Liberal Arts Mathematics **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- Behav. Sci. Choose from Area III, A.S. **(6 Credit Hours)**
- Humanities Choose from Area IV, A.S. **(3 Credit Hours)**
- Natural Sci., Choose from Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 33

Program Specialization Courses

- BCN 1251C - Construction Drafting **(4 Credit Hours)**
- BCN 2230 - Building Construction Materials and Methods **(4 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)**
- ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)**
- ETI 2441 - Project Management **(3 Credit Hours)**
- FIN 2001 - Financial Management **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- SUR 2101C - Topographic Drafting and Survey **(4 Credit Hours)**

Subtotal Credit Hours: 33

Total Credit Hours: 66

Note(s):

This program will require some classes to be taken at one campus location. Contact the program director for specific details.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF associate vice president of corporate and community development for more information.

Paralegal/Legal Assisting [4004]

Advanced Technical Certificate

(25 Credit Hours)

Program Manager

Suzanne Bechtol
941-752-5359, Bradenton
941-408-1300, ext. 65359, Venice
bechtos@scf.edu

Program Goal

The Legal Assisting/Paralegal Advanced Technical Certificate is designed to enable students who already hold any college degree (other than the legal assisting A.S.) to take paralegal training at State College of Florida, Manatee-Sarasota (SCF) and qualify to take the National Paralegal Certification (CLA) exam. It further prepares those students for work of a legal nature in law offices, corporations or government agencies.

Program Requirements

- PLA 1003 - Introduction to Legal Systems **(3 Credit Hours)**
- PLA 2001 - General Law **(3 Credit Hours)**
- PLA 1730 - Computer Assisted Legal Research **(1 Credit Hour)**
- PLA 1104 - Legal Research and Writing I **(3 Credit Hours)**
- PLA 2433 - Corporations and Business Organizations **(3 Credit Hours)**
- PLA 2732 - Law Office Computer Applications **(3 Credit Hours)**

Subtotal Credit Hours: 16

Electives (9 Credit Hours)

Choose three courses from the following list based on area of work interest:

- PLA 1610 - Real Property Law/Transactions **(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 2203 - Civil Litigation I **(3 Credit Hours)**
- PLA 2223 - Civil Litigation II **(3 Credit Hours)**
- PLA 2303 - Criminal Law and Procedures **(3 Credit Hours)**
- PLA 2600 - Wills, Trusts and Probate Administration **(3 Credit Hours)**
- PLA 2763 - Law Office Management **(3 Credit Hours)**
- PLA 2800 - Introduction to Family Law **(3 Credit Hours)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**

- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- PLA 2612 - Real Estate II: From Contract to Closing **(3 Credit Hours)**
- PLA 2950 - Certified Paralegal Examination Review **(3 Credit Hours)**
- PLA 2949 - Internship in Paralegal/Legal Assisting **(3 Credit Hours)**

Total Credit Hours: 25

Note(s):

It is recommended that job-seeking students also complete SLS 1350 - Job Marketing Skills (1 credit).

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Teacher Certification Program [4005]

Advanced Technical Certificate

(21 Credit Hours)

Program Director

Dr. Kathryn Stuckey, Ed. D.
941-752-5000, ext. 67265, Bradenton
941-363-7265, Lakewood Ranch
941-408-1300, ext. 67265, Venice
stuckek@scf.edu

The Alternative Certification Program 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 Education Accomplished Practices and have provided documentation of mastery in a comprehensive professional portfolio.

Completers of the program may then apply to Florida Department of Education for a professional teaching certificate.

This limited access program requires potential candidates to:

1. Possess a bachelor's degree from a regionally accredited college or university;
2. Acquire the statement of eligibility for certification from the FLDOE;
3. Submit a written statement of loyalty to Florida and the USA;
4. Submit to fingerprinting for a background check;
5. Be of good moral character; and
6. Possess the disposition suitable for becoming a teacher

Program Requirements

- EPI 0001 - Classroom Management **(3 Credit Hours)**
- EPI 0002 - Instructional Strategies **(3 Credit Hours)**
- EPI 0003 - Technology **(3 Credit Hours)**
- EPI 0004 - The Teaching and Learning Process **(3 Credit Hours)**
- EPI 0010 - Foundations of Research-Based Practices in Reading **(3 Credit Hours)**
- EPI 0020 - Professional Foundations **(2 Credit Hours)**
- EPI 0940 - Field Experience for Professional Foundations **(1 Credit Hour)**
- EPI 0030 - Diversity in the Classroom **(2 Credit Hours)**
- EPI 0945 - Field Experience for Diversity in the Classroom **(1 Credit Hour)**

Total Credit Hours: 21

Note(s):

To be eligible for a professional teaching certificate, each candidate must pass three Florida Teacher Certification Exams: General Knowledge, Professional Knowledge and Subject Area Exam in the area of certification sought.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Accounting Applications [3001]

Certificate

(27 Credit Hours)

Program Director

Dr. Amy Santos
941-752-5281, Bradenton
941-408-1300, ext. 65281, Venice
santosa@scf.edu

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)**
- QMB 1001 - Business Mathematics **(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 - Computers for 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).

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Alternative Energy [3002]

Certificate

(18 Credit Hours)

Program Director

John Montoya
941-752-5000, ext. 61417 Bradenton
941-408-1417 Venice
montoyj@scf.edu

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)**
- BCN 2046 - Introduction to Sustainability **(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)**

Electives

- BCN, BCT, EET, EGS, ETD, ETI, ETG, ETP, SUR, ETS **(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.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Business Management [3010]

Certificate

(30 Credit Hours)

Program Director

John Lucado
941-752-5283, Bradenton
941-408-1300, ext. 65283, Venice
lucadoj@scf.edu

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).

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Computer Aided Design and Drafting [3017]

Certificate

(24 Credit Hours)

Program Director

John Montoya
941-752-5000, ext. 61417 Bradenton
941-408-1417 Venice
montoyj@scf.edu

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate proficiency in advanced CAD commands.
- Demonstrate proficiency in three-dimensional (3-D) drawings.
- Demonstrate knowledge of using solid (3D) modeling software.
- Demonstrate proficiency in engineering design fundamentals.
- Demonstrate proficiency in solid modeling fundamentals.

Program Requirements

- EGN 1111C - Engineering Drawing **(3 Credit Hours)** OR
- BCN 1251C - Construction Drafting **(4 Credit Hours)**

- ETD 2364C - Introduction to SolidWorks **(3 Credit Hours)**
- ETI 1420C - Manufacturing Processes and Materials **(3 Credit Hours)**

- ETD 1390C - Autodesk Revit **(3 Credit Hours)** OR
- ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)**

Electives

- Choose one: ETD 1340C , ETD 2368C , ETD 2392 **(3 Credit Hours)**
- BCN, BCT, EET, EGS, ETD, ETI, ETG, ETM, ETP, SUR, ETS **(9 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.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Computer Programmer [3004]

Certificate

(30 Credit Hours)

Program Director

Stephanie Cook
941-752-5000, ext. 61471, Bradenton
941-408-1471, Venice
cooks@scf.edu

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Perform data file activities.
- Perform analysis activities.
- Perform program design activities.
- Perform coding activities.
- Perform testing activities.
- Perform user-training activities.
- Perform implementation activities.
- Perform user support activities.
- Perform evaluation activities.
- Demonstrate professional development skills.
- Demonstrate general organizational computing workplace competencies.

Program Requirements

- MAT 1033 - Intermediate Algebra **(4 Credit Hours)** or any Higher Mathematics
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- COP 2170 - Visual Basic Programming **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**

- COP 2250C - Java Programming I **(3 Credit Hours)** OR
- COP 2224C - C++ Programming I **(3 Credit Hours)**

- COP 2805C - Java Programming II **(3 Credit Hours)** OR
- COP 2228C - C++ Programming II **(3 Credit Hours)**

- COP 2842 - Developing Websites Using PHP/MYSQL **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Total Credit Hours: 30

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Database Administrator [3025]

Certificate

(15 Credit Hours)

NOTE: Federal Financial Aid Eligibility Pending

Program Director

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471 Venice
cooks@scf.edu

Program Goal

This program offers a sequence of courses that provide 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, occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to database systems, software, programming and analysis, and design of databases.

Program Requirements

- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CTS 2433 - SQL Implementation **(3 Credit Hours)**
- CTS 2434 - Server Database Developer **(3 Credit Hours)**
- CTS 2445 - SQL Server Database Advanced Development **(3 Credit Hours)**

Total Credit Hours: 15

Note(s)

Prerequisite of CGS 1000 Computer Information Systems 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.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Early Childhood Education and Early Intervention [3003]

Certificate

(36 Credit Hours)

Program Director

Dr. Kathryn Stuckey
941-363-7265, Lakewood Ranch
941-408-1300, ext. 67265, Venice
stuckek@scf.edu

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 - Observing and Recording Children's Behavior **(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. Once the coursework is complete, the student should contact Dr. Kathryn Stuckey, stuckek@scf.edu, to submit to the state for obtaining the FCCPC Florida Child Care Professional Certificate.

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.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Electronics [3018]

Certificate

(14 Credit Hours)

Program Director

John Montoya
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941-408-1417 Venice
montoyj@scf.edu

Program Goals

After successfully completing this program, the student will be able to perform the following:

- Demonstrate proficiency in laboratory practices.
- Demonstrate proficiency in direct current (DC) circuits.
- Demonstrate proficiency in advanced direct current (DC) circuit network analysis.
- Demonstrate proficiency in alternating current (AC) circuits.
- Demonstrate proficiency in alternating current (AC) network and coupled circuit analysis.
- Demonstrate proficiency in digital circuits.
- Demonstrate proficiency in technical recording and reporting.

Program Requirements

- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- EET 2525C - Programmable Logic Controllers **(3 Credit Hours)**
- ETM 1010C - Mechanical Measurement and Instrumentation **(3 Credit Hours)**
- ETD 2949 - Internship in Technology **(2 Credit Hours)**

Electives

- BCN, BCT, EET, EGS, ETD, ETI, ETG, ETP, ETS, SUR **(3 Credit Hours)**

Total Credit Hours: 14

Note(s)

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Engineering Technology Support Specialist [3016]

Certificate

(18 Credit Hours)

Program Director

John Montoya
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941-408-1417 Venice
montoyj@scf.edu

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.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Entrepreneurship [3023]

Certificate

(15 Credit Hours)

NOTE: Federal Financial Aid Eligibility Pending

Program Director

John Lucado
941-752-5283 Bradenton
941-408-1300, ext. 65283 Venice
lucadoj@scf.edu

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.

Program Requirements

- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
- ENT 2120 - Marketing for the Entrepreneur **(3 Credit Hours)**
- ENT 2411 - Entrepreneurship Accounting, Finance and Taxes Topics **(3 Credit Hours)**
- ENT 2430 - Entrepreneurship Legal Issues **(3 Credit Hours)**
- ENT 2112 - Entrepreneurship and Business Plan **(3 Credit Hours)**

Total Credit Hours: 15

Note(s)

Gainful employment information about this certificate is available at scf.edu/GainfulEmployment.

Graphic Design Support [3021]

Certificate

(15 Credit Hours)

Program Director

Dr. Doug Ford
941-752-5000, ext. 61501, Bradenton
941-408-1501, Venice
fordd@scf.edu

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)**
- GRA 2190C - Graphic Design Basics **(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.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Information Technology Analysis [3015]

Certificate

(27 Credit Hours)

Program Director

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471 Venice
cooks@scf.edu

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, database, 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.
- Foundations 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
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- CGS 2820C - Web Page Development **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CTS 1150C - 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)**

Total Credit Hours: 27

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Interactive Media Production [3022]

Certificate

(24 Credit Hours)

Program Director

Sherri Hill
941-752-5560, Bradenton
941-408-1300, ext. 65560, Venice
hills@scf.edu

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 Requirements

- GRA 2160C - Web Basic Animation **(3 Credit Hours)**
- GRA 2190C - Graphic Design Basics **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**
- GRA 2142C - Web Design I **(3 Credit Hours)**
- GRA 2143C - Web Design II **(3 Credit Hours)**
- GRA 2150C - Photoshop **(3 Credit Hours)**
- GRA 2151C - Illustrator **(3 Credit Hours)**
- GRA 2723C - Web Design III **(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

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Live Event Media Production [3024]

Certificate

(24 Credit Hours)

NOTE: Federal Financial Aid Eligibility Pending

Program Manager

Del Jacobs
941-752-5251 Bradenton
941-408-1300, ext. 65251 Venice
jacobsd@scf.edu

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

Suggested Courses for First Term:
- FIL 1000 - Introduction to Film and Television **(3 Credit Hours)**
- RTV 1241 - Basic Television Production **(3 Credit Hours)**
- PGY 1750 - Creative Videomaking **(3 Credit Hours)**
- FIL 1537 - Audio Design **(3 Credit Hours)**

Suggested Courses for Second Term:
- RTV 1530 - Electronic Field Production I **(3 Credit Hours)**
- FIL 2571 - Post-production Workshop **(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)

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Marketing [3011]

Certificate

(30 Credit Hours)

Program Director

John Lucado
941-752-5583, Bradenton
941-408-1300, ext. 65583, Venice
lucadoj@scf.edu

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 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MAN 2241 - Organizational Behavior **(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).

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Network Security [3007]

Certificate

(30 Credit Hours)

NOTE: Federal Financial Aid Eligibility Pending

Program Director

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471
cooks@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)**
- CTS 1150C - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CTS 2390 - Installing and Configuring Windows Server **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2391 - Administering Windows Server **(3 Credit Hours)**
- CTS 2392 - Configuring Advanced Windows Server Services **(3 Credit Hours)**
- CIS 2352 - Ethical Hacking **(3 Credit Hours)**
- CIS 2938 - Current Issues in Cybersecurity **(3 Credit Hours)**
- CET 2890 - Network Infrastructure Security **(3 Credit Hours)**

Total Credit Hours: 30

Note(s):

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/

Network Server Administration [3006]

Certificate

(24 Credit Hours)

Program Director

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471 Venice
cooks@scf.edu

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 an understanding of the directory infrastructure and installation.
- Demonstrate an understanding of group policy.
- Demonstrate an understanding of implementing sites to manage active directory replication.
- Demonstrate an understanding of maintaining directory availability.
- Demonstrate how to install and deploy a server operating system.
- Demonstrate how to provide infrastructure services.
- Demonstrate how to provide file and print 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

- MAT 1033 - Intermediate Algebra **(4 Credit Hours)**
  or any Higher Mathematics
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CTS 1150C - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CTS 2390 - Installing and Configuring Windows Server **(3 Credit Hours)**
- CTS 2391 - Administering Windows Server **(3 Credit Hours)**
- CTS 2392 - Configuring Advanced Windows Server Services **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(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.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Web Development Specialist [3026]

Certificate

(36 Credit Hours)

NOTE: Federal Financial Aid Eligibility Pending

Program Director

Stephanie Cook
941-752-5000, ext. 61471 Bradenton
941-408-1471 Venice
cooks@scf.edu

Program Goal

This program offers a sequence of courses that provide 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, occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to Internet, Intranet and Extranet environments; installing, configuring, designing and managing Intranet and web-based resources.

Program Requirements

- CEN 2361 - Mobile Device Software Development **(3 Credit Hours)**
- CEN 2362 - Advanced Mobile Device Software Development **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CGS 2172 - Implementing a Commerce Enabled Website **(3 Credit Hours)**
- CGS 2820C - Web Page Development **(3 Credit Hours)**
- CGS 2823 - Advanced Web Page Development **(3 Credit Hours)**
- CGS 2932 - Emerging Web Technologies **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- COP 2822 - Web Scripting **(3 Credit Hours)**
- COP 2842 - Developing Websites Using PHP/MYSQL **(3 Credit Hours)**
- CTS 1150C - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**

Total Credit Hours: 36

Note(s)

Prerequisite of CGS 1000 Computer Information Systems 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.

Gainful employment information about this certificate is available at scf.edu/Academics/CareerTechnicalEducation/GEDT/.

Energy Technology Management [8001] ‡

Bachelor of Applied Science

(120 Credit Hours)

NOTE: Effective Fall 2015, no new students are being accepted into this program. Students currently enrolled will have two years (Summer 2017) to complete the B.A.S. specific requirements. Please contact the Program Directors for guidance.

Program Directors

Dr. Mara Casado, Co-Director
941-752-5482 Bradenton
941-408-1300, ext. 65482 Venice
casadom@scf.edu

Dr. Amy Santos, Co-Director
941-752-5511 Bradenton
941-408-1300, ext. 65511 Venice
santosa@scf.edu

Program Description and Goal

The Bachelor of Applied Science in Energy Technology Management Program encompasses a broad, emerging field requiring the application of energy-related principals and skills in order to recommend, implement, support and monitor systems and policies of energy usage for large buildings or complexes. The program is not designed as an engineering degree or to prepare graduates for work in power plants or power-generating industries, traditional or alternative. This workforce degree's program of study includes principles of energy conservation, instrumentation calibration, monitoring systems and test procedures, energy loss inspection protocols, energy conservation techniques, data collection and report preparation. Program graduates will be hired under various titles by commercial, retail, governmental, and/or other entities that utilize one or more large buildings. They also may be hired by energy consulting and testing firms as well as construction and engineering firms and building commissioning entities. Graduates will qualify for positions associated with energy management, such as energy applications specialists, facilities managers and energy conservation specialists. They also may pursue entrepreneurial endeavors as energy consultants and/or energy auditors.

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. Completion of at least 45 hours. Included in this must be ENC 1101 and MAT 1033 (or a course at that same or higher level).

Energy Technology Management Program Requirements

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

(Note: Students must take nine credit hours in Area II - Mathematics and cannot use an MGF course. Students in this program are advised to take CHM or PHY courses to meet Area V - Natural Science of the general education requirements.)

Lower/Upper Level Electives: 39 Credit Hours (24 lower level/15 upper level)

Any 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 course description or any of the following course prefixes: BCN, BCT, EET, EGS, ETG, ETI, ETP, ETS, EVR, SUR. **(24 credits)**

Choose five courses from the list below **(15 credits)**

- ETI 3647 - Supply Chain Management **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- ETP 3240 - Modern Electric Power Systems **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 3504 - Operations Management **(3 Credit Hours)**
- MAN 3593 - Logistics Management **(3 Credit Hours)**
- MAN 4102 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- MAN 4534 - Business Architecture and Process Modeling **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Lower/Upper Level Core Courses: 45 Credit Hours (21 lower level/24 upper level)

- 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 2046 - Introduction to Sustainability **(3 Credit Hours)**
- ETI 2441 - Project Management **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- ETI 1110 - Quality Assurance **(3 Credit Hours)**
- ETP 3300 - Energy Policy and Regulations **(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)**
- ETS 4950 - Senior Capstone Project in Energy Technology Management **(3 Credit Hours)**
- EVR 3315 - Introduction to Renewable Energy **(3 Credit Hours)**
- ISM 3324 - Applications in Information Security **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(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.

Health Services Administration [8002] ‡

Bachelor of Applied Science

(120 Credit Hours)

Program Director

Dr. Beverly Hindenlang, D.N.P., R.N., C.N.E.
941-363-7267 Lakewood Ranch
941-408-1300, ext. 67267 Venice
hindenb@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.

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/bashsa.

Admission Requirements

1. A 2.0 GPA on a scale of 4.0;

2. Completion of 45 hours; 26 of these hours must be prerequisite courses (from list below) with a letter grade of C or better, and should include BSC 2085C.

Health Services Administration Program Requirements

Prerequisite Courses: 28 Credit Hours

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- BSC 2085C - Anatomy and Physiology I **(4 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, A.A., Area IV **(3 Credit Hours)** [+]
- STA 2023 - Elementary Statistics **(3 Credit Hours)** [+]

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

(Note: Prerequisite courses above [+] also count toward general education. In addition to the prerequisite courses above, students will need to complete at least 21 credit hours to have a total of 36 credit hours in Areas I - V.)

Health Services Administration Program: 45 Credit Hours

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 Upper Level 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 4180 - Health Care Management **(3 Credit Hours)**
- HSA 4850 - Health Care Capstone Course **(3 Credit Hours)**
- ISS 3300 - Introduction to Evidence Based Research Methods **(3 Credit Hours)**
- NUR 3870 - Informatics in Healthcare **(3 Credit Hours)**

Health Services Administration Electives: 15 Credit Hours

- 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)**
- 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 4817 - Practicum in Health Services Administration **(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 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- NUR 3289 - Gerontology-Nursing **(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 - Health Care Policy and Economics **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(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 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: 26 Credit Hours

Elective options to complete the 120 credit hours needed for graduation:

- Any A.A. elective
- 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)**
- 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 4817 - Practicum in Health Services Administration **(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 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- NUR 3289 - Gerontology-Nursing **(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 - Health Care Policy and Economics **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(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 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 Health Professions Credits

With completion of a SCF Health Professions program and validation of a current, unencumbered, unrestricted Florida license within that field of study, up to 30 credit hours will be awarded upon completion of HSA coursework and application for graduation.

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.

Homeland Security [8003] ‡

Bachelor of Applied Science

(120 Credit Hours)

Program Director

Barry Puett
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Program Description and Goal

The Bachelor of Applied Science in Homeland Security Program provides 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 needs of the U.S. government as well as the needs of the private sector. 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 the federal or state government, colleges and universities, and the private sector. In addition, the Homeland Security Program is ideal preparation for further study in graduate school for programs in law, emergency management or public policy.

Separate Application

‡ Degrees/programs will require a separate application and acceptance notification from the specific department before enrollment in the desired program.

Admission Requirements

Admission requirements include:

1. A 2.0 GPA on a scale of 4.0;
2. Completion of 45 semester hours. Included in this must be ENC 1101 and MAT 1033 (or a course at that same or higher level).
3. Successful completion of at least 50 percent of the required 42 credit hours of electives (listed below).

Homeland Security Program Requirements

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

Lower/Upper Level Electives: 42 Credit Hours (27 lower level/15 upper level)

Lower Level Choices: 27 credits (nine courses) Fire science, criminal justice and emergency medical services degrees from regionally accredited colleges and universities.

Any 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 course description or any of the following courses or course prefixes: ACG, ANT, BCH, BCN, BSC, BUL, CGS, CHM, CIS, COP, ECO, ETG, EUH, FIN, FRE, GEA, GEB, GEO, GER, GLY, HSC, INP, INR, ISC, JOU, MAN, MET, MMC, PLA, SLS, SPC, SPN, STA.

Upper Level Choices: 15 credits (five courses) from the following list:

- BUL 4333 - Contract Negotiation and Administration **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(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 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(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)**

Upper Level Core Courses: 42 Credit Hours

- CJE 3361 - Management of Specialized Law Enforcement Units **(3 Credit Hours)**
- CJE 4668 - Computer Crime **(3 Credit Hours)**
- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3243 - Industrial Security **(3 Credit Hours)**
- DSC 3554 - Critical Infrastructure and Risk Analysis **(3 Credit Hours)**
- DSC 4038 - Terrorism and Emergency Management **(3 Credit Hours)**
- DSC 4594 - Intelligence 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 4046 - Values, Ethics and Conflict Resolution **(3 Credit Hours)**
- PAD 4603 - Administrative Law **(3 Credit Hours)**

- PAD 4878 - Public Safety Administration/Homeland Security Capstone **(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.

International Business and Trade [8006] ‡

Bachelor of Applied Science

(120 Credit Hours)

Program Director

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Dr. Amy Santos, Co-Director
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Program Description and Goal

The Bachelor of Applied Science in International Business and Trade (IBT) Program prepares students to become global business professionals, providing them with the knowledge, skills and experience necessary for successful careers innovating, leading and managing in a global business environment. Employment opportunities for program graduates include information technology, manufacturing, import/export management, logistics, sales and marketing, supply chain management, international travel, hospitality and tourism.

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. Completion of at least 45 hours. Included in this must be ENC 1101 and MAT 1033 (or a course at that same or higher level).
3. Successful completion of at least 50 percent of the prerequisite courses (with a grade of C or better).

International Business and Trade Program Requirements

Prerequisite Courses: 21 Credit Hours

- 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)** [(+)]
- MAC 2233 - Applied Calculus **(3 Credit Hours)** OR
  MAC 2311 - Calculus with Analytic Geometry I **(4 Credit Hours)**
  MAC 2312 - Calculus with Analytic Geometry II **(4 Credit Hours)**
  MAC 2313 - Calculus with Analytic Geometry III **(4 Credit Hours)**
  MAP 2302 - Differential Equations **(3 Credit Hours)**
  MAS 2103 - Linear Algebra **(3 Credit Hours)**

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

(Note: Prerequisite courses above [(+)] also count toward general education. Students must complete 36 credit hours in Areas I - V, but these prerequisite courses do count toward this total.)

Lower/Upper Level Electives: 30 Credit Hours (15 lower level/15 upper level)

Any 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 course description or any of the following courses or course prefixes: ACG, APA, BUL, FIN, GEB, GEO 2420, INR, MAN, MKA, MAR, TAX 2000. **(15 credits)**

Choose five courses from the list below **(15 credits)**

- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- ETP 3320 - Intro to Energy Technology **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(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 3593 - Logistics Management **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- MAN 4534 - Business Architecture and Process Modeling **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Lower/Upper Level Core Courses: 42 Credit Hours (15 lower level/27 upper level)

- BCN 2046 - Introduction to Sustainability **(3 Credit Hours)**
- ETI 2441 - Project Management **(3 Credit Hours)**
- FIN 2001 - Financial Management **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- GEB 2350 - Introduction to International Business **(3 Credit Hours)**

- BUL 3322 - Legal Issues in International Business **(3 Credit Hours)**
- DSC 3243 - Industrial Security **(3 Credit Hours)**
- ETI 3647 - Supply Chain Management **(3 Credit Hours)**
- ETP 3300 - Energy Policy and Regulations **(3 Credit Hours)**
- ISM 3324 - Applications in Information Security **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- MAN 4102 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- MAN 4934 - Senior Capstone Project in International Business **(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.

Public Safety Administration [8004] ‡

Bachelor of Applied Science

(120 Credit Hours)

Program Director

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puettb@scf.edu

Program Description and Goal

The Bachelor of Applied Science in Public Safety Administration Program provides 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 desired in the government and the private sectors. Coursework includes the areas of public safety, homeland security, 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.

Separate Application

‡ Degrees/programs will require a separate application and acceptance notification from the specific department before enrollment in the desired program.

Admission Requirements

Admission requirements include:

1. A 2.0 GPA on a scale of 4.0;
2. Completion of 45 semester hours. Included in this must be ENC 1101 and MAT 1033 (or a course at that same or higher level).
3. Successful completion of at least 50 percent of the required 42 credit hours of electives (listed below).

Public Safety Administration Program Requirements

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

Lower/Upper Level Electives: 42 Credit Hours (27 lower level/15 upper level)

Lower Level Elective Choices: 27 credits (9 courses required) Fire science, criminal justice and emergency medical services degrees from regionally accredited colleges and universities.

Any 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 course description or any of the following courses or course prefixes: ACG, AML, ANT, BCH, BCN, BSC, BUL, CGS, CHM, CIS, COP, ECO, ETG, EUH, FIN, FRE, GEA, GEB, GEO, GER, GLY, HSC, INP, INR, ISC, JOU, MAN, MET, MMC, PLA, SLS, SPC, SPN, STA.

Upper Level Choices: 15 credits (5 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 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 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**

Upper Level Core Courses: 42 Credit Hours

- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(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 3311 - Program Planning and Evaluation **(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 3874 - Community Relations Theory and Practice **(3 Credit Hours)**

- PAD 4046 - Values, Ethics and Conflict Resolution **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**
- PAD 4603 - Administrative Law **(3 Credit Hours)**
- PAD 4878 - Public Safety Administration/Homeland Security Capstone **(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.

Technology Management [8007] ‡

Bachelor of Applied Science

(120 Credit Hours)

Program Director

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casadom@scf.edu

Dr. Amy Santos, Co-Director
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Program Description and Goal

The Bachelor of Applied Science in Technology Management Program is designed to help the student develop the skills needed to enhance business competitiveness by leveraging information technology, assessing the impact of technology advances on business, and interacting effectively with executive management as a strategic business partner. To gain the best results for an organization's productivity and success, the student develops and is able to apply leadership skills most suited to working with people in a variety of technology functions and projects. Employment opportunities for program graduates include managerial positions in a variety of fields, including computer and information systems, higher education, manufacturing, purchasing, local government, transportation, storage and distribution, logistics, engineering and construction.

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. Completion of at least 45 hours. Included in this must be ENC 1101 and MAT 1033 (or a course at that same or higher level).

Technology Management Program Requirements

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

Lower/Upper Level Electives: 38 Credit Hours (23 lower level/15 upper level)

Any 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 course description or any of the following course prefixes: APA 1111, CET, CGS, CIS, COP, CTS **(23 credits)**

Choose five courses from the list below **(15 credits)**

- CJE 4668 - Computer Crime **(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)**
- 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 3593 - Logistics Management **(3 Credit Hours)**
- MAN 4102 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- MAN 4534 - Business Architecture and Process Modeling **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Lower/Upper Level Core Courses: 46 Credit Hours (22 lower level/24 upper level)

- BCN 2046 - Introduction to Sustainability **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 2820C - Web Page Development **(3 Credit Hours)**
  or COP 2510 - Programming Concepts **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 1150C - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- ETI 2441 - Project Management **(3 Credit Hours)**
- LIS 2004 - Introduction to College Research **(1 Credit Hour)**

- ETI 3647 - Supply Chain Management **(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)**
- MAN 4915 - Senior Capstone Project in Technology Management **(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.

Early Childhood Education [8005] ‡

Bachelor of Science

(120 Credit Hours)

Program Director

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Program Description and Goal

The Bachelor of Science in Early Childhood Education (with emphasis in birth through age 4 teacher certification) Program is a unique program that is designed for students seeking employment in the field of child care and children's services. The program fulfills the legal requirements being implemented for Head Start teachers and directors, the requirements included in the Florida Statutes regarding Voluntary Pre-Kindergarten (VPK) teachers, and the point system for the child care center certification process promoted by Florida's Office of Early Learning (OEL) under the Department of Education (DOE) and the Early Learning Coalitions (ELC) throughout the state. The program prepares students to be highly qualified teachers (including VPK and Head Start) and managers or administrators of programs. The degree prepares participants for teacher certification as well as equips them to meet the requirements for workplace retention or hiring within a high-quality setting for this age group.

There are two tracks for a Bachelor of Science in Early Childhood Education:

- **Track 1**: This is a 2+2 program whereby a student has been working toward an A.A. degree or A.S. degree in Early Childhood.
- **Track 2**: This program is designed for high school students taking dual enrollment courses while still in high school. Dual enrolled students must apply for Track 2 upon entering the College. Fifteen credit hours must be completed either by dual enrollment registration or earned course credit by taking an Advanced Placement (AP) or College Level Examination Program (CLEP). All course work must have a grade of "C" or higher. Dual enrolled students must apply for Track 2 during their senior year in high school.

Separate Application

‡ Degrees/programs will require a separate application and acceptance notification from the specific department before enrollment in the desired program.

Admission Requirements

Admission requirements include:

1. A 2.0 GPA on a scale of 4.0
2. Completion of 45 semester hours. Included in this must be ENC 1101 and MAT 1033 (or a course at that same or higher level).
3. Successful completion (i.e. a grade of C or better) of at least 50 percent of the prerequisite courses.

Early Childhood Education Program Requirements

Prerequisite Courses: 22 Credit Hours

- EDF 1005 - Introduction to the Teaching Profession & Field Experience **(3 Credit Hours)**
- EDF 2085 - Introduction to Diversity for Educators & Field Experience **(3 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 - Observing and Recording Children's Behavior **(3 Credit Hours)**
- EEC 2318 - Program Orientation with Portfolio Development **(1 Credit Hour)**
- EME 2040 - Introduction to Technology for Educators **(3 Credit Hours)**

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

Lower/Upper Level Electives: 8 Credit Hours

Any 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

- EDF 3430 - Education Measurement and Evaluations **(3 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 - Cultural and Family Systems **(3 Credit Hours)**
- EEC 4613 - Assessment and Evaluation for Young Children **(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 4941 - Internship I: Early Childhood Education **(3 Credit Hours)**
- EEC 4942 - Internship II: Early Childhood Education **(3 Credit Hours)**
- EEC 4943 - Internship III: Early Childhood Education **(3 Credit Hours)**
- EEX 3226 - Assessment of All Young Children & Field Experience **(3 Credit Hours)**
- EEX 3401 - Special Needs of Children and their Families & Field Experiences **(3 Credit Hours)**
- EEX 4603 - Behavior Management in the Preschool & Field Experience **(3 Credit Hours)**
- EEX 4701 - Blending Early Childhood Methods & Field Experience **(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.

RN - B.S.N., Nursing [8019] ‡

Bachelor of Science

(120 Credit Hours)

For more information about the program contact:

Dr. Beverly Hindenlang, D.N.P., R.N., C.N.E.
941-363-7267 Lakewood Ranch
941-408-1300, ext. 67267 Venice
rn2bsn@scf.edu
scf.edu/BSNursing

Program Description and Goal

The Registered Nurse to Bachelor of Science in Nursing (RN to B.S.N.) 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 (B.S.N.). This program incorporates prior nursing education and experience in nursing practice, theory and concepts. B.S.N. 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 and is accredited by ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. ACEN's phone number is (404) 975-5000).

The RN to B.S.N. Program further expands the RN's knowledge base, enhancing his or her professional and leadership skills, which will meet the future health care needs of the community.

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. Completion of at least 45 hours with at least 32 hours of prerequisite courses listed below (with a grade of C or better).

RN-B.S.N. Program Requirements

Prerequisite Courses: 39 - 41 Credit Hours

Completion of all or part of the academic courses required does not guarantee acceptance into the RN to B.S.N. Program.

- BSC 2085C - Anatomy and Physiology I **(4 Credit Hours)** [+]
- BSC 2086C - Anatomy and Physiology II **(4 Credit Hours)** [+]
- BSC, CHM, or PHY prefix option listed in Area V, A.A. **(3 - 5 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 2010C - Microbiology **(4 Credit Hours)** [+]
- PSY 2012 - General Psychology **(3 Credit Hours)** [+]
- STA 2023 - Elementary Statistics **(3 Credit Hours)** [+]

Additional Academic Requirements: 9 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)

BSN: 38 Credit Hours

Upper Level Core Courses: 32 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 - Colloquiums/Symposiums/Workshops **(1 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 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- NSP 3276 - Basic Arrhythmia Interpretation **(1 Credit Hour)**
- NSP 3295C - Perioperative Nursing **(11 Credit Hours)**
- NSP 4275C - Adult Critical Care-Nursing **(8 Credit Hours)**
- NUR 3076 - Communication in Health Care **(3 Credit Hours)**
- NUR 3289 - Gerontology-Nursing **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- NUR 4837 - Health Care Policy and Economics **(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)**

Lower/Upper Level Electives: up to 4 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)**
- 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 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- NSP 3276 - Basic Arrhythmia Interpretation **(1 Credit Hour)** Not available online.
- NSP 4275C - Adult Critical Care-Nursing **(8 Credit Hours)** Not available online.
- NUR 3076 - Communication in Health Care **(3 Credit Hours)** Not available online
- NUR 3289 - Gerontology-Nursing **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- NUR 4837 - Health Care Policy and Economics **(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 B.S.N. graduation.

Licensure Requirement

Students must hold a current, unencumbered, unrestricted Florida RN license within the first five weeks of program admission and throughout their study in the RN to B.S.N. 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.

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.

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 at the SCNS website at scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	**1**	**1**	**0**	**1**	
English Composition	Lower (freshman) level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component 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 possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been accepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

1. Courses not offered by the receiving institution
2. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question
3. Courses in the_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Thesis and Dissertations.
4. Applied academics for adult education courses
5. Graduate courses
6. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999
7. Applied courses in the performing arts (Art, Dance, Interior Design, Music and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Associate Vice President for Student Services in the Educational Records office at either SCF Bradenton or SCF Venice 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 scns.fldoe.org.

Course Prefix Guide by Department Code

FIND THE THREE-LETTER PREFIX FOR THE CLASS YOU WANT.

Classes are listed in the order of their three-letter course prefix (or subject code). Three-letter prefixes are determined by the state education authority and apply to all state institutions of higher education.

PLEASE READ: Some academic areas list classes in more than one three-letter **prefix** (subject code), and some prefixes do not relate in an obvious manner to the subjects of study. For example, **Accounting** classes may be listed under **ACG, APA** or **TAX** prefixes.

Music classes can be found in **10** prefixes. On the other hand, some subjects, such as **Sociology** (listed under the prefix SYG) are found by a single three-letter prefix that directly corresponds to the subject.

Subject	Prefixes	Department
Accounting	ACG APA TAX	**B**
American Sign Language	ASL	**LL**
Anatomy	BSC	**NS**
Anthropology	ANT	**SBS**
Art	ARH ART	**ADH**
Astronomy	AST	**NS**
Biological Science, Biochemistry	BSC BCH**	**NS**
Business	GEB	**B**
Business Law	BUL**	**B**
Business Math	QMB MTB	**B**
Chemistry	CHM	**NS**
Child Development and Education	EDG EEC** EEX**	**SBS**
Computer Science	CAP CEN CET CGS CIS COP CTS LIS	**B**
Construction Management Technology	BCN BCT ETI** SUR	**B**
Criminal Justice	CCJ CJC CJE CJJ CJL	**SBS**

Dental Hygiene	DEH DES	**HP**
Digital Media	DIG	**ADH**
Domestic Security	DSC**	**
Earth Science	ESC	**NS**
Economics	ECO	**B**
Education	EDE EDF EDG EEC** EEX** EME EPI	**SBS**
Electronics	CET EET ETS**	**B**
Engineering	BCN BCT CET EET EGN ETM ETS** ETD ETG ETI** ETP** SUR	**B**
English	CRW EAP ENC	**LL**
Entrepreneurship	ENT	**B**
Environmental Studies	EVR**	**NS**
Film	FIL RTV	**ADH**
Finance	FIN**	**B**
Fire & Emergency Services	FES**	**SBS**
French	FRE	**LL**
Geography	GEA GEO	**SBS**
German	GER	**LL**
Gerontology	GEY**	**
Graphic Design	GRA	**ADH**
Health Services Admin.	HSA**	**
History	AMH EUH	**SBS**
Human Nutrition	HUN	**N**
Humanities	HUM PHI REL	**ADH**
Information Systems Management	ISM**	**

Interdisciplinary Honors	IDH	LL
Interdisciplinary Social Science	ISS	SBS
Latin American History	LAH	SBS
Legal Assisting	PLA	SBS
Literature	AML ENL LIT	LL
Management	MAN** MNA	B
Marine Biology, Marine Tech & Nautical Science	MTE OCB	NS
Marketing	MAR MKA	B
Mass Communications and Journalism	JOU MMC	ADH
Mathematics	MAC MAD MAP MAS MAT MGF MTB STA	M
Microbiology	MCB	NS
Music	MUC MUE MUH MUL MUN MUS MUT MVB MVK MVP MVS MVV MVW	FPA
Music, Applied	MVB MVK MVP MVS MVV MVW	FPA
Nursing	HLP 1081 HSC 1100 HSC 2200 HSC 2531 NSP** NUR**	N
Occupational Therapy Assistant	OTH	OTA
Oceanography	OCE	NS
Office Systems Technology	OST	B
Philosophy	PHI	ADH
Photography	PGY	ADH
Physical Education and Wellness	HLP HSC LEI PEL PEM PEN PEO	A
Physical Science	PSC	NS

Physical Therapist Assistant	PHT	**PTA**
Physics	PHY	**NS**
Political Science	CPO INR POS	**SBS**
Psychology	DEP INP PSY SLS	**SBS**
Public Administration	PAD**	****
Radiography	RTE	**RTE**
Reading	REA	**LL**
Religion	REL	**ADH**
Risk Management Insurance	RMI	**B**
Social Sciences	HSC 1132 ISS	**SBS**
Sociology	SYG	**SBS**
Spanish	SPN	**LL**
Speech Communication	SPC	**LL**
Student Life Skills	SLS	**SBS**
Theatre/Dramatic Arts	DAA THE TPA TPP	**FPA**

Dept. Initials	Department	SCF Bradenton Building - Room	SCF Venice	SCF Lakewood Ranch
A	Athletics	17-202	Contact SCF Venice Academics for all courses, Bldg. 600, Rm. 613.	Contact SCF Venice Academics or the appropriate SCF Bradenton department for all courses.
ADH	Art, Design, Humanities Department *Art, Film, Graphic Design, Humanities, Mass Communications, Journalism, Philosophy, Photography, Religion*	10-113		
B	Business and Technology Department	18-125		
DH/RTE	Dental Hygiene/Radiography	2-131		

FPA	Fine and Performing Arts Department *Music, Applied Music, Theatre/Dramatic Arts*	11-148		
LL	Language and Literature Department	9-127		
M	Mathematics Department	27-108		
N	Nursing	29-107		
NS	Natural Sciences Department (includes Physical Education and Wellness)	25-102		
OTA/PTA	Occupational Therapy Assistant/Physical Therapist Assistant	28-101		
SBS	Social and Behavioral Sciences Department	9-115		

**ALL upper division courses, 3000 and 4000 level, contact the respective program director or scf.edu/bachelors.

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

ACG 2021 - Principles of Financial Accounting
(3 Credit Hours)(A.A.) Three hours lecture per week. Prerequisites: MAT 0018 and REA 0017, or equivalent. This is a three hour lecture course that provides a corporate view of accounting principles from a user and preparer's perspective. It is designed to introduce students to the major concepts in financial accounting, namely the accounting equation, the accounting cycle, financial statement preparation, and procedures and principles of accounting for assets and liabilities.

ACG 2071 - Principles of Managerial Accounting
(3 Credit Hours)(A.A.) Prerequisites: ACG 2021. 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.

ACG 2100 - Intermediate Accounting I
(3 Credit Hours)(A.S.) Prerequisites: ACG 2071. 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.

ACG 2110 - Intermediate Accounting II
(3 Credit Hours)(A.S.) Prerequisites: ACG 2100 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.

ACG 2360 - Cost Accounting
(3 Credit Hours)(A.S.) Prerequisites: ACG 2071. The accumulation of cost data with detailed coverage of materials, labor and factory overhead, job order and process costing, budgeting and standard costs.

ACG 2930 - Special Topics in Accounting
(1 to 3 variable Credit Hours)(A.S.) This course is designed to meet the special needs of individuals or groups for whom regularly described courses in accounting may not be available. (Offered as needed)

ACG 2949 - Internship in Accounting
(1 to 3 variable Credit Hours)(A.S.) Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements. Prerequisites: ACG 2110 and permission of program manager.
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 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. Offered only as needed.

AMH 1010 - U.S. History to 1877
(3 Credit Hours)(A.A.) This course meets Area III of the A.A./A.S. general education requirements. This one-term survey course of United States history covers the European discoveries of the Western Hemisphere to the end of Reconstruction. Emphasis is on historical study to determine the social, economic and political issues through Reconstruction.

AMH 1020 - U.S. History 1877 to Present
(3 Credit Hours)(A.A.) This course meets Area III of the A.A./A.S. general education requirements. This one-term 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.

AMH 1091 - African-American History and Culture
(3 Credit Hours)(A.A.) This course meets part of the International/Intercultural requirement. 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.

AMH 2930 - Special Topics in American History
(1 to 4 variable Credit Hours)(A.A.) Prerequisites: Permission of instructor. This course is designed to meet the specific needs of individuals or groups for whom regularly described courses may not be available.

AML 2010 - American Literature I
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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 term begins with a study of the literature of Native Americans and European explorers and continues with literature of colonization, federalization, Transcendentalism and the development of major American literature to 1865. Emphasis is on the richness of cultural, racial and gender diversity that constitutes the American experience.

AML 2020 - American Literature II
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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 begins in 1865 and explores literary Realism, Naturalism, Modernism and Post-Modernism. Emphasis is on the richness of cultural, racial and gender diversity that constitutes the American experience.

AML 2266 - Florida Writers
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and ENC 1102 with a grade of "C" or better, or concurrent registration in ENC 1102. 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.

AML 2600 - African-American Literature
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. This course meets Area IV of the A.A./A.A.S./A.S. general education requirements, the Gordon Rule requirement and part of the International/Intercultural 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.

ANT 2000 - Introduction to Anthropology

(3 Credit Hours)(A.A.)Prerequisites: ENC 1101 with a grade of "C" or better. This course meets Area III requirements for the A.A. /A.S. general education requirements and the Gordon Rule requirement. This course is an introduction to the study of humanity and its culture. It is accomplished by studying physical and cultural anthropology, archaeology and linguistics. This course meets part of the six-hour International/Intercultural requirements.

ANT 2100 - Introduction To Archaeology
(3 Credit Hours)(A.A.)This course meets 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.

ANT 2410 - Introduction to Cultural Anthropology
(3 Credit Hours)(A.A.)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. This course meets part of the six-hour International/Intercultural requirements.

ANT 2511 - Introduction to Physical Anthropology
(3 Credit Hours)(A.A.)Corequisites: ANT 2511L 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.

ANT 2511L - Introduction to Physical Anthropology Lab
(1 Credit Hour)(A.A.)Corequisites: ANT 2511. 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 ANT2511.

ANT 2930 - Special Topics in Anthropology
(1 to 3 variable Credit Hours)(A.A.)Prerequisites: ANT 2000 and permission of the instructor. 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.

APA 1111 - Introduction to Accounting
(3 Credit Hours)(A.S.)Three hours per week. Introduction and practice in fundamentals of financial record keeping and reporting. This course is appropriate for accounting, business, and also nonbusiness 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.

APA 2141 - Computers for Accounting Applications

(3 Credit Hours)(A.S.) Prerequisites: ACG 2021 and CGS 1570. 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. Additional special fees are required. (Spring)

ARH 2000 - Art Appreciation
(3 Credit Hours)(A.A.) This course meets Area IV of the A.A./A.S. general education requirements and part of the International/Intercultural requirement. This course is a multimedia/lecture approach to the understanding and appreciation of art. The course introduces the student to the formal elements of art, the different art mediums and how art is made, as well as placing art in an historical context. Emphasis is placed on the changing role of art and artists throughout history as well as the political, cultural and scientific values that have molded the art world.

ARH 2050 - Introduction to History of Art I
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 with a grade of "C" or better. 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 survey of the art of the world from prehistoric times through the medieval period in the West and a study and comparison of Western art with that of the Orient, the Pre-Columbian Americas and Tribal Africa.

ARH 2051 - Introduction to History of Art II
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 with a grade of "C" or better. 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 survey of the art of the world from the Renaissance to contemporary times. Developments in architecture, painting, sculpture and minor arts of the world from the 15th through the 20th century will be discussed.

ARH 2930 - Special Topics: Art History
(1 to 3 variable Credit Hours)(A.A.) This course is designed to meet the specific needs of individuals and groups for whom regular, described courses may not be available.

ART 1150C - Jewelry
(3 Credit Hours)(A.A.) Three hours studio/lecture per week. 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.

ART 1201C - Two-Dimensional Design
(3 Credit Hours)(A.A.) Three hours studio/lecture per week. This introductory studio course presents the fundamental principles of visual organization in the arts. The plastic elements are explored through direct experience with materials to achieve a sensitive response in problem solving. Additional special fees are required.

ART 1203C - Three-Dimensional Design
(3 Credit Hours)(A.A.) Three hours studio/lecture per week. This course is designed to develop a working understanding and appreciation of the interaction of form in space. Additional special fees are required.

ART 1205C - Color Fundamentals
(3 Credit Hours)(A.A.) Three hours studio/lecture per week. This course explores color mixing and the effective use of color theory in the visual arts. Additional special fees are required.

ART 1300C - Drawing I

(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Drawing I is an introduction to the basic processes, concepts and conventional drawing materials. Additional special fees are required.

ART 1301C - Drawing II

(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Prerequisites: ART 1300C. Drawing II continues the introduction of drawing through studio practice in composition, basic techniques and applications to figure and various media such as painting and printmaking. Additional special fees are required.

ART 2251C - Illustration

(3 Credit Hours)(A.S.) Three hours studio/lecture per week. This is the introductory course for students 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.

ART 2330C - Figure Drawing I

(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Prerequisites: ART 1300C or permission of department. 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. Additional special fees are required.

ART 2331C - Figure Drawing II

(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Prerequisites: ART 2330C or permission of department. 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. Additional special fees are required.

ART 2500C - Painting I

(3 Credit Hours)(A.A.) Three hours studio/lecture per week. 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. Additional special fees are required.

ART 2501C - Painting II

(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Prerequisites: ART 2500C or approval of department. 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. Additional special fees are required.

ART 2502C - Figure Painting

(3 Credit Hours)(A.A.) Three hours studio/lecture per week Prerequisites: ART 2500C. 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.

ART 2623C - Introduction to 3D Modeling

(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Prerequisites: DIG 2111C. 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.

ART 2701C - Sculpture
(3 Credit Hours)(A.A.)Three hours studio/lecture per week. 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. Additional special fees are required.

ART 2702C - Sculpture II
(3 Credit Hours)(A.A.)Three hours studio/lecture per week with the expectation that students will put in additional hours for time-consuming projects. Prerequisites: ART 2701C. 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. Additional special fees are required.

ART 2715C - Welding: Steel Fabrication
(3 credit hours)(A.A.)Prerequisites: ART 2701C or ART 1203C.
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.

ART 2750C - Introduction to Ceramics
(3 Credit Hours)(A.A.)Three hours studio/lecture per week. This course gives a basic knowledge of ceramic hand-building techniques with the exception of wheel work. The clays used are predominantly raku and high-fire stoneware. Additional special fees are required.

ART 2751C - Ceramics II
(3 credit hours)(A.A.)Prerequisites: ART 2750C.
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 are explored in greater detail. Additional special fees are required.

ART 2752C - Wheelthrowing I
(3 Credit Hours)(A.A.)Three hours studio/lecture per week plus minimum of three additional hours involving a concentrated approach to the wheel and/or continued hand building. The students are responsible for making their own clay and learn to fire electric and gas kilns. Glaze chemistry is introduced and experimentation with recipes is encouraged. Additional special fees are required.

ART 2753C - Wheelthrowing II
(3 Credit Hours)(A.A.)Three hours studio/lecture per week plus a minimum of three additional hours involving advanced throwing techniques. Prerequisites: ART 2752C. The students are responsible for making their own clay and assisting with the loading of gas and electric fired kilns. Students continue to work with glaze chemistry as they explore the use of limit formulas in developing new glazes from scratch. Additional special fees are required.

ART 2771C - Advanced Ceramics
(3 Credit Hours)(A.A.)Three hours studio/lecture per week. Prerequisites: ART 2751C or ART 2753C.More emphasis is placed on the aesthetics of clay work rather than traditional forming techniques.

Students are encouraged to follow their own line of interests and where possible, fire their own work. Additional special fees are required.

ART 2773C - Mold Making
(3 Credit Hours)(A.A.) Three hours studio/lecture per week. An inter-disciplinary 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.

ART 2930 - Special Topics: Art
(1 to 3 variable Credit Hours)(A.A.) This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

ART 2950 - Portfolio Preparation
(3 Credit Hours)(A.A.) Prerequisites: ART 1300C or ART 2750C or ART 2752C or ART 2701C or ART 2500C or PGY 2401C or PGY 1800C. 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.

ASL 1140 - American Sign Language I
(3 Credit Hours)(A.A.) 4 hours per week includes one additional hour of laboratory work. Corequisites: ASL 1140L 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.

ASL 1140L - American Sign Language I Laboratory
(1 Credit Hour)(A.A.) Required companion lab and co-requisite for ASL 1140.

ASL 1150 - American Sign Language II
(3 Credit Hours)(A.A.) Four hours per week includes one additional hour of laboratory work. Prerequisites: Successful completion of ASL 1140, ASL 1140L. Corequisites: ASL 1150L. This course expands knowledge and vocabulary introduced in American Sign Language I by emphasizing increasingly complex grammatical structure and conversational skills.

ASL 1150L - American Sign Language II Laboratory
(1 Credit Hour)(A.A.) Prerequisites: Successful completion of ASL 1140 and ASL 1140L with a grade of "C" or better. Corequisites: ASL 1150. Required companion lab and co-requisite for ASL 1150.

ASL 2160 - American Sign Language III
(3 Credit Hours)(A.A.) Three hours per week. Prerequisites: Successful completion of ASL 1150 ASL 1150L with a grade of "C" or better. 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.

ASL 2200 - American Sign Language IV
(3 Credit Hours)(A.A.) Three hours per week. Prerequisites: Successful completion of ASL 2160 with a grade of "C" or better. 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.

AST 1002 - Descriptive Astronomy

(3 Credit Hours)(A.A.) The course meets Area V requirements for the A.A./A.S. general education requirements. This course is designed to give the student an understanding of the basic principles of astronomy. Topics covered include the history of astronomy, timekeeping, instrumentation, basic celestial mechanics and dynamics, comparative planetology and stellar evolution. This course uses a descriptive approach with a minimum of mathematics. Some fieldwork may be required.

BCH 3023 - Introduction to Biochemistry

(3 Credit Hours)(B.S.)Three hours of lecture per week. Prerequisites: BSC 2010C and CHM 2211C with a grade of "C" or better. This biochemistry course includes the 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.

BCN 1227 - Building Envelope Science

(3 credit hours)(A.S.)

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.

BCN 1251C - Construction Drafting

(4 Credit Hours)(A.A.)This course is an introduction in 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.

BCN 1512C - Energy Efficient HVAC Engineering

(3 Credit Hours)(A.S.)This course is an introduction to heating, ventilation and air conditioning systems installed in residential home building. The systems are studied for code requirements, system design, HVAC safety and working principles. Offered as BCN 1057 prior to Fall 2012.

BCN 1554 - Off the Grid

(3 Credit Hours)(A.S.)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 lecture and guest speakers.

BCN 1592 - Energy Efficient Building Construction

(3 Credit Hours)(A.S.)This is an introductory course to designing and building energy efficient structures for Florida's sub-tropical 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.

BCN 1597 - Introduction to Solar Energy

(3 Credit Hours)(A.S.)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.

BCN 2046 - Introduction to Sustainability

(3 Credit Hours)(A.S.)This course examines issues essential to scholarship in the history, theory and practice of sustainability. Prominent issues include carbon footprint, economics, energy auditing, building certification, alternative energy, workforce credentials and transportation.

BCN 2230 - Building Construction Materials and Methods
(4 Credit Hours)(A.A.)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.

BCN 2930 - Special Topics: Building Construction
(1 to 3 variable Credit Hours)(A.S.)This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

BCT 2760 - Building Codes and Specifications
(3 Credit Hours)(A.S.)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.

BCT 2770 - Building Construction Estimating
(3 Credit Hours)(A.S.)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.

BSC 1005C - Diversity of Life
(3 Credit Hours)(A.A.)Four hours lecture/lab per week. The course meets Area V requirements for the A.A./A.S. general education requirements. This course is designed to introduce students to the diversity of life on Earth and integrate current issues to teach biological concepts. Topics covered include cells, organisms, genetics, evolution, ecology and behavior. This course investigates the traits and ecological roles of bacteria, protists, fungi, plants, and animals. Many topics are taught through contemporary issues such as endangered species and threatened habitats. This course is appropriate for nonscience majors. Additional special fees are required.

BSC 1007C - Introduction to Biology
(4 Credit Hours)(A.A.)Three hours lecture, two hours laboratory per week. The course meets Area V requirements for the A.A./A.S. general education requirements. It is designed to give the student an understanding of the unifying principals governing life. The course is appropriate for nonscience majors and it is a recommended prerequisite for BSC 2010C, BSC 2085C and MCB 2010C. Course topics include chemistry of living organisms, cell structure and function, energy and its transformations, cell division process, genetics and review of current biology research.

BSC 1007L - Introduction to Biology Laboratory
(0 Credit Hours)(A.A.)Companion laboratory to BSC 1007C. Additional special fees are required.

BSC 1008 - Human Body
(3 Credit Hours)(A.A.)The course meets Area V requirements for the A.A./A.S. general education requirements. In this class the student is introduced to the organs and organ systems of the body and study the normal anatomy and physiology of each system, followed by specific diseases affecting the systems. The student learns the functions of the major organs of the integumentary, nervous, endocrine, circulatory, respiratory, digestive and genitourinary systems.

BSC 1421 - Introduction to Biotechnology

(1 Credit Hour)(A.S.) This is a seminar series survey course that provides an introduction to the foundations of biotechnology, including current DNA and RNA technologies, as well as its historical background, the cell and genetic disorders. The course includes an emphasis on current applications in medicine, agriculture, forensics and the environment. Additional special fees are required.

BSC 1949 - Co-op Work Experience I
(1 to 3 variable Credit Hours)(A.A.)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. 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.

BSC 2010C - Fundamentals of Biology I
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: CHM 1025C with a grade of "C" or better or one year of high school preparatory chemistry. This course meets Area V requirements for the A.A./A.S. general education requirements. This course is the first portion of a comprehensive study of the fundamentals of biology, including molecular biology, cellular biology, genetics, cell respiration and cell replication. This course is intended for the science and science-related majors. It is strongly recommended that students without recent coursework in biology take BSC 1007C.

BSC 2010L - Fundamentals of Biology I Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to BSC 2010C. Additional special fees are required.

BSC 2011C - Fundamentals of Biology II
(5 Credit Hours)(A.A.) Three hours lecture and three hours laboratory per week. Prerequisites: BSC 2010C with a grade of "C" or better. This course meets Area V of the A.A./A.S. general education requirements. This course 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.

BSC 2011L - Fundamentals of Biology II Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to BSC 2011C. Additional special fees are required.

BSC 2031 - Topics in Biology - Bioethics
(1 Credit Hour)(A.S.) One hour of discussion per week based on reading assignments. Prerequisites: Completion of BSC 1421 and BSC 2010C with a grade of "C" or higher. 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 the biological research with societal impact. The course covers a broad range of ethical issues that relate to the fields of biology and medicine.

BSC 2085C - Anatomy and Physiology I
(4 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: 83 or higher on the ACCUPLACER test OR 106 or higher on the PERT (Postsecondary Education Readiness Test). Students who graduated with a Florida standard diploma after 2009 are exempt from the aforementioned

prerequisites. This course meets Area V requirements for the A.A./A.S. general education requirements. This course begins with a review of basic chemistry and cell biology, then proceeds with the anatomy and physiology of human tissues and the following organ systems: integumentary, skeletal, muscular, and nervous. It is strongly recommended that students without recent course work in biology take BSC 1007 or BSC 1008 BEFORE taking BSC 2085C.

BSC 2085L - Anatomy and Physiology I Laboratory
(0 Credit Hours)(**A.A.**)Companion laboratory to BSC 2085C. Additional special fees are required.

BSC 2086C - Anatomy and Physiology II
(4 Credit Hours)(**A.A.**)Three hours lecture, three hours laboratory per week. Prerequisites: BSC 2085C with a grade of "C" or better. 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 2085C/L). This course deals with the anatomy and physiology of humans for the following systems: cardiovascular, lymphoid and immune, endocrine, respiratory, digestive, urinary, and reproductive.

BSC 2086L - Anatomy and Physiology II Laboratory
(0 Credit Hours)(**A.A.**)Companion laboratory to BSC 2086C. Additional special fees are required.

BSC 2419C - Plant and Animal Cell Culture
(4 Credit Hours)(**A.S.**)Prerequisites: successful completion of BSC 2420C or BSC 2427C. 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. Additional special fees are required.

BSC 2420C - Introduction to Biotechnology Methods
(4 Credit Hours)(**A.S.**)Four hours lecture/laboratory per week. Prerequisites: successful completion of BSC 2010C. 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. Additional special fees are required.

BSC 2426C - Biotechnology Methods I
(4 Credit Hours)(**A.S.**)Prerequisites: Successful completion of BSC 2420C or BSC 2427C. 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. Additional special fees are required.

BSC 2427C - Biotechnology Methods II
(4 Credit Hours)(**A.S.**)Four hours lecture/laboratory per week. Prerequisites: Successful completion of BSC 2010C. This course includes basic concepts and techniques necessary to work effectively in a biotechnology laboratory. Emphasis is on methods of protein analysis within the context of biotechnology applications. Additional special fees are required.

BSC 2435 - Introduction to Bioinformatics
(3 Credit Hours)(**A.S.**)Prerequisites: BSC 2010C and BSC 1421. 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. Additional special fees are required.

BSC 2930 - Special Topics in Bioscience
(**1 to 4 variable Credit Hours**)(**A.A.**)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.

BSC 2943C - Biotechnology Internship
(**3 Credit Hours**)(**A.S.**)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. 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.

BSC 2949 - Internship in Biological Science
(**1 to 3 variable Credit Hours**)(**A.A.**)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. 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.

BUL 2131 - Legal Environments of Business
(**3 Credit Hours**)(**A.S.**)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.

BUL 3322 - Legal Issues in International Business
(**3 Credit Hours**)(**B.A.S.**)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.

BUL 4333 - Contract Negotiation and Administration
(**3 Credit Hours**)(**B.A.S.**)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.

CAP 2140 - Data Forensics

(3 Credit Hours)(A.S.)Prerequisites: CIS 1355. 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, set up a forensics lab, acquire the proper and necessary tools, and conduct the investigation and subsequent digital analysis.

CAP 2141 - Data Forensics II
(3 Credit Hours)(A.S.)Prerequisites: CAP 2140. 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.

CAP 2930 - Special Topics in Computer Science
(1 to 3 variable Credit Hours)(A.S.)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.

CCJ 1020 - Introduction to Criminal Justice
(3 Credit Hours)(A.A.)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.

CCJ 1600 - Deviant Behavior
(3 Credit Hours)(A.A.)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.

CCJ 2010 - Introduction to Criminology
(3 Credit Hours)(A.A.)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.

CEN 2361 - Mobile Device Software Development
(3 Credit Hours)(A.S.)Prerequisites: CGS 2820C COP 2510 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.

CEN 2362 - Advanced Mobile Device Software Development
(3 Credit Hours)(A.S.)Prerequisites: CEN 2361 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.

CET 1114C - Digital Fundamentals
(4 Credit Hours)(A.S.)Prerequisites: EET 1033C. 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.

CET 1600 - Networking Fundamentals
(3 Credit Hours)(A.S.) Prerequisites: CGS 1000 or CGS 1570 or permission of instructor. 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. Additional special fee is required.

CET 1610 - Router Technology
(3 Credit Hours)(A.S.) Prerequisites: CET 1600 or relevant industry experience. This is the second of two courses designed to provide students with learning and laboratory experience in current and emerging networking technology. Instruction includes networking, terminology and protocols, LANs, WANs, Open System Interconnection (OSI) models, Ethernet, TCP/IP, OSPF, EIGRP, STP, security, routing, switching, access control, and the network administrator's function. Students will successfully implement beginning router configurations, demonstrate an understanding of routed and routing protocols and the fundamentals of LAN switching. Additional special fee is required.

CET 2123C - Microprocessor Fundamentals
(4 Credit Hours)(A.S.) Prerequisites: CET 1114C. 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.

CET 2535C - Process Control Systems
(4 Credit Hours)(A.S.) Two hours lecture, four hours laboratory per week. Prerequisites: permission of instructor. 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)

CET 2854 - Wireless Networks
(3 Credit Hours)(A.S.) Prerequisites: CET 1600 and CET 1610. 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.

CET 2890 - Network Infrastructure Security
(3 Credit Hours)(A.S.) Prerequisites: CET 1600, CET 1610 and CIS 1355. 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.

CGS 1000 - Computer Information Systems
(3 Credit Hours)(A.A.) This course surveys the computing field. The student is introduced to hardware, software, storage concepts, local area networks, data communications, data security, privacy issues, the copyright law, file management techniques, email, the Internet and productivity software using an integrated software package. Additional special fees are required.

CGS 1543 - Database Design and Implementation
(3 Credit Hours)(**A.A.**)Prerequisites: CGS 1000 or CGS 1570 or COP 2170 or permission of instructor. 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. Additional special fee is required.

CGS 1570 - Integrated Business Apps Software
(3 Credit Hours)(**A.A.**)Prerequisites: CGS 1000. 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. Additional special fees are required.

CGS 1949 - Co-op Work Experience in Computer Science
(1 to 3 variable Credit Hours)(**A.S.**)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. 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.

CGS 2172 - Implementing a Commerce Enabled Website
(3 Credit Hours)(**A.S.**)Prerequisites: COP 2510 and CGS 2820C. 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.

CGS 2820C - Web Page Development
(3 Credit Hours)(**A.S.**)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. Additional special fees are required.

CGS 2823 - Advanced Web Page Development
(3 Credit Hours)(**A.S.**)Prerequisites: CGS 2820C and COP 2510. This course builds upon skills learned in CGS 2820C. 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.

CGS 2932 - Emerging Web Technologies
(3 Credit Hours)(**A.S.**)Prerequisites: COP 2510 and CGS 2820C. 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.

CHM 1020C - The Chemistry of Everyday Life
(3 Credit Hours)(**A.A.**)Four hours lecture/laboratory per week. The course meets Area V of the A.A./A.S. general education requirements. This course assumes no prior knowledge of chemistry and is designed primarily for persons in the liberal arts interested in obtaining a deeper understanding of the

science of everyday life. This course explores the chemistry seen in the world around us. Additional special fees are required.

CHM 1025C - Introductory Chemistry
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: MAT 1033 with a grade of "C" or better. This course meets Area V of the A.A./A.S. general education requirements. This course is designed primarily to prepare students for entrance into the general chemistry course, CHM 2045C.

CHM 1025L - Introductory Chemistry Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to CHM 1025C. Additional special fees are required.

CHM 1032C - Chemistry for Health Professionals
(4 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: MAT 1033 or higher with a grade of "C" or better. 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 B.S.N. program) and is not an acceptable prerequisite for CHM 2045C. This course is a survey of general chemistry, organic chemistry and biochemistry.

CHM 1032L - Chemistry for Health Professionals Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to CHM 1032C. Additional special fees are required.

CHM 2045C - General Chemistry I
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: Completion of MAC 1105 . Completion of CHM 1025C with a grade of "C" or better or one year of high school college preparatory honors or AP chemistry within last three years. This course meets Area V for the A.A./A.S. general education requirements. A rigorous study of chemistry principles for students who have already studied basic concepts of chemistry. This course is intended for science and science-related majors.

CHM 2045L - General Chemistry I Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to CHM 2045C. Additional special fees are required.

CHM 2046C - General Chemistry II
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: Completion of CHM 2045C with a grade of "C" or better. This course meets Area V of the A.A./A.S. general education requirements. A rigorous study of chemical principles for students planning science and science related majors.

CHM 2046L - General Chemistry II Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to CHM 2046C. Additional special fees are required.

CHM 2210C - Organic Chemistry I
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: CHM 2045C -CHM 2046C with grades of "C" or better. 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 alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers and epoxides. It is designed to prepare science majors and preprofessional students for upper-division courses in the major field.

CHM 2210L - Organic Chemistry I Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to CHM 2210C. Additional special fees are required.

CHM 2211C - Organic Chemistry II

(**5 Credit Hours**)(**A.A.**)Three hours lecture, three hours laboratory per week. Prerequisites: CHM 2210C with a grade of "C" or better. 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 phenols, aromatics, ketones, aldehydes, esters, amines, carbohydrates and acid derivatives. It is designed to prepare science majors and preprofessional students for upper-division courses in the major field.

CHM 2211L - Organic Chemistry II Laboratory
(**0 Credit Hours**)(**A.A.**)Companion laboratory to CHM 2211C. Additional special fees are required.

CHM 2930 - Special Topics in Chemistry
(**1 to 4 variable Credit Hours**)(**A.A.**)This course is designed to meet the special needs of individuals or groups for whom regularly described courses in chemistry may not be available.

CIS 1355 - Security Engineering
(**3 Credit Hours**)(**A.S.**)Prerequisites: CET 1600. 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. Additional special fees are required.

CIS 2321 - Introduction to Systems Analysis and Design
(**3 Credit Hours**)(**A.A.**)Prerequisites: CGS 1543 and any COP course with a grade of "C" or better. 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. Additional special fees are required.

CIS 2352 - Ethical Hacking
(**3 Credit Hours**)(**A.S.**)Three hours lecture per week. Prerequisites: CIS 1355 and CTS 2390. 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. Additional special fee is required.

CIS 2930 - Special Topics, Computer Science
(**1 to 3 variable Credit Hours**)(**A.S.**)This course is designed to meet the special needs of individuals or groups for which regular described courses may not be available.

CIS 2931 - Current Issues in Computing
(**3 Credit Hours**)(**A.S.**)Prerequisites: CGS 1000 with a grade of "C" or better. 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.

CIS 2938 - Current Issues in Cybersecurity
(**3 Credit Hours**)(**A.S.**)Prerequisites: Permission of the instructor. 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.

CJC 1000 - Introduction to Corrections
(3 Credit Hours)(A.A.)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.

CJE 1000 - Introduction to Law Enforcement
(3 Credit Hours)(A.A.)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.

CJE 1300 - Police Administration and Organization
(3 Credit Hours)(A.A.)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.

CJE 2600 - Criminal Investigations
(3 Credit Hours)(A.A.)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.

CJE 2640 - Criminalistics I
(3 Credit Hours)(A.A.)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, plastercasting and other evidence-gathering techniques also will be included.

CJE 3361 - Management of Specialized Law Enforcement Units
(3 Credit Hours)(B.A.S.)This course provides students 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.

CJE 4668 - Computer Crime
(3 Credit Hours)(B.A.S.) 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.

CJJ 2002 - Juvenile Delinquency and Rehabilitation
(3 Credit Hours)(A.A.) 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.

CJL 2100 - Criminal Law
(3 Credit Hours)(A.A.) 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.

CJL 2130 - Criminal Evidence and Procedures
(3 Credit Hours)(A.A.) This course emphasizes procedures as 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.

COP 2170 - Visual Basic Programming
(3 Credit Hours)(A.A.) Prerequisites: Strongly recommended prerequisite COP 2510. 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. Additional special fee is required.

COP 2224C - C++ Programming I
(3 Credit Hours)(A.A.) Three hours lecture per week, plus laboratory as assigned by instructor. Prerequisites: COP 2510 with a grade of "C" or better. 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.

COP 2228C - C++ Programming II
(3 Credit Hours)(A.A.) Three hours lecture per week, plus laboratory as assigned by instructor. Prerequisites: COP 2224C with a grade of "C" or better. 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. Additional special fees are required.

COP 2250C - Java Programming I
(3 Credit Hours)(A.A.) Prerequisites: COP 2510 with a grade of "C" or better. 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.

COP 2333 - Advanced Visual Basic

(3 Credit Hours)(A.S.) Three hours lecture per week, plus laboratory as assigned by instructor. Prerequisites: COP 2170 or permission of instructor. This course covers advanced topics in Visual Basic. Topics covered will include advanced interface development, advanced database management, API, Classes, Collections, crystal reports, Package and Deploy, New OCXs. Part of the course may be devoted to a real Visual Basic (VB) intern or business project. Students also may be required to do some research and a presentation based upon that research. Additional special fees are required.

COP 2510 - Programming Concepts

(3 Credit Hours)(A.A.) This course is an introduction to object-oriented programming. The main focus is general object-oriented and programming concepts from a software engineering perspective.

COP 2805C - Java Programming II

(3 Credit Hours)(A.A.) Prerequisites: COP 2250C with a grade of "C" or better. 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.

COP 2822 - Web Scripting

(3 Credit Hours)(A.S.) Prerequisites: COP 2510 and CGS 2820C. This course presents Web scripting utilizing current programming and scripting languages for Web application. Various scripting languages will be used to create interactive Web pages.

COP 2842 - Developing Websites Using PHP/MYSQL

(3 Credit Hours)(A.S.) Prerequisites: COP 2510. 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.

CPO 2002 - Comparative Government

(3 Credit Hours)(A.A.) This course meets part of the six hour International/Intercultural graduation requirement. This course is a survey of the historical, political and cultural developments in various governmental systems worldwide. It analyzes and contrasts the political systems that exist in the world today.

CRW 2001 - Creative Writing I

(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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.

CRW 2002 - Creative Writing II

(3 Credit Hours)(A.A.) 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. 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.

CTS 1150C - Microcomputer Hardware and Maintenance

(**3 Credit Hours**)(**A.S.**)Prerequisites: A fundamental knowledge of DOS and Windows. 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.
   Additional special fee is required.

CTS 1437 - SQL Administration
(**3 Credit Hours**)(**A.S.**)Prerequisites: CET 1600 with a grade of "C" or better. This course develops the skills required to manage SQL Server databases using SQL administration tools.

CTS 2321 - Linux System Administration
(**3 Credit Hours**)(**A.S.**)Prerequisites: CET 1600 and CTS 2390. 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.

CTS 2330 - Installing and Administering Microsoft Exchange Server
(**3 Credit Hours**)(**A.S.**)Prerequisites: CTS 2391 with a grade of "C" or better or permission of instructor.Microsoft Exchange Server is a robust email system capable of providing additional opportunities for integrating and automating a full range of business processes. This course will cover the design, installation and troubleshooting of Microsoft Exchange Server.

CTS 2390 - Installing and Configuring Windows Server
(**3 Credit Hours**)(**A.S.**)Prerequisites: CET 1600 and a working knowledge of Windows. 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. Additional special fees are required.

CTS 2391 - Administering Windows Server
(**3 Credit Hours**)(**A.S.**)Prerequisites: CTS 2390 with a minimum grade of "C" or permission of instructor. 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. Additional special fees are required.

CTS 2392 - Configuring Advanced Windows Server Services
(**3 Credit Hours**)(**A.S.**)Prerequisites: CTS 2390, strongly recommended: CTS 2391. 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. Additional special fees are required.

CTS 2433 - SQL Implementation
(**3 Credit Hours**)(**A.S.**)Prerequisites: CGS 1543, and CET 1600 with a grade of "C" or better or permission of instructor. 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. Additional special fees are required.

CTS 2434 - Server Database Developer
(**3 Credit Hours**)(**A.S.**)Prerequisites: CGS 1543, CET 1600, and CTS 2433. 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.

CTS 2445 - SQL Server Database Advanced Development

(3 Credit Hours)(A.S.)Prerequisites: CTS 2434. 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.

DAA 1000 - Introduction to Dance I
(3 Credit Hours)(A.A.)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.

DAA 1000B - Introduction to Dance IB
(3 Credit Hours)(A.A.)Prerequisites: DAA 1000 or permission of the instructor. 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.

DAA 2101 - Contemporary and Traditional Dance
(3 Credit Hours)(A.A.)Three hours per week. Prerequisites: DAA 1000 or consent of instructor. 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.

DAA 2101B - Contemporary and Traditional Dance IB
(3 Credit Hours)(A.A.)Prerequisites: DAA 1000 and DAA 2101 and consent of instructor. 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.

DAA 2930 - Special Topics: Dance
(1 to 3 variable Credit Hours)(A.A.)This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

DEH 1000 - Introduction to Dental Hygiene
(2 Credit Hours)(A.S.)
This course is designed as an introduction to dentistry and the dental hygiene profession and provides the basic introductory knowledge required to provide comprehensive preventive dental health services for patients. (Fall) (Summer)

DEH 1002C - Introduction to Clinical Procedure
(**6 Credit Hours**)(**A.S.**)Corequisites: DES 1010 and DES 1200C. This course is designed to provide the student with the knowledge of the basic principles of instrumentation, instrument design and their use, and the fundamental skills necessary to provide comprehensive dental hygiene service. (Fall)

DEH 1002L - Introduction to Clinical Procedures Laboratory
(**0 Credit Hours**)(**A.S.**)This clinical practice course is designed for the dental hygiene student to clinically apply the principles and concepts of dental hygiene care developed in DEH 1002C. Students master basic instrumentation skills and dental hygiene procedures on manikins and student partners in preparation for patient care in Spring. (Fall)

DEH 1130 - Oral Embryology and Histology
(**1 Credit Hour**)(**A.S.**)Corequisites: DEH 1800C and DES 1100C. 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. (Spring)

DEH 1720 - Preventive Dentistry
(**1 Credit Hour**)(**A.S.**)
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 dental health. (Fall)

DEH 1800C - Clinical Dental Hygiene I
(**5 Credit Hours**)(**A.S.**)Two hours class, 12 clinical hours per week. Prerequisites: Satisfactory completion of DEH 1002C, DES 1020C, DES 1010, DES 1200C and BSC 2086C.
This course is designed to further enhance the student's knowledge of dental hygiene practice with the introduction of adjunct dental hygiene procedures and to provide clinical experience in total patient care. Emphasis is placed on basic principles and concepts of current dental hygiene services and refinement of preclinical instrumentation. Patient education, the dental hygiene process of care and basic radiography are introduced. Additional special fees are required. (Spring)

DEH 1800L - Clinical Dental Hygiene I Laboratory
(**0 Credit Hours**)(**A.S.**)This is a mandatory laboratory that accompanies DEH 1800C.

DEH 2300 - Pharmacology and Pain Control
(**3 Credit Hours**)(**A.S.**)Corequisites: DEH 2400, DEH 2702C and DEH 2804C. This course is designed to introduce the dental hygiene student to the origin, physical and chemical properties, preparation modes of administration and effects on the body's systems of commonly prescribed drugs that may require an alteration of dental hygiene treatment and the drugs and anesthesia which are used in dentistry. (Fall)

DEH 2400 - General and Oral Pathology
(**2 Credit Hours**)(**A.S.**)Corequisites: DEH 2804C and DEH 2300. 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. (Fall)

DEH 2602 - Periodontology
(**2 Credit Hours**)(**A.S.**)Corequisites: DEH 2802C. This course is designed to expand on the dental hygiene student's knowledge of the etiology, classification, diagnoses, treatment and maintenance of periodontal diseases and the care of the individual with these diseases. (Offered Summer A and B semesters only.)

DEH 2702C - Community Dental Health

(3 Credit Hours)(A.S.)Prerequisites: Satisfactory completion of or concurrent enrollment in ENC 1101 and SYG 2000. Corequisites: DEH 2804C. 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. Also the planning, implementation and evaluation of dental health programs and community service projects will be included. (Spring)

DEH 2702L - Community Dental Health Laboratory
(0 Credit Hours)(A.S.)This is a mandatory laboratory that accompanies DEH 2702C.

DEH 2802C - Clinical Dental Hygiene II
(4 Credit Hours)(A.S.)Two hours class, 12 laboratory hours per week. This course is designed to provide the dental hygiene student with the knowledge and understanding of dental hygiene care for special needs patients. The course also introduces the dental hygiene student to the theory and techniques of several procedures that expand the student's knowledge and ability in perform total patient care and the use of the ultrasonic scaler and air polisher. Additional special fees are required. (Summer)

DEH 2802L - Clinical Dental Hygiene II Laboratory
(0 Credit Hours)(A.S.)This is a mandatory laboratory that accompanies DEH 2802C.

DEH 2804C - Clinical Dental Hygiene III
(7 Credit Hours)(A.S.)Prerequisites: Satisfactory completion of DEH 2802C, HUN 2201 and PSY 2012. Corequisites: DEH 2300, DEH 2400 and completion of or concurrent enrollment in ENC 1101 and SYG 2000. This course is designed to provide ongoing clinical experiences for the dental hygiene student in total patient care. Emphasis is placed on incorporation of professional decision making and increasing quality care. Expanded functions in dental hygiene are included. Additional special fees are required.

DEH 2804L - Clinical Dental Hygiene III Laboratory
(7 Credit Hours)(A.S.)This is a mandatory laboratory that accompanies DEH 2804C.

DEH 2806C - Clinical Dental Hygiene IV
(6 Credit Hours)(A.S.)Two hours class, 15 laboratory hours per week. Prerequisites: Satisfactory completion of DEH 2804C , DEH 2400, DEH 2300, ENC 1101 and SYG 2000. Corequisites: DEH 2702C, DEH 2702L and completion or concurrent enrollment in SPC 1608 and Humanities elective. 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. Additional special fees are required. (Spring)

DEH 2806L - Clinical Dental Hygiene IV Laboratory
(0 Credit Hours)(A.S.)This is a mandatory laboratory that accompanies DEH 2806C

DEH 2822 - Dental Office Emergencies
(1 Credit Hour)(A.S.)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. (Spring)

DEH 2900 - Dental Hygiene Competency Review

(1 to 3 variable Credit Hours)(A.S.)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. 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. Additional special fee is required.

DEH 2930 - Special Topics, Dental Hygiene
(1 to 3 variable Credit Hours)(A.S.)This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

DEP 2002 - Child Development
(3 Credit Hours)(A.A.)Prerequisites: PSY 2012 with a grade of "C" or better. This course is a study of the physical, social/behavioral, emotional, personality and cognitive factors that affect children's development, birth through adolescence.

DEP 2004 - Human Development: Life Span
(3 Credit Hours)(A.A.)Prerequisites: PSY 2012 with a grade of "C" or better. 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.

DES 1010 - Head and Neck Anatomy
(1 Credit Hour)(A.S.)Two hours class, three hours laboratory per week. Corequisites: DEH 1002C 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. (Fall)

DES 1020C - Dental Anatomy
(2 Credit Hours)(A.S.)Corequisites: DES 1020L. This course is designed to introduce the student to the hard and soft tissues of the human oral cavity and the appropriate examination of each tissue. Also included are the specific morphology of all human teeth and the study of Angle's classification of occlusion. Additional special fees are required. (Summer)

DES 1020L - Dental Anatomy Laboratory
(0 Credit Hours)(A.S.)Corequisites: DES 1020C. This is a mandatory laboratory that accompanies DES 1020C. This course is designed to give the student hands on experience with hard and soft tissues of the human oral cavity including gingival, oral structures and Angle's classification of occlusion.

DES 1100C - Dental Materials
(3 Credit Hours)(A.S.)Two hours class, three laboratory hours per week. Prerequisites: Satisfactory completion of DEH 1000, DES 1010, DES 1200C and DEH 1002C. Corequisites: DEH 1800C and DEH 1130. This class and laboratory course is designed to introduce the dental hygiene student to the basic physical and chemical properties of dental materials with special emphasis on their clinical application. Included will be the influence and effects of manipulation and oral environment on the clinical performance of dental materials. Additional special fees are required. (Spring)

DES 1100L - Dental Materials Laboratory
(0 Credit Hours)(A.S.)This is a mandatory laboratory that accompanies DES 1100C.

DES 1200C - Dental Radiography
(3 Credit Hours)(A.S.)Corequisites: DEH 1002C and DES 1010. This course is designed to introduce the student to the fundamental background and theory necessary for safe and effective use of radiographs in

dentistry. It includes the history of radiology, production and uses of radiation, dental X-ray films and their uses, exposure techniques, mounting techniques, interpretation of radiographs and radiation safety. Additional special fees are required. (Fall)

DES 1200L - Dental Radiography Laboratory
(0 Credit Hours)(A.S.)This is a mandatory laboratory that accompanies DES 1200C.

DIG 1132C - Digital Art and Design
(3 Credit Hours)(A.A.)Three hours studio/lecture per weekThis 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.

DIG 2000 - Media Interpretation and Adaptation
(3 Credit Hours)(A.S.)Prerequisites: FIL 1000, FIL 1420, FIL 2571 OR FIL 1537, GRA 1100C, GRA 2150C, PGY 1800C 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.

DIG 2111C - Digital Illustration
(3 credit Hours)(A.S.)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.

DIG 2132C - Digital Media Design
(3 Credit Hours)(A.S.)Three hours studio/lecture per week. Prerequisites: ART 1201C or GRA 1206C or GRA 2122C or PGY 1800C.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.

DIG 2510 - Applications in Film Production Technology
(1 Credit Hour)(A.S.)Prerequisites: FIL 1000, 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 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.

DIG 2930 - Special Topics: Digital Media
(1-3 variable Credit Hours)(A.S.)This course is designed to meet the specific needs of individuals or groups for whom regular, described courses may not be available.

DSC 3013 - Introduction to Homeland Security
(3 Credit Hours)(B.A.S.)This course introduces students to the 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.

DSC 3214 - Catastrophic Event Response Planning
(3 Credit Hours)(B.A.S.)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.

DSC 3243 - Industrial Security
(3 Credit Hours)(B.A.S.)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.

DSC 3554 - Critical Infrastructure and Risk Analysis
(3 Credit Hours)(B.A.S.)Prerequisites: DSC 3013 and PAD 3821. 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.

DSC 4038 - Terrorism and Emergency Management
(3 Credit Hours)(B.A.S.)Prerequisites: DSC 3013, PAD 3821 and FES 4014. 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.

DSC 4594 - Intelligence Analysis
(3 Credit Hours)(B.A.S.)Prerequisites: DSC 3013 and PAD 3821. 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.

EAP 0300 - Speech/Listening III
(3 Credit Hours)(Institutional Credit)Placement by ESL Accuplacer and writing sample. This is an intermediate-level course in which EAP students develop the speaking and listening skills necessary for participation in classroom discussions with an introduction to oral presentations and critical listening skills. Further improvement of pronunciation also is emphasized. A grade of "C" or better is necessary to move to EAP 0400 - Speech/Listening IV.

EAP 0320 - Reading III
(3 Credit Hours)(Institutional Credit)Placement by ESL Accuplacer and writing sample. This is an intermediate-level course in which EAP students develop the ability to read text on familiar and basic academic topics. Emphasis will be placed on vocabulary expansion and application of critical reading skills. A grade of "C" or better is necessary to move to EAP 0420 - Reading IV.

EAP 0340 - Writing III

(3 Credit Hours)(**Institutional Credit**)Prerequisites: concurrent registration in and/or successful completion of EAP 0300, EAP 0320 and EAP 0360. Placement by ESL Accuplacer and writing sample. This is an intermediate-level writing course in which EAP students develop their ability to write basic structured academic paragraphs on familiar topics and execute other academic writing tasks. A grade of "C" or better is necessary to move to EAP 0440 - Writing IV.

EAP 0360 - Grammar III

(3 Credit Hours)(**Institutional Credit**)Placement by ESL Accuplacer and writing sample. This is an intermediate-level grammar course in which EAP students increase their accuracy of grammatical structures appropriate to classroom discussion and the writing of academic paragraphs. A grade of "C" or better is necessary to move to EAP 0460 - Grammar IV.

EAP 0385 - Integrated Grammar and Writing III

(5 Credit Hours)(**Institutional Credit**)Prerequisites/corequisites: Placement by Accuplacer and writing sample. EAP 0386 Integrated Reading, Speaking and Listening III. Intermediate-level English language learners will aquire 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 Integrated Grammer and Writing IV.

EAP 0386 - Integrated Reading, Speaking and Listening III

(5 Credit Hours)(**Institutional Credit**)Prerequisites: Placement by Accuplacer and writing sample. 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 Integrated Reading, Speaking, and Listening IV.

EAP 0400 - Speech/Listening IV

(3 Credit Hours)(**Institutional Credit**)Placement by ESL Accuplacer and writing sample or successful completion of EAP 0300. This is a high intermediate-level course in which EAP students continue to develop their speaking and listening skills necessary for participating in classroom discussions, giving oral presentations and listening critically. A grade of "C" or better is necessary to pass the course.

EAP 0420 - Reading IV

(3 Credit Hours)(**Institutional Credit**)Placement by ESL Accuplacer and writing sample or successful completion of EAP 0320. This is a high intermediate-level course in which EAP students continue to develop their ability to read text on familiar and basic academic topics. Emphasis will be placed on vocabulary expansion and application of critical reading skills. A grade of "C" or better is necessary to pass the course.

EAP 0440 - Writing IV

(3 Credit Hours)(**Institutional Credit**)Prerequisites: Concurrent registration in and/or successful completion of EAP 0400, EAP 0420 and EAP 0460.Placement by ESL Accuplacer and writing sample or successful completion of EAP 0340. This is a high intermediate-level course in which EAP students develop the ability to write more sophisticated academic paragraphs in various rhetorical modes and execute other academic writing tasks. A grade of "C" or better is necessary to pass the course.

EAP 0460 - Grammar IV

(3 Credit Hours)(**Institutional Credit**)Placement by ESL Accuplacer and writing sample or successful completion of EAP 0360. This is a high intermediate-level course in which EAP students develop their ability to use grammatical structures appropriate to classroom discussion, oral presentations, and writing

of more sophisticated academic paragraphs with an emphasis on increased accuracy. A grade of "C" or better is necessary to pass the course.

EAP 0485 - Integrated Grammar and Writing IV
(5 Credit Hours)(Institutional Credit) Prerequisites/corequisites: EAP 0486 Integrated Reading, Speaking, and Listening. Placement by Accuplacer and writing sample. High intermediate-level English language learners will acquire skills necessary to write multi-paragraph essays using intermediate grammar and rhetorical structures. A grade of C or better is necessary to move to EAP 1540 Writing V.

EAP 0486 - Integrated Reading, Speaking and Listening IV
(5 Credit Hours)(Institutional Credit) Prerequisites: Placement by Accuplacer and writing sample.High intermediate-level English learners will develop their speaking, listening, and academic reading skills through discussions, presentations, and analysis with an emphasis on oral fluency, critical reading, and vocabulary expansion. A grade of C or better is necessary to move to EAP 1520 Reading V.

EAP 1520 - Reading V
(3 Credit Hours)(A.A.) Prerequisites: Placement by ESL Accuplacer and writing sample or successful completion of EAP 0420.
This is an advanced level reading course for ESL students 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 toward A.A. elective credits. Students are advised to consult the transfer university about the number of transferrable credits for EAP courses.

EAP 1540 - Writing V
(3 Credit Hours)(A.A.) Prerequisites: Placement by ESL Accuplacer and writing sample or successful completion of EAP 0440.
This is an advanced level writing course for ESL students 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 transferrable credits for EAP courses.

EAP 1620 - Reading VI
(3 Credit Hours)(A.A.) Prerequisites: Placement by ESL Accuplacer and writing sample or successful completion of EAP 1520.
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.

EAP 1640 - Writing VI
(3 Credit Hours)(A.A.) Prerequisites: Placement by ESL Accuplacer and writing sample or successful completion of EAP 1540.
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.

EAP 1660 - Advanced Grammar and Editing

(3 Credit Hours)(A.A.) Prerequisites: Placement by ESL Accuplacer and writing sample, successful completion of EAP 0440 or permission of the Language and Literature department chair. 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.

EAP 2930 (A) or (B) - Special Topics: English for Academic Purposes
(3 Credit Hours)(Institutional Credit) Prerequisites: Departmental approval required. This course is designed to meet specific needs of individuals or groups for whom regular, described courses are not available.

ECO 2013 - Principles of Macroeconomics
(3 Credit Hours)(A.A.) This course meets Area III of the A.A./A.A.S./A.S. general education requirements and part of the International/Intercultural requirement. The foundations of economic analysis, theories of economic growth and stabilization, monetary and fiscal policy, international trade, and economic development are presented in this course.

ECO 2023 - Principles of Microeconomics
(3 Credit Hours)(A.A.) Three hours lecture per week. 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.

EDE 2221 - Integrating Art, Music and Health Education Across the Curriculum
(3 Credit Hours)(A.A.) At least 10 hours of clinical experiences is required, in addition to class sessions. 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.

EDF 1001 - After School Teachers and Paraeducators in Special and General Education Classrooms
(3 Credit Hours)(A.S.) This course is an introduction to the role of paraeducators in the public schools. Topics included are defining the roles, supporting the instructional process, behavior improvement strategies, and the role of the paraeducator in the IEP process. This course prepares the paraeducator and those preparing to be with elementary students to better understand their role and responsibilities in the public school setting and to appropriately perform those roles and responsibilities.

EDF 1005 - Introduction to the Teaching Profession & Field Experience
(3 Credit Hours)(A.A.) This course is a survey of the educational system in the United States. Topics include an overview of the historical, sociological, and philosophical foundations of education; a survey of federal, state and local governance, finance, and policies; a review of legal, moral and ethical issues for teachers; and the professionalism of teaching. Students will be 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 not be via virtual modes of film or Internet.)

EDF 1030 - Effective Classroom Management
(3 Credit Hours)(A.A.) 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.

EDF 2085 - Introduction to Diversity for Educators & Field Experience
(**3 Credit Hours**)(**A.A.**)This course meets part of the International/Intercultural requirement. Designed for perspective teachers or classroom aides, this course investigates the influence of diversity upon schools. Students will explore personal attitudes toward diversity and exceptionalities. Developmentally appropriate environments and teaching practices for various diverse populations, including exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity and age will be explored. Students will be provided with information on the Florida Educator Accomplished Practices, Sunshine State Standards and the Professional Educator Competencies. A minimum of 15 hours of field-based experience with diverse populations of preschoolers, children and/or youth in schools or similar settings is required and must be completed during the term in which the course is taken. (This field component must not be via virtual modes of film or Internet.)

EDF 3430 - Education Measurement and Evaluations
(**3 Credit Hours**)(**B.S.**)This course is a comprehensive and realistic look at the nature of students and how they learn, the role of the teachers, the teaching process and teaching as a career, and how the system works for measurements and evaluations of the children. Students who are in the teaching field learn and deliver an effective educational program for all young children from birth through age 8 with measurements and evaluations. The course correlates with the NAEYC Standards for EC Professional Preparation Programs.

EDG 2949 - Final Internship in Education
(**3 Credit Hours**)(**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. This course should be taken during the last semester before graduating. This "Education Capstone" reinforces education and professional growth in a student's academic major. Students must complete 12 hours per week or a 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 as upper level internships, practicum or clinical practice.

EEC 1000 - Introduction to Early Childhood Education
(**3 Credit Hours**)(**A.A.**)This course is designed to provide a pursuance of the theories, philosophies and programs in early childhood education. Emphasis is given to current early learning theories. It introduces the students to the historical developments and provides practical grounding in rational discipline and application of early childhood methods. The course is open to parents, teachers, paraprofessionals and students. The course also is one of four courses designed to meet the education requirements for the Florida Child Care Professional Certification (FCCPC) and the National Child Development Associate (CDA) Credential.

EEC 1001 - Early Childhood Growth and Development
(**3 Credit Hours**)(**A.A.**)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. The course also is one of four courses designed to meet the education requirements for the Florida Child Care Professional Certification (FCCPC) and the National Child Development Associate (CDA) Credential.

EEC 1004 - Introduction to School Age Child Care
(**3 Credit Hours**)(**A.A.**)This course provides an orientation to school age child care, including the philosophy, purpose and social/cultural context of after-school and other programs for school-age youth. An examination of program models, including staff roles, program planning, quality improvement, families and community, are presented.

EEC 1312 - Introduction to Creative Experiences for Young Children

(**3 Credit Hours**)(**A.A.**)This course introduces students to cross-disciplinary creative experiences in music, art and movement as appropriate for the prekindergarten and K-5 classroom setting. It focuses on identifying materials and activities that promote creative expression in young children.

EEC 1319 - Portfolio Development and Performance Observation

(**3 Credit Hours**)(**A.A.**)Prerequisites: Permission of the program manager and EEC 1000, EEC 1601, EEC 1001 with a grade of "C" or higher. The Florida Child Care Professional Certificate (FCCPC) and the National Child Development Associate (CDA) portfolio documenting successful mastery of Developmentally Appropriate Practices (DAP) is required for course completion and meets the Florida Department of Education and the Department of Children and Families requirements. Students are required to be evaluated on classroom seminars, field experiences and performance observation in an early childhood setting. The course also is one of four courses designed to meet the education requirements for the FCCPC and CDA.

EEC 1601 - Observing and Recording Children's Behavior

(**3 Credit Hours**)(**A.S.**)This course introduces procedures for observing and recording social, physical and emotional behaviors of children from birth to grade three in Voluntary Pre-Kindergarten certified classroom settings. Techniques included are written reports, check lists, audio and video recordings and other procedures. Students in this course must volunteer or be working in a school setting. The course also is one of four courses designed to meet the education requirements for the Florida Child Care Professional Certification (FCCPC) and the National Child Development Associate Credential (CDA).

EEC 2002 - Early Child Care Center Management

(**3 Credit Hours**)(**A.A.**)This course is designed to provide potential and current child care administrators with the opportunity of satisfying one of the educational requirements for Level I Child Care Director Administrator credentials as defined by the state of Florida. It is intended to introduce the needed skills and information in the following areas: developmentally appropriate child care environments, leadership for child care settings, financial and legal issues of child care, and developmentally appropriate education curriculum. It can be used for CDA renewal.

EEC 2202 - Child Care and Education Programming

(**3 Credit Hours**)(**A.A.**)This course is designed to provide potential and current child care administrators with the opportunity of satisfying one of the educational requirements leading to a Level II Child Care Director Administrator credential from the state of Florida. The competencies include the developmentally and culturally appropriate environment and curriculum for child care centers; professional standards for child care managers; child observation, assessments, documentation and referral in child care centers; health, safety and nutrition practices in child care centers; and alliances with families of children in child care centers. It can be used for CDA renewal.

EEC 2217 - Introduction to Language and Emergent Literacy

(**3 Credit Hours**)(**A.A.**)Course establishes an understanding of emergent literacy foundations and sequences development across multiple domains and influential factors. 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 exceeds DCF's required hours in emergent literacy for young children.

EEC 2226 - Introduction to Principles of Mathematics and Science for Young Children

(**3 Credit Hours**)(**A.A.**)This course is designed to acquaint the student with resources and principles involved in guiding the young child (Pre-K through 8 years) to understand, do and enjoy mathematics and science. Based on recent research in mathematics and science curriculum and assessment, this course addresses the VPK 2008 standards for early education in mathematics and science.

EEC 2318 - Program Orientation with Portfolio Development
(1 Credit Hour)(A.A.) This course is the prerequisite course for admission to the Baccalaureate of Science in Early Childhood Education (BS ECE) program. In this course students will be introduced to the requirements of the BS ECE Program including: methods for success in web-based courses, professional standards for written assignments, ethical standards for childcare workers, collection and organization of documentation and artifacts for a professional portfolio. Expectations and strategies for successful program completion will be presented. Careers in child care will be explored. Documentation of 155 hours of volunteer or work experience with children ages birth through 4 years is required. Students will receive guidance for collecting and compiling the evidence required for a professional portfolio following Florida Department of Teacher Education and Department of Children and Families recommendations.

EEC 2401 - Family Interaction and Cultural Continuity
(3 Credit Hours)(A.A.) This course is designed to incorporate practices reflecting the values and beliefs of families and the cultures of their communities in establishing positive and productive relationships within an educational setting. Emphasis is given to trusting, supportive relationships and to sustaining a successful partnership. Students will plan appropriate activities for early child care settings. This course is open to parents, teachers, paraprofessionals, students and child advocates.

EEC 2520 - Early Childhood Education Organizational Leadership Management
(3 Credit Hours)(A.A.) This course is designed to provide potential and current child care administrators 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 needed skills and information 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.

EEC 2527 - Legal Issues and Financial Issues in Child Care
(3 Credit Hours)(A.S.) The goal of this course is to develop and enhance the financial and legal knowledge of child care 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.

EEC 2930 - Special Topics: Education
(1 to 3 variable Credit Hours)(A.A.) This course is designed to meet the specific needs of individuals or groups for whom regular, described courses may not be available.

EEC 3214 - Early Childhood Education Learning Environment
(3 Credit Hours)(B.S.) 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.

EEC 3731 - Health, Nutrition and Safety of Young Children
(3 Credit Hours)(B.S.) 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.

EEC 4204 - Infant/Toddler Curriculum

(3 Credit Hours)(B.S.) 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).

EEC 4267 - Curriculum Programs - Preschool

(3 Credit Hours)(B.S.) 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).

EEC 4268 - Curriculum Activities in Early Childhood (Child Dev.)

(3 Credit Hours)(B.S.) 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.

EEC 4400 - Parents as Teachers and Field Experiences

(3 Credit Hours)(B.S.) 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 experiences are required (including creating and facilitating parent workshop activities).

EEC 4402 - Cultural and Family Systems

(3 Credit Hours)(B.S.) 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 difficult cultural and family systems in different environments.

EEC 4613 - Assessment and Evaluation for Young Children

(3 Credit Hours)(B.S.) 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.

EEC 4661 - Theory and Practice in Early Childhood Education

(3 Credit Hours)(B.S.) 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.

EEC 4706 - Language and Emerging Literacy

(3 Credit Hours)(B.S.)Students learn to select, evaluate, and use fiction, nonfiction and poetry for instructional, informational, and recreational purposes in early childhood education. Included in the course is the development of analytical thinking, writing skills, and oral expressions as they apply to the study of children's literature. Field experience required.

EEC 4941 - Internship I: Early Childhood Education
(3 Credit Hours)(B.S.)Full day, full term internship, with field observations in three child care centers or pre-kindergarten classes. Teacher candidates demonstrate the ability to apply knowledge, skills and dispositions in assessment of authentic pre-K sites. Students will be required to use evaluation instruments that assess quality of child care settings. The required field component must be arranged by the student and documented through virtual modes, such as video portfolio, or other Internet based presentations. Students in this course will demonstrate mastery of program performance standards by analyzing data from the evaluation of three early childhood classrooms, centers or sites and justifying a request to use the center or school for their final practicum experience. Discussion boards, evaluations, reflections and self-assessment tools will be used.

EEC 4942 - Internship II: Early Childhood Education
(3 Credit Hours)(B.S.)Full day, full term internship, with field observations in approved child care centers or pre-kindergarten classes. Teacher candidates demonstrate the ability to apply knowledge, skills and dispositions in assessment of authentic classroom situations. Students evaluate the quality of lesson planning and teaching with young children. The required teaching component must be arranged by the student and documented through virtual modes, such as video portfolio, or other methods of internet based presentations. Students in this course demonstrate mastery of program performance standards by analyzing data from class activities and teacher observations. A mastery component culminates in a request justifying the class and teacher for their final practicum experience. Discussion boards, evaluations, reflections, self-assessment tools and video documentation of the candidate teaching a lesson are required.

EEC 4943 - Internship III: Early Childhood Education
(3 Credit Hours)(B.S.)Full day, full term internship, with demonstrated teaching in an approved pre-K center or site. Teacher candidates will demonstrate the ability to apply knowledge, skills and dispositions in lesson planning and teaching situations. Students will evaluate teachers and be evaluated by their cooperating teacher or mentor. Professionally recognized instruments will be used to assess the quality of these instructors. The required teaching component must be arranged by the student and documented through virtual modes, such as video portfolio, or other internet based presentations. Students in this course will demonstrate mastery of program performance standards by comparing data from the evaluation instruments and reflecting on their final practicum experience. Teacher evaluations and self-assessment tools will be used to finalize their teaching portfolio.

EET 1033C - Fundamentals of DC/AC Circuits
(3 Credit Hours)(A.S.)Prerequisites: CGS 1000. This course examines principles of direct and alternating current circuits, Ohm's Law, energy and power, Kirchoff's Law, inductance, capacitance, reactance and impedance. Emphasis is placed on the application of these concepts in industry. Additional special fee is required.

EET 1084C - Introduction to Electronics
(3 Credit Hours)(A.S.)This course provides an introduction to 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.

EET 1141C - Electronic Devices and Circuits I

(4 Credit Hours)(A.S.) Prerequisites: EET 1033C. This course includes the study of electronic devices and circuits, including diodes, zener diodes, light emitting diodes, bipolar transistor, MOSFET's and op-amps. Additional special fees are required.

EET 2142C - Electronic Devices and Circuits II

(4 Credit Hours)(A.S.) Prerequisites: EET 1141C. 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. Additional special fees are required.

EET 2525C - Programmable Logic Controllers

(3 Credit Hours)(A.S.) Prerequisites: EET 1084C. 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.

EET 2930 - Special Topics: Electronics

(1 to 6 variable Credit Hours)(A.S.) This course is designed to meet specific needs which existing courses cannot meet. Prerequisites vary and depend on the topics covered.

EEX 2010 - Introduction to Exceptional Learners

(3 Credit Hours)(A.S.) 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.

EEX 3226 - Assessment of All Young Children & Field Experience

(3 Credit Hours)(B.S.) This course focuses on authentic assessment of all young children. It includes identification, administration, and interpretation of assessment instruments and processes for intellectual, social, physical, emotional, educational and language evaluation. Students learn classroom-based assessment as well as the interpretation and use of 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.)

EEX 3401 - Special Needs of Children and their Families & Field Experiences

(3 Credit Hours)(B.S.) 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," with the emphasis on "hands on" experience while working with parents. 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.)

EEX 4603 - Behavior Management in the Preschool & Field Experience
(3 Credit Hours)(B.S.) Field experience required. Students develop skills and competencies needed for classroom management and child guidance, and the ability to communicate expectations for behavior to children, parents and others in the school community. This course addresses methods and strategies to assist young children in developing pro-social skills in a developmentally appropriate program that creates a positive and caring environment for young children. Students will be 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.)

EEX 4701 - Blending Early Childhood Methods & Field Experience
(3 Credit Hours)(B.S.) 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 to 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.)

EGN 1111C - Engineering Drawing
(3 Credit Hours)(A.S.) 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.

EME 2040 - Introduction to Technology for Educators
(3 Credit Hours)(A.A.)
This course meets area V of the A.S. general education requirements. This course is designed to introduce preservice and inservice teachers to classroom uses of technology to enhance the quality of the teaching and learning process. The course includes hands-on experience with educational media, emerging technologies, hardware, software and peripherals for the educational computer. In addition principles for data-driven decision-making and best practices of instructional design will be identified. A focus on the legal and ethical uses of technology and on highly effective instructional strategies for teachers and students will be maintained. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies and the National Educational Technology Standards.

ENC 0015 - Developmental Writing I
(4 Credit Hours)(D) Four hours per week. 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.

ENC 0022 - Modularized Developmental Writing
(4 Credit Hours)(D) Four hours per week. 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.

ENC 0022A - Modularized Developmental Writing-A
(4 Credit Hours)(D) Four hours per week. Prerequisites: ENC 0022 and approval of department chair. 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.

ENC 0022B - Modularized Developmental Writing-B
(4 Credit Hours)(D) Four hours per week. Prerequisites: ENC 0022A and approval of department chair. 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.

ENC 0025 - Developmental Writing II
(4 Credit Hours)(D) Four hours per week. Prerequisites: ENC 0015 or appropriate test scores. 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.

ENC 1101 - Written Communication I
(3 Credit Hours)(A.A.) Prerequisites: ENC 0020 or ENC 0025C or ENC 0025 or ENC 0022 and REA 0002 or REA 0017 or REA 0019 appropriate score on English and Reading placement test or classified as "exempt" from placement test. This course meets Area I of the A.A./A.S. general education requirements and the Gordon Rule requirement. This course encompasses grammar and diction review, composition, expository writing, work with both primary and multiple source themes, instruction in the use of the library and writing the research paper, and practice in oral communication.

ENC 1102 - Written Communication II
(3 Credit Hours)(A.A.) Prerequisites: Completion of ENC 1101 with a grade of "C" or better. 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.

ENC 1949 - Co-Op Work Experience I in English
(1 to 3 variable Credit Hours)(A.A.) Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisites: permission of instructor or program manager. 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.

ENC 2210 - Technical Communication
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 with a grade of "C" or better. 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.

ENC 2930 - Special Topics: English
(**1 to 3 variable Credit Hours**)(**A.A.**)This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

ENC 2949 - Internship Experience in English
(**1 to 3 variable Credit Hours**)(**A.A.**)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. 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.

ENL 2010 - English Literature I
(**3 Credit Hours**)(**A.A.**)Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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, Renaissance (Early Modern), and Neoclassical periods.

ENL 2022 - English Literature II
(**3 Credit Hours**)(**A.A.**)Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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 1790 to the present, including the Romantic, Victorian, Modern, and Contemporary periods.

ENT 2000 - Introduction to Entrepreneurship
(**3 Credit Hours**)(**A.A.**)Prerequisites: GEB 1011 is recommended before enrolling in ENT 2000 although it is not a requirement. 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.

ENT 2112 - Entrepreneurship and Business Plan
(**3 Credit Hours**)(**A.S.**)Prerequisites: Permission of the instructor. The course includes a lecture component. This is a "capstone" course and should be taken in the final semester of study as a hands-on experience through the application of academic knowledge to real world entrepreneurial experience. Students will identify entrepreneurial career paths, identify challenges and solutions in the entrepreneurial workplace; develop a network of employers and peers. The students will complete a business plan and present this plan to a panel composed of members from the business community.

ENT 2120 - Marketing for the Entrepreneur
(**3 Credit Hours**)(**A.A.**)Marketing is key to any entrepreneurial venture. This course explores economic, psychological, sociological, and global issues as well as identifying consumer and organizational needs. Students will learn how to: 1) identify the five major concepts of marketing; 2) conduct market research;

3) prepare and implement a basic communication plan; 4) identify external and internal marketing forces; and 5) write a basic marketing plan. This course is also an introduction to various e-commerce tools for marketing, communications, and market analysis and customer feedback techniques. E-Commerce becomes more important for entrepreneurs as consumers rely increasingly on their computers to communicate and make purchase decisions. You will learn how to stay connected to your customer and how to optimize electronic strategies to sell your products and services.

ENT 2411 - Entrepreneurship Accounting, Finance and Taxes Topics
(3 Credit Hours)(**A.S.**)Prerequisites: It is recommended that students take APA 1111 before enrolling but it is not a requirement.A basic understanding of accounting is essential for an entrepreneur. Students will learn how to analyze business transactions in a manual and computerized environment. The course prepares the entrepreneur to maintain basic accounting records (books), or to effectively review the work of a bookkeeper. This course is designed for the entrepreneur who needs a deeper understanding of finance and how best to utilize funds and taxes implications for the Entrepreneur.

ENT 2430 - Entrepreneurship Legal Issues
(3 Credit Hours)(**A.S.**)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.

EPI 0001 - Classroom Management
(3 Credit Hours)(**Institutional Credit**)40 contact hours. This course addresses the Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, and Professional Responsibility and Ethical Conduct. Specific classroom strategies for managing classroom behavior in proactive and positive ways are explored. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction for LEP students. Performance standards and indicators for ESOL Standards #3, #4, #14, #18 and #24 are covered. Note(s): For ACP Participants Only

EPI 0002 - Instructional Strategies
(3 Credit Hours)(**Institutional Credit**)40 contact hours. This course addresses the Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, and Professional Responsibility and Ethical Conduct. Topics for this course include generic teaching skills, techniques and strategies basic to all grade levels and curricula. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction for LEP students. Performance standards and indicators for ESOL Standards #6, #12, #13, #16, #17 and #22 are covered.

EPI 0003 - Technology
(3 Credit Hours)(**Institutional Credit**)40 contact hours. This course addresses Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, andProfessional Responsibility and Ethical Conduct. Topics covered include multimedia applications in education including application and presentation software, observation and demonstration of exemplary teaching practices and assessment of appropriateness of technology within the curriculum. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective

instruction for LEP students. Performance standards and indicators for ESOL Standards #11, #13, #15, #19, #20 and #21 are covered. Note(s): For ACP Participants Only.

EPI 0004 - The Teaching and Learning Process
(3 Credit Hours)(Institutional Credit) The course addresses Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, and Professional Responsibility and Ethical Conduct. Psychological principles as applied to the K-12 educational system in America are explored. Topics include classical and modern theories of learning, developmental level appropriate learning activities and accommodations, motivation and various methods of assessment and testing. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction for LEP students. Performance standards and indicators for ESOL Standards #5, #6, #9, #11, #12, #13, #16, #20 and #21 are covered. Note(s): For ACP Participants Only

EPI 0010 - Foundations of Research-Based Practices in Reading
(3 Credit Hours)(Institutional Credit)
This course addresses Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, andProfessional Responsibility and Ethical Conduct. This course presents concepts and knowledge that are the foundation for a reading program. In addition, strategies and skills to implement a basic reading program are taught. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction for LEP students. Performance standard and indicator for ESOL Standard #10 is covered. Note(s): For ACP Participants Only

EPI 0020 - Professional Foundations
(2 Credit Hours)(Institutional Credit)30 contact hours. This course addresses Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, and Professional Responsibility and Ethical Conduct. This course focuses on the foundation of American schools and what new teachers need to know and expect during their careers. Topics include history of American education, classical philosophies of education, school law, ethics and legal issues, characteristics of effective schools and commitments to continuous professional growth and improvement. Students also must register for field experience EPI 0940. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction for LEP students. Performance standards and indicators for ESOL Standards #1, #3, #7 and #14 are covered. Note(s): For ACP Participants Only.

EPI 0030 - Diversity in the Classroom
(2 Credit Hours)(Institutional Credit)30 contact hours. This course addresses Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, and Professional Responsibility and Ethical Conduct. Students also must register for field experience EPI 0945. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction for LEP students. Performance standards and indicators for ESOL Standards #1, #2, #3, #4, #13, #14, #15 and #25 are covered. Note(s): For ACP Participants Only.

EPI 0940 - Field Experience for Professional Foundations
(1 Credit Hour)(Institutional Credit)15 contact hours

This course addresses Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, and Professional Responsibility and Ethical Conduct. During this course students complete 15 hours of observing and teaching in a K-12 setting. Students also must enroll concurrently in EPI 0020. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction for LEP students. Performance standards and indicators for ESOL Standards #3, #5.4, #13, #14, #15 and #18 are covered. Note(s): For ACP Participants Only

EPI 0945 - Field Experience for Diversity in the Classroom
(**1 Credit Hour**)(**Institutional Credit**)15 contact hours.
This course addresses Florida Educator Accomplished Practices competency areas of Instructional Design and Lesson Planning, The Learning Environment, Instructional Delivery and Facilitation, Assessment, Continuous Improvement, Responsibility, Ethics, and Professional Responsibility and Ethical Conduct. Participants complete a series of experiences designed to give prospective teachers a perspective on the varied backgrounds of students in public, charter or accredited private schools. These experiences as they relate to content knowledge of diversity and interactions in the schools are discussed. Students must enroll concurrently in EPI 0030. The course assists teachers in developing attitudes, skills and knowledge that will enable them to identify students who are Limited English Proficient (LEP) and to provide and justify effective instruction for LEP students. Performance standards and indicators for ESOL Standards #2, #4, #7, #14, #17, #18 and #25 are covered. Note(s): For ACP Participants Only.

ESC 1000C - Earth and Space Science
(**3 Credit Hours**)(**A.A.**)Four hours lecture/laboratory per week. The course meets Area V of the A.A./A.S. general education requirements. An overview of the earth sciences for non-science majors, including topics from geology, oceanography, meteorology, paleontology and astronomy. No prior coursework in science is required. The course enables students to achieve a level of scientific literacy that will prepare them to become better-informed citizens of a democracy and knowledgeable consumers. The emphasis is on basic scientific principles and environmental concerns. The laboratory exercises will acquaint the student with basic tools of science and reinforce lecture concepts. Offered as ISC 1141C prior to Fall 2015. Additional special fees are required.

ETD 1320C - Introduction to Auto CAD
(**3 Credit Hours**)(**A.S.**)Prerequisites: CGS 1000 and EGN 1111C or BCN 1251C or permission of instructor. This course will use the AutoCAD software to teach the student how to apply basic drafting procedures to the computer environment. Additional special fees are required. (Fall, Spring)

ETD 1340C - AutoCAD II
(**3 Credit Hours**)(**A.S.**)Prerequisites: ETD 1320C. 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. Additional special fee is required.

ETD 1350C - AutoCAD III
(**3 Credit Hours**)(**A.S.**)Prerequisites: ETD 1340C. 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. Additional special fee is required.

ETD 1390C - Autodesk Revit
(3 Credit Hours)(A.S.) Prerequisites: CGS 1000 and EGN 1111C or BCN 1251C or permission of program director. 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's documents set of structural drawings. Additional special fee is required.

ETD 1395C - Architectural Computer-aided Design
(3 Credit Hours)(A.S.) Prerequisites: ETD 1320C and BCN 1251C or permission of instructor. This course will use computer-based software to design and draw architectural drawings of residential and commercial buildings. Additional special fees are required.

ETD 2331C - AutoCAD AutoLISP
(3 Credit Hours)(A.S.) Prerequisites: ETD 1320C. 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.

ETD 2364C - Introduction to SolidWorks
(3 Credit Hours)(A.S.) This course is an introduction to the new designing techniques and capabilities of solid modeling using the SolidWorks software. Topics include the integration of advance parametric solid modeling drawing tools into SolidWorks. Additional special fee is required.

ETD 2368C - Advanced SolidWorks
(3 Credit Hours)(A.S.) Prerequisites: ETD 2364C. This course presents the advanced use of new designing techniques and capabilities of solid modeling using the SolidWorks software, including the integration of the 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. Additional special fee is required.

ETD 2392 - Advanced Architectural Revit
(4 Credit Hours)(A.S.) Prerequisites: ETD 1390C or permission of the program administrator. 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). Additional special fee is required.

ETD 2545C - Advanced Drafting
(3 Credit Hours)(A.S.) Prerequisites: MTB 1321 and SUR 2101C. 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.

ETD 2701C - Elementary Machine Design
(3 Credit Hours)(A.S.) One hour lecture, four hours laboratory per week. Prerequisites: EGN 1111C. 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.

ETD 2930C - Selected Topics in Technology
(1 to 6 variable Credit Hours)(A.S.) 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.

ETD 2949 - Internship in Technology
(2 Credit Hours)(A.S.) Prerequisites: Completion of 18 hours of technology courses and/or permission of instructor or program manager. 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.

ETG 2502 - Engineering Mechanics-Statics
(3 Credit Hours)(A.A.) Prerequisites: A.A./A.S. Area II mathematics course. This is the study of force systems in equilibrium. Topics include moments of inertia, centroids, couples, trusses and friction.

ETG 2530C - Strength of Materials
(3 Credit Hours)(A.A.) Prerequisites: ETG 2502. 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.

ETI 1110 - Quality Assurance
(3 Credit Hours)(A.S.)
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.

ETI 1420C - Manufacturing Processes and Materials
(3 Credit Hours)(A.S.) 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.

ETI 1701 - Industrial Safety
(3 Credit Hours)(A.S.)
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.

ETI 2441 - Project Management
(3 Credit Hours)(A.S.) This course includes statement 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 the project management techniques.

ETI 3647 - Supply Chain Management
(3 Credit Hours)(B.A.S.) 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 the management practice.

ETI 4448 - Applied Project Management
(3 Credit Hours)(B.A.S.) This course stresses the mathematical, scientific or technical knowledge that relates to the support of industrial systems including the aspects of industrial processes and social science.

ETM 1010C - Mechanical Measurement and Instrumentation
(3 Credit Hours)(A.S.) 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.

ETP 1511 - Introduction to Biofuels
(3 Credit Hours)(A.S.) 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.

ETP 2322 - Smart Grid Technology
(3 Credit Hours)(A.S.)
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.

ETP 3240 - Modern Electric Power Systems
(3 Credit Hours)(B.A.S.) 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.

ETP 3300 - Energy Policy and Regulations
(3 Credit Hours)(B.A.S.) 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.

ETP 3320 - Intro to Energy Technology
(3 Credit Hours)(B.A.S.) 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.

ETP 3930 - Special Topics: Energy Technology Management
(1 to 3 Credit Hours)(B.A.S.) 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.

ETS 2364 - Introduction to Nanotechnology
(3 Credit Hours)(A.S.)
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.

ETS 2604 - Robotics Applications
(3 Credit Hours)(A.S.)
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.

ETS 4515 - Building Automation Systems
(3 Credit Hours)(B.A.S.) 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.

ETS 4536 - Control Systems and Networking
(3 Credit Hours)(B.A.S.)
11.   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.

ETS 4950 - Senior Capstone Project in Energy Technology Management
(3 Credit Hours)(B.A.S.) Prerequisites: Completion of all major (core courses) in the Energy Technology Management [8001] ‡ program. 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.

EUH 1000 - Western Civilization to 1600
(3 Credit Hours)(A.A.) This course meets Area III of the A.A./A.S. general education requirements and part of the International/Intercultural requirement. 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.

EUH 1001 - Western Civilization from 1600 to Present
(3 Credit Hours)(A.A.) This course meets Area III of the A.A./A.S. general education requirements and part of the International/Intercultural requirement. This survey course emphasizes the political, social, economic, religious and cultural aspects of the modern world from approximately 1600 to the present.

EUH 2032 - History of World War II and the Holocaust
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 with a grade of "C" or better. 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.

EUH 2930 - Special Topics in Western Civilization
(1 to 4 variable Credit Hours)(A.A.) This course is designed to meet the specific needs of individuals or groups for whom regularly described courses may not be available.

EVR 1001 - Introduction to Environmental Science
(3 Credit Hours)(A.A.) Three hours per week with no laboratory component. The course meets Area V of the A.A./A.S. general education requirements. There are no prerequisites but a basic science background is helpful. This course introduces the student to the Earth's living spaces or environments using principles from biology, ecology, economics, sociology and physical sciences. Offered as ISC 1143 prior to Fall 2015.

EVR 3315 - Introduction to Renewable Energy
(3 Credit Hours)(B.A.S.) This course introduces students to the different types of renewable energy systems. The term "renewable" is defined. Electrical and thermal solar energy, on and off shore wind power, geo-thermal, algae, bio fuels and methane waste to energy processes are some of the renewable technologies that are explored during the course.

FES 3833 - Emerging Issues in Environmental Disaster Management
(3 Credit Hours)(B.A.S.) 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.

FES 4014 - Evolution of Emergency Management
(3 Credit Hours)(B.A.S.) 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.

FIL 1000 - Introduction to Film and Television
(3 Credit Hours)(A.A.) Prerequisites: Concurrent registration or completion of ENC 1101 with a grade of "C" or better. 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 expand to long-form film and video projects. Additional special fees are required.

FIL 1007 - Film Analysis and Critique
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101. 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 equip the viewer to better understand the audiovisual culture that surrounds us. Formerly, "Foundations of Story".

FIL 1030 - History of Motion Pictures
(3 Credit Hours)(A.A.) This course meets Area IV for the A.A./A.S. general education requirements, and part of the International/Intercultural requirement. This is a basic survey and appreciation course in the art of international film making. Through lecture, text and film, the history of cinema is traced from 1895 to the present. More than 12 feature films are presented for analysis. Additional special fees are required.

FIL 1420 - Digital Production- Non Fiction
(3 Credit Hours)(A.A.)Prerequisites: FIL 1000 or permission of the instructor. 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 film making in both studio and location settings. Formerly, "Intro. to Film Production I". Additional special fees are required.

FIL 1537 - Audio Design
(3 Credit Hours)(A.S.)Three hours per week lecture/demonstration and individual laboratory time. Prerequisites: FIL 1000, FIL 2571. This course engages the student in both the techniques and aesthetics of digital audio production. The resulting projects are stand-alone audio packages or supplemental components of larger, multimedia programs. There is strong emphasis on recording and editing strategies, with a variety of outcome programming customized to fit listener forums such as radio, television, Internet audio, Website audio, CD, instructional and informational tapes and film soundtracks. Additional special fees are required.

FIL 1949 - Career Decision Work Experience In Film/Video
(3 Credit Hours)(A.A.)Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisites: Permission of instructor or program manager. 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.

FIL 2100 - Motion Picture Writing I
(3 Credit Hours)(A.A.)Prerequisites: ENC 1101. 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. Additional special fees are required.

FIL 2423 - Foundations of Production
(3 Credit Hours)(A.A.)Prerequisites: FIL 1000 or permission of instructor. A study and execution of the film-making 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. Additional special fee is required.

FIL 2461 - Cinematography
(3 Credit Hours)(A.S.)Prerequisites: FIL 1000, FIL 1420, or program manager approval. This course introduces students to the techniques and methodologies associated with digital film camera operation and workflow, including media management, lens selection, the lighting of interior and exterior locations, and the stabilization methods for camera and accessories. There is also an emphasis on the various roles and responsibilities of a professional camera crew, specifically the Director of Photography, the camera operator and the assistant camera operator.

FIL 2552 - Editing
(3 Credit Hours)(A.A.)Prerequisites: FIL 1000 or permission of the instructor. 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. Additional special fee is required.

FIL 2571 - Post-production Workshop
(3 Credit Hours)(A.S.) Prerequisites: FIL 1000, FIL 1420 or permission of instructor. Advanced study in film, television and radio production through class activities, lecture, discussion and assigned internship duties at local production and post-production facilities. Media outlets for workshop projects can conform to individual student's areas of interest. Included is an analysis of market trends and promotional aspects of specific media. Additional special fees are required.

FIL 2580 - Film-Style Production
(3 Credit Hours)(A.S.) Prerequisites: FIL 1000, FIL 1420. 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 activity is scheduled accordingly. Additional special fees are required.

FIL 2835 - Appreciation of Film
(3 Credit Hours)(A.A.) Three hours per week. Prerequisites: Concurrent registration or completion of ENC 1101 with a grade of "C" or better. This course meets part of the International/Intercultural requirement. 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.

FIL 2930 - Special Topics: Film
(1 to 3 variable Credit Hours)(A.A.) This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

FIL 2949 - Internship in Film/Video
(3 Credit Hours)(A.A.) 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. 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.

FIN 2001 - Financial Management
(3 Credit Hours)(A.S.) Prerequisites: ACG 2021 or permission of department chair. 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.

FIN 2100 - Personal Finance
(3 Credit Hours)(A.A.) 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.

FIN 3400 - Financial Management

(3 Credit Hours)(B.A.S.) Prerequisites: FIN 2100, Program Mathematics Prerequisites, STA 2023, CGS 1000. This course is a body of knowledge in the study of financial theories, concepts, applications, institutional environments, and quantitative and analytical tools essential for decision making. The study of finance includes financial management and analysis, financial institutions, financial methods, investments, portfolio analysis and management, financial planning and service, financial economics, financial engineering, multinational/ international finance, and quantitative, statistical and computer applications.

FRE 1120 - Elementary French I
(3 Credit Hours)(A.A.) 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. This course includes fundamentals of grammar with emphasis on reading, speaking and listening.

FRE 1120L - Elementary French I Laboratory
(1 Credit Hour)(A.A.) Required on-line companion lab and co-requisite for FRE 1120.

FRE 1121 - Elementary French II
(3 Credit Hours)(A.A.) Four hours per week includes a required online laboratory component. Prerequisites: FRE 1120 with a grade of "C" or better. Corequisites: FRE 1121L. This course includes fundamentals of grammar with emphasis on reading, speaking and listening.

FRE 1121L - Elementary French II Laboratory
(1 Credit Hour)(A.A.) Required on-line companion lab and co-requisite for FRE 1121.

FRE 2200 - Intermediate French I
(3 Credit Hours)(A.A.) Prerequisites: FRE 1120 and FRE 1121 or equivalent. This course meets part of the International/Intercultural requirement. This course includes reading the literature and reading about cultural history of France, with discussions. Grammar is reviewed and oral facility is emphasized.

FRE 2201 - Intermediate French II
(3 Credit Hours)(A.A.) Prerequisites: FRE 1120, FRE 1121 and FRE 2200 or equivalent. This course meets part of the International/Intercultural requirement. This course includes reading the literature and reading about cultural history of France, with discussions. Grammar is reviewed and oral facility is emphasized.

GEA 2000 - World Regional Geography
(3 Credit Hours)(A.A.) This course meets part of the International/Intercultural requirement. 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.

GEA 2930 - Special Topics: Geography
(1 to 4 variable Credit Hours)(A.A.) This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

GEB 1011 - Introduction to Business
(3 Credit Hours)(A.A.) 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.

GEB 2210 - Business Presentations and Communications

(3 Credit Hours)(A.S.)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.

GEB 2350 - Introduction to International Business
(3 Credit Hours)(A.S.)Three hours per week. 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.

GEB 2930 - Special Topics: Business
(1 to 3 variable Credit Hours)(A.S.)This course is designed to meet the special needs of individuals or groups for which regular described courses in business may not be available.

GEB 2949 - Internship in Business
(1 to 3 variable Credit Hours)(A.S.)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. 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. (Offered only as needed.)

GEO 1200 - Introduction to Physical Geography
(3 Credit Hours)(A.A.)Three hours of lecture per week. 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, land forms, climates, soils, vegetation and conservation of natural resources. Topographic and special purpose map use is emphasized.

GEO 2420 - Environment and Culture
(3 Credit Hours)(A.A.)This course meets part of the International/Intercultural requirement. 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.

GER 1120 - Elementary German I
(3 Credit Hours)(A.A.)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 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.

GER 1120L - Elementary German I Laboratory
(1 Credit Hour)(A.A.)Required on-line companion lab and co-requisite for GER 1120.

GER 1121 - Elementary German II

(3 Credit Hours)(A.A.) Four hours per week includes a required online laboratory component. Prerequisites: GER 1120 with a grade of "C" or better. Corequisites: GER 1121L 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.

GER 1121L - Elementary German II Laboratory
(1 Credit Hour)(A.A.) Required on-line companion lab and co-requisite for GER 1121.

GER 2200 - Intermediate German I
(3 Credit Hours)(A.A.) Prerequisites: GER 1120-GER 1121 with grades of "C" or better or equivalent. 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.

GER 2201 - Intermediate German II
(3 Credit Hours)(A.A.) Prerequisites: GER 2200 with a grade of "C" or better or the equivalent. 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.

GEY 3001 - Aging and Special Populations
(3 Credit Hours)(B.A.S./B.S.) 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.

GEY 3045 - Nutrition and Gerontology
(3 Credit Hours)(B.A.S./B.S.) 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.

GEY 3302 - Communicating with Older Adults
(3 Credit Hours)(B.A.S./B.S.) 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.

GEY 4601 - Biology of Aging
(3 Credit Hours)(B.A.S./B.S.) 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.

GRA 1100C - Introduction to Computer Graphics
(3 Credit Hours)(A.S.) Two hours lecture, two hours laboratory per week. 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. Additional special fees are required.

GRA 1206C - Typography

(3 Credit Hours)(A.S.) Two hours lecture, two hours laboratory per week. Prerequisites: GRA 1100C with a grade of "C" or better. 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. Additional special fees are required.

GRA 2121C - Communication Design
(3 Credit Hours)(A.S.) Four hours per week. Prerequisites: GRA 1100C with a grade of "C" or better. This course provides an introduction to 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. Additional special fees are required.

GRA 2122C - Desktop Publishing
(3 Credit Hours)(A.S.) Two hours lecture, two hours laboratory per week. Prerequisites: GRA 1100C, GRA 2190C and GRA 2121C with a grade of "C" or better. 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. Additional special fees are required.

GRA 2142C - Web Design I
(3 Credit Hours)(A.S.) Four hours per week. Prerequisites: GRA 1100C with a grade of "C" or better OR proved competency in Adobe Creative Suite.Prerequisites/corequisites: GRA 1206C, GRA 2150C, GRA 2151C, and GRA 2190C This course provides an introduction 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. Additional special fees are required.

GRA 2143C - Web Design II
(3 Credit Hours)(A.S.) Four hours per week. Prerequisites: Proved competency in Adobe Creative Suite OR GRA 1100C with a grade of "C" or better; GRA 1206C, GRA 2150C, GRA 2151C, GRA 2190C, and GRA 2142C with a grade of "C" or better.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 complex aspects of web architecture will be addressed. Additional special fees are required.

GRA 2150C - Photoshop
(3 Credit Hours)(A.S.) Prerequisites: GRA 1100C with a grade of "C" or better. This course provides students 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. Additional special fees are required. Class meets four hours per week.

GRA 2151C - Illustrator
(3 Credit Hours)(A.S.) Four hours per week. Prerequisites: GRA 1100C with a grade of "C" or better. 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. Additional special fees are required.

GRA 2152C - Computer Image Making
(3 Credit Hours)(A.S.) Two hours lecture, two hours laboratory per week. Prerequisites: GRA 1100C with a grade of "C" or better.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).

GRA 2160C - Web Basic Animation
(**3 Credit Hours**)(**A.S.**)Class meets four hours per week. Prerequisites/corequisites: Proved competency in Adobe Creative Suite OR GRA 1100C with a grade of "C" or better; GRA 2150C, GRA 2151C, and GRA 2190C with a grade of "C" or better. This course introduces the student to concepts in multimedia authoring. Students will be exposed to different areas of multimedia including animation and interactivity. Additional special fees are required.

GRA 2177C - Visual Identity Systems
(**3 Credit Hours**)(**A.S.**)Four hours per week. Prerequisites: GRA 1100C, GRA 2190C, GRA 1206C, GRA 2151C with a grade of "C" or better. 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. Additional special fees are required.

GRA 2190C - Graphic Design Basics
(**3 Credit Hours**)(**A.S.**)Three hours lecture per week. 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. Additional special fees are required.

GRA 2723C - Web Design III
(**3 Credit Hours**)(**A.S.**)Meets four hours per week. Prerequisites: Proven competency in Adobe Creative Suite or GRA 1100C with a "C" or better; GRA 2142C , and GRA 2143C . 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. Additional fees may be required.

GRA 2930 - Special Topics: Graphic Design
(**1 to 3 variable Credit Hours**)(**A.S.**)This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

GRA 2949 - Internship in Graphic Design
(**3 Credit Hours**)(**A.S.**)150 hours of work experience is expected. Prerequisites: permission of instructor or program manager. 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.

GRA 2950C - Professional Practices
(**3 Credit Hours**)(**A.S.**)Four hours per week. Prerequisites: GRA 1100C, GRA 1206C, GRA 2190C, GRA 2121C, GRA 2150C, GRA 2151C with a grade of "C" or better or permission of the program manager. 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. Additional special fees are required.

HLP 1000C - Introduction To Physical Education
(**3 Credit Hours**)(**A.A.**)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. (Offered as needed)

HLP 1081 - Concepts of Wellness
(**3 Credit Hours**)(**A.A.**)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.

HLP 1949 - Co-op Work Experience I Health and Physical Education
(**1 to 3 variable Credit Hours**)(**A.A.**)Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirement. Prerequisites: Permission of instructor or program manager. 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. (Offered as needed)

HLP 2949 - Internship in Interdisciplinary Health and Physical Education
(**1 to 3 variable Credit Hours**)(**A.A.**)Four, eight or 12 hours of volunteer work experience per week are expected depending on the credit hour requirements. Prerequisites: Permission of 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 projects. 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. (Offered as needed)

HSA 3111 - Health Care Delivery in The United States
(**3 Credit Hours**)(**B.A.S.**)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.

HSA 3113 - Contemporary Issues in Health Care
(**3 Credit Hours**)(**B.A.S.**)Prerequisites: HSA 3111. 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.

HSA 3170 - Health Care Finance
(**3 Credit Hours**)(**B.A.S.**)Prerequisites: HSA 3111. 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.

HSA 3383 - Quality Management in Health Care

(3 Credit Hours)(B.A.S.)Prerequisites: HSA 3111. 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.

HSA 3430 - Health Care Economics
(3 Credit Hours)(B.A.S.)Prerequisites: HSA 3111. This course examines both the macro and microeconomic perspectives of health care. At the micro level, this course examines the production, marketing, distribution, pricing, and relative measures of quality of health care as it is delivered. Health care agencies and programs (Medicare, Medicaid, HMOS, PPOS, etc.), as well as topics such as the principle-agent problem, moral hazard and information problems on the demand side will be examined. On the supply side, issues such as managed care organizations, third-party payer systems, medical schooling, and malpractice insurance will be addressed. At the macro level, the course will examine the impact of health care practices on inflation, productivity, and the implications of an aging population on the national economy.

HSA 3502 - Health Care Risk Management
(3 Credit Hours)(B.A.S.)Prerequisites: HSA 3111. 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.

HSA 4180 - Health Care Management
(3 Credit Hours)(B.A.S.)Prerequisites: HSA 3111. 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.

HSA 4817 - Practicum in Health Services Administration
(3 Credit Hours)(B.A.S.)Forty-five contact hours. Prerequisites: HSA 3111, HSA 3170, HSA 3383, HSA 3502, HSA 4180, and NUR 3870. Program manager approval is also required. Under the supervision of a community health services administrator, the student gains practical experience and applies knowledge gained in health services administration. LIABILITY INSURANCE required of student. IMMUNIZATIONS, BACKGROUND CHECKS & HEALTH INSURANCE if required by the practicum facility.

HSA 4850 - Health Care Capstone Course
(3 Credit Hours)(B.A.S.)Prerequisites: HSA 3111, HSA 3113, HSA 3170, HSA 3383, HSA 3430, HSA 4180, NUR 3870 and NUR 4169. This capstone course, taken in the final semester of the program, is designed to provide students 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.

HSC 1100 - Personal Health
(3 Credit Hours)(A.A.)This course includes a study of personal health problems with emphasis on prevention and measures of immediate concern to adults.

HSC 1132 - The Nuclear Family

(3 Credit Hours)(A.A.)An introduction to the interdisciplinary study of marriage, sex and family as it relates to living in today's society.

HSC 2200 - Community Health Problems
(3 Credit Hours)(A.A.)This course is a study of factors that affect health, prevention and control of disease through organized community effort and utilization of available resources.

HSC 2401 - Emergency First Aid and CPR
(3 Credit Hours)(A.A.)This course includes a thorough study of approved practices in first aid, medical self-help and CPR which are essential for survival in emergency and disaster situations. Additional special fee is required.

HSC 2402 - American Red Cross Wilderness First Aid
(1 Credit Hour)(A.A.)The American Red Cross course in Wilderness First Aid is designed to provide individuals with a foundation of first aid principles and skills to be able to respond to emergencies and give care in areas that do not have immediate emergency medical response such as wilderness and remote environments; including urban disasters like earthquakes, tornadoes, and hurricanes. American Red Cross Certification is optional.

HSC 2531 - Understanding Medical Language
(2 Credit Hours)(A.S.)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. Additional special fees are required.

HSC 2930 - Special Topics: Health and Wellness
(1 to 3 Credit Hours)(A.A.)
This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

HUM 1020 - Introduction to the Humanities
(3 Credit Hours)(A.A.)This course meets Area IV of the A.A./A.S. general education requirements. This course is a basic introduction to the study of the Humanities intended to establish or broaden an appreciation of the arts. The course surveys the development, function, and influences of the various humanistic disciplines as they are expressed in different cultures across time through a chronological and interdisciplinary approach. The primary humanistic disciplines explored in the course include the visual arts, literature, performing arts, philosophy, history, and mythology/religion.

HUM 2210 - Intercultural Humanities: The Ancient World
(3 Credit Hours)(A.A.)Prerequisites: ENC 1101 with a grade of "C" or better. 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 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 prehistory through the classical civilizations which may include Greece, Rome, China, Persia and India.

HUM 2234 - Intercultural Humanities: Enlightenment Through Romanticism
(3 Credit Hours)(A.A.)Prerequisites: ENC 1101 with a grade of "C" or better. This course meets Area IV requirements for the A.A./A.S. general education requirements and part of the six hour international/intercultural requirement and the Gordon Rule requirement. 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 17th Century through the 19th century focusing on the intellectual and artistic eras of the Enlightenment and Romanticism.

HUM 2235 - Intercultural Humanities: Medieval Period through Scientific Revolution
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 with a grade of "C" or better. 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 Medieval Period through the Scientific Revolution. This course meets part of the six-hour international/intercultural requirement and the Gordon Rule requirement.

HUM 2250 - Intercultural Humanities: The Modern World
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 with a grade of "C" or better. 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 presents an intercultural survey of the humanistic arts and letters from the perspective of various cultures which may include the West, the Middle East, Africa, the Americas and the Far East from the 18th Century to the present.

HUM 2930 - Special Topics: Humanities
(1 to 4 variable Credit Hours)(A.A.) This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

HUN 2201 - Fundamentals of Human Nutrition
(3 Credit Hours)(A.A.)
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.

HUN 3126 - Food and Culture
(3 Credit Hours)(B.A.S.) 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.

HUN 3205 - Dietary Influences on Disease
(3 Credit Hours)(B.A.S.) 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.

HUN 3272 - Sports Nutrition
(3 Credit Hours)(B.A.S.) 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.

HUN 3403 - Lifecycle Nutrition
(3 Credit Hours)(B.A.S.) 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.

HUN 3601 - Nutrition Education
(**3 Credit Hours**)(**B.A.S.**)This course focuses on principles of education, counseling and communication as they are applied to the field of nutrition education.

IDH 1001 - Honors Seminar I
(**6 Credit Hours**)(**A.A.**)An interdisciplinary exploration of pre-contemporary culture and society. How did people live and interact? What questions did they ask of their world, and how did they answer? Do their arts and culture reflect/define their world? What do they have to say to the modern world. Permit required.

IDH 1002 - Honors Seminar II
(**6 Credit Hours**)An interdisciplinary exploration of modern culture and society. How do people live and interact? What questions do we ask of our world and how do we answer? How do our arts and culture reflect/define our world? What are the relationships between past and present? Permit required.

IDH 1003 - Honors Seminar III
(**6 Credit Hours**)(**A.A.**)The first of a two semester sequence, examining cultural commonalities and differences from an interdisciplinary perspective. Permit required.

INP 1390 - Human Relations
(**3 Credit Hours**)(**A.A.**)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.

INP 2101 - Applied Psychology
(**3 Credit Hours**)(**A.A.**)Prerequisites: PSY 2012 with a grade of "C" or better or permission of instructor. 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.

INR 2002 - International Relations
(**3 Credit Hours**)(**A.A.**)Prerequisites: ENC 1101 with a "C" or better. This course meets Area III of the A.A./A.S. general education requirements. It also meets the Gordon Rule requirement and meets part of the six-hour International/Intercultural requirement for graduation. 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.

INR 2500 - Model United Nations
(**3 Credit Hours**)(**A.A.**)Prerequisites: Permission of the instructor. This course meets the Gordon Rule requirement and part of the six-hour international/intercultural requirement for graduation. 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.

INR 2500A - Model United Nations
(**3 Credit Hours**)(**A.A.**)Prerequisites: INR 2500 and permission of the instructor. 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. Additional special fees are required.

INR 2500B - Model United Nations
(**3 Credit Hours**)(**A.A.**)Prerequisites: INR 2500 and permission of the instructor. 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. Additional special fees are required.

ISM 3324 - Applications in Information Security
(**3 Credit Hours**)(**B.A.S.**)Prerequisites: CIS 1355This 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 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.

ISM 4212 - Database Design and Administration
(**3 Credit Hours**)(**B.A.S.**)Prerequisites: CGS 1000This 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.

ISM 4382 - Global Information Systems
(**3 Credit Hours**)(**B.A.S.**)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.

ISM 4480 - Electronic Commerce Systems and Strategies
(**3 Credit Hours**)(**B.A.S.**)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.

ISS 1949 - Work Experience I in Interdisciplinary Social Science
(**1 to 3 variable Credit Hours**)(**A.A.**)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. 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.

ISS 2949 - Work Experience II in Interdisciplinary Social Science

(1 to 3 variable Credit Hours)(A.A.) 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. 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.

ISS 3300 - Introduction to Evidence Based Research Methods

(3 Credit Hours)(B.A.S.) 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.

JOU 1100 - Basic Reporting

(3 Credit Hours)(A.A.) Prerequisites: ENC 1101. 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.

JOU 1103 - Advanced Reporting and Editing

(3 Credit Hours)(A.A.) Three hours per week. Prerequisites: JOU 1100. 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.

JOU 1303 - Feature Article Writing

(3 Credit Hours)(A.A.) Three hours per week. Prerequisites: JOU 1100 or MMC 2100. Concurrent is acceptable. This course will provide students with an 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.

JOU 1440L - College Magazine Production I

(1 to 3 variable Credit Hours)(A.A.) Prerequisites: Successful completion of ENC 1101. This course provides the student 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.

JOU 1441L - College Magazine Production II

(1 to 3 variable Credit Hours)(A.A.) Prerequisites: Successful completion of JOU 1440L and ENC 1101. This course provides students 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.

JOU 2602 - Introduction to Photojournalism
(3 Credit Hours)(A.A.) Three hours per week. Prerequisites: PGY 1800C. 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. Additional special fee is required.

LAH 2020 - Latin American History
(3 Credit Hours)(A.A.)
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.

LEI 1263 - Backpacking
(2 Credit Hours)(A.A.) This course is a study of the efficiency of self-transportation and survival in undeveloped natural settings, and utilization and appreciation of our natural resources. Additional special fees are required.

LIS 2004 - Introduction to College Research
(1 Credit Hour)(A.A.) 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.

LIS 2930 - Special Topics: Library and Information Studies
(1 to 4 variable Credit Hours)(A.A.) This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

LIS 3000 - Information Literacy for Professional Practice
(1 Credit Hour)(B.A.S./B.S.) 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.

LIT 1949 - Co-op Work Experience in Literature
(1 to 3 variable Credit Hours)(A.A.) Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisites: permission of instructor or program manager. 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.

LIT 2000 - Introduction to Literature
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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.

This course provides a close inspection into literary techniques, conventions, and genres in literature with emphasis on historical, cultural, analytical, and theoretical contexts.

LIT 2012 - The Novel
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. This course meets Area IV of the A.A./A.S. general education requirement, the Gordon Rule requirement and part of the International/Intercultural 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.

LIT 2020 - The Short Story
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. The 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 provides a study of the short-story genre that includes examination of representative works, both traditional and experimental, by writers from around the world.

LIT 2030 - Introduction to Poetry
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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.

LIT 2090 - Contemporary Literature
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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.

LIT 2110 - World Literature I
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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 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.

LIT 2120 - World Literature II
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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 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.

LIT 2310 - Horror, Fantasy and Science Fiction
(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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.

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 to contemporary authors.

LIT 2380 - Women in Literature
(3 Credit Hours)(A.A.)Prerequisites: ENC 1101 and concurrent registration in or completion of ENC 1102 with a grade of "C" or better. 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 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.

LIT 2930 - Special Topics: Literature
(1 to 3 variable Credit Hours)(A.A.)This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

LIT 2949 - Internship in Literature
(1 to 3 variable Credit Hours)(A.A.)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. 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.

MAC 1105 - College Algebra
(3 Credit Hours)(A.A.)Prerequisites: MAT 1033 or appropriate score on a mathematics placement test. 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. This course is primarily a conceptual study of functions and graphs, their applications and of systems of equations and inequalities. Linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions will be investigated. 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.

MAC 1114 - Trigonometry
(3 Credit Hours)(A.A.)Prerequisites: MAC 1105 or equivalent. 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.

MAC 1140 - Precalculus Algebra
(3 Credit Hours)(A.A.)Prerequisites: MAC 1105 or equivalent. 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. An emphasis will be placed on solving applications by mathematical modeling. Other topics include matrices, systems of equations and inequalities and conic sections. This course is intended for students whose major requires the calculus sequence. Use of a graphing calculator is integrated throughout this course. Students already with credit for MAC 1140 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.

MAC 2233 - Applied Calculus
(3 Credit Hours)(**A.A.**)Prerequisites: MAC 1105 or equivalent. 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 the management, business and social sciences. This course is not designed for science majors. Students already with credit for MAC 2311 cannot subsequently get credit for MAC 2233. 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.

MAC 2311 - Calculus with Analytic Geometry I
(4 Credit Hours)(**A.A.**)4 hours lecture per week. Prerequisites: MAC 1140 and MAC 1114The course meets Area II requirements of the A.A./A.S. general education requirements. This course is the first course in the Calculus series and includes conceptual understanding of derivatives and integration, applications of derivatives and integration, derivative rules, and integration techniques. 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.

MAC 2312 - Calculus with Analytic Geometry II
(4 Credit Hours)(**A.A.**)The classis four hours lecture per week. Prerequisites: MAC 2311. 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.

MAC 2313 - Calculus with Analytic Geometry III
(4 Credit Hours)(**A.A.**)The class is four hours lecture per week. Prerequisites: MAC 2312. 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.

MAD 2104 - Discrete Mathematics
(3 Credit Hours)(**A.A.**)Three hours per week. Prerequisites: MAC 1105. 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.

MAN 2021 - Principles of Management and Organization

(3 Credit Hours)(A.A.)The course presents an overview of managing a business, with emphasis on the principle functions of management. Tasks performed by all managers and other supervisory personnel are studied, along with case analysis and decision-making.

MAN 2241 - Organizational Behavior
(3 Credit Hours)(A.S.)This course provides an examination of leadership, communication and authority concepts in relation to the managerial functions of directing and controlling.

MAN 2300 - Management and Personnel
(3 Credit Hours)(A.S.)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.

MAN 2933 - Management Seminar (A Class in Entrepreneurship)
(3 Credit Hours)(A.S.)Three hours per week. Prerequisites: Permission of the instructor. 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.

MAN 3240 - Applied Organizational Behavior
(3 Credit Hours)(B.A.S.)This course is an instructional course designed to prepare a professional in the field of management leading. This course includes 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.

MAN 3303 - Management and Leadership Practices
(3 Credit Hours)(B.A.S.)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.

MAN 3503 - Managerial Risk Analysis and Decision Making
(3 Credit Hours)(B.A.S.)Prerequisites: FIN 2001, Program Mathematics Prerequisites, STA 2023, CGS 1000. This course is an instructional program of classes designed to prepare a professional in the field of management. This course includes 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.

MAN 3504 - Operations Management
(3 Credit Hours)(B.A.S.)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.

MAN 3593 - Logistics Management

(**3 Credit Hours**)(**B.A.S.**)This course presents the basic concepts, principles and techniques of logistics management. Emphasis is on the students developing an international view while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course incorporates basic logistics management, logistics operations and customer/supplier relationships as they relate to the core aspects of the management practice.

MAN 4102 - Managing Cultural Diversity

(**3 Credit Hours**)(**B.A.S.**)This course presents the basic concepts, principles and techniques associated with leading cultural diversity in the global marketplace. Emphasis is on students developing an understanding of the interplay between leadership, cultural diversity and the global business models. Students gain an understanding of how these concepts relate to and are applied in regional markets such as Asia, Latin America, Europe, Africa and the Middle East.

MAN 4520 - Quality Management

(**3 Credit Hours**)(**B.A.S.**)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.

MAN 4534 - Business Architecture and Process Modeling

(**3 Credit Hours**)(**B.A.S.**)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.

MAN 4570 - International Procurement and Outsourcing

(**3 Credit Hours**)(**B.A.S.**)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.

MAN 4915 - Senior Capstone Project in Technology Management

(**3 Credit Hours**)(**B.A.S.**)Prerequisites: Complete all major (core courses) in the Technology Management [8007] ‡ program. This capstone course is designed to provide students an opportunity to apply their knowledge of 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.

MAN 4934 - Senior Capstone Project in International Business

(**3 Credit Hours**)(**B.A.S.**)Prerequisites: Completion of all major (core courses) in the International Business and Trade [8006] ‡ program. This capstone course is designed to provide students an opportunity to apply their knowledge in international business and trade 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.

MAP 2302 - Differential Equations

(3 Credit Hours)(A.A.)Prerequisites: MAC 2312. 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.

MAR 2011 - Principles of Marketing
(3 Credit Hours)(A.A.)This introductory course in marketing offers to 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.

MAR 2141 - International Marketing
(3 Credit Hours)(A.S.)Three hours per week. Prerequisites: GEB 1011 or GEB 1350. 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.

MAS 2103 - Linear Algebra
(3 Credit Hours)(A.A.)Prerequisites: MAC 2311 or permission of instructor. 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. (Offered on an independent study basis.)

MAT 0018 - Pre-algebra Developmental
(4 Credit Hours)(D)Three hours lecture, two hours laboratory per week. 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. Additional special fees are required.

MAT 0018L - Pre-algebra Laboratory Developmental
(0 Credit Hours)(D)Companion laboratory to MAT 0018 - Pre-algebra Developmental credit is earned by MAT 0018 and this mandatory corequisite.

MAT 0028 - Elementary Algebra Developmental
(4 Credit Hours)(D)Prerequisites: MAT 0002, MAT 0012, MAT 0018 or equivalent preparation in arithmetic content and skills as per placement testing. 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. Additional special fees are required.

MAT 0028L - Elementary Algebra Laboratory Developmental
(0 Credit Hours)(D)Companion laboratory to MAT 0028 - Elementary Algebra Developmental credit is earned by MAT 0028 and this mandatory corequisite.

MAT 0057 - Pre-College Math Modules

(3 Credit Hours)(**D**)Six hours lecture/lab per week. This course is designed to strengthen arithmetic, geometric, and algebra skills. Successful completion of this course requires mastery of the material in nine modules covering arithmetic, algebra through quadratic equations, radical expressions, and graphing techniques. MAT 0057 cannot be repeated. However, students who do not earn a grade of "A.", "B.", or "C." will be allowed to register in MAT 0057A .

MAT 0057A - Pre-College Math Modules-A

(3 Credit Hours)(**D**)Six hours lecture/lab per week. Prerequisites: MAT 0057. This course is designed to strengthen arithmetic, geometric, and algebra skills. Successful completion of this course requires mastery of the material in nine modules covering arithmetic, algebra through quadratic equations, radical expressions, and graphing techniques. MAT 0057A cannot be repeated. However, students who do not earn a grade of "A.", "B.", or "C." will be allowed to register in MAT 0057B .

MAT 0057B - Pre-College Math Modules-B

(3 Credit Hours)(**D**)Six hours lecture/lab per week. Prerequisites: MAT 0057A. This course is designed to strengthen arithmetic, geometric, and algebra skills. Successful completion of this course requires mastery of the material in nine modules covering arithmetic, algebra through quadratic equations, radical expressions, and graphing techniques. MAT 0057B cannot be repeated.

MAT 1033 - Intermediate Algebra

(4 Credit Hours)(**A.A./A.S.**)Four hours lecture per week. Prerequisites: MAT 0028, MAT 0057, equivalent test scores, or exempt status. 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. Additional special fees are required.

MAT 2930 - Special Topics in Mathematics

(1 to 4 variable Credit Hours)(**A.A.**)This course is designed to meet the special needs of individuals or groups for which regular, described courses in mathematics may not be available.

MCB 2010C - Microbiology

(4 Credit Hours)(**A.A.**)Three hours lecture and three hours laboratory per week. Prerequisites: BSC 2085C or BSC 1007C or equivalent with a grade of "C" or better. This course meets Area II of the A.A./A.S. 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. It is strongly recommended that students without recent coursework in chemistry take CHM 1025C or equivalent.

MCB 2010L - Microbiology Laboratory

(0 Credit Hours)(**A.A.**)Companion laboratory to MCB 2010C. Additional special fees are required.

MGF 1106 - Topics in Mathematics

(3 Credit Hours)(**A.A.**)Prerequisites: MAT 1033, equivalent test scores, or exempt status. This course meets Area II of the A.A. and most of the A.S. general education requirements. Topics include set theory, logic, measurement, geometry, counting principles, probability and statistics.

MGF 1107 - Liberal Arts Mathematics

(3 Credit Hours)(**A.A.**)Prerequisites: MAT 1033, equivalent test scores, or exempt status. This course meets Area II for A.A. and most A.S. general education requirements. The course provides an opportunity for students to see mathematics used in ways not emphasized in traditional algebra courses. This course

includes the study of voting strategies, graph theory, sequences and numerical patterns, and financial mathematics.

MKA 2021 - Personal Selling

(3 Credit Hours)(A.S.) 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.

MKA 2041 - Retailing

(3 Credit Hours)(A.S.) 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.

MKA 2511 - Principles of Advertising

(3 Credit Hours)(A.S.) 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.

MMC 1949 - Career Decision Work Experience in Mass Communications

(3 Credit Hours)(A.A.)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. 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.

MMC 2000 - Mass Communications

(3 Credit Hours)(A.A.) 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.

MMC 2100 - Writing for Mass Communications

(3 Credit Hours)(A.A.) Prerequisites: ENC 1101 with a grade of "C" or better. 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.

MMC 2700 - Mass Media and Popular Culture

(3 Credit Hours)(A.A.) Prerequisites: concurrent registration in or completion of ENC 1101 with a grade of "C" or better. 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.

MMC 2930 - Special Topics: Mass Communications

(1 to 3 variable Credit Hours)(A.A.) This course is designed to meet specific needs of individuals or groups for regular, described courses may not be available.

MMC 2949 - Internship in Mass Communications

(3 Credit Hours)(A.A.)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. 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.

MNA 1345 - Management and Supervision
(3 Credit Hours)(A.S.) 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.

MTB 1321 - Technical Mathematics
(3 Credit Hours)(A.S.) Prerequisites: MAT 1033 or placement by state approved placement test. This course focuses on basic algebra and trigonometry, complex numbers and vectors applied toward the technologies.

MTE 1802 - Basic Seamanship
(3 Credit Hours)(A.A.) This lecture course consists of both theoretical and practical modules and gives a basic understanding of the knowledge that is required to be an active crew member on board a yacht, whether power or sail. More advanced modules are aimed at increasing a student's nautical knowledge sufficiently to be a watch keeper on board a bareboat yacht, or a flotilla skipper in fair weather, in daylight hours within sight of land. Material will be delivered through lectures, assigned reading, discussions and practical activity on the waters using both motor and sailing vessels of all sizes (10ft-112ft).

MUC 1211 - Applied Music Composition I
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MUT 1111 or equivalent. 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. 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.

MUC 1211B - Applied Music Composition IB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MUT 1111 and MUC 1211 or equivalent. 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. 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.

MUC 2221 - Applied Music Composition II
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MUT 1111. 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. 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.

MUC 2221B - Applied Music Composition IIB
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MUT 1111 and MUC 2221 or equivalent. 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. 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.

MUE 2930 - Selected Topics in Music
(**1 to 5 variable Credit Hours**)(**A.A.**)This course is designed to meet the special needs of individuals or groups for which regular, described courses in music may not be available.

MUH 2018 - Jazz History and Literature
(**3 Credit Hours**)(**A.A.**)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.

MUH 2050 - Folk/Traditional Music of World Cultures
(**3 Credit Hours**)(**A.A.**)Prerequisites: ENC 1101 with a grade of "C" or better.Musical skills or knowledge are required. 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 is an introduction to the cultural setting of folk and art music among diverse peoples including cultures of the Western and non-Western world.

MUH 2110 - Introduction to Music History and Literature
(**3 Credit Hours**)(**A.A.**)Three hours per week. Prerequisites: ENC 1101 and MUT 1111, with grade of "C" or better in each. 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.

MUL 1019 - History of Rock and Popular Music
(**3 Credit Hours**)(**A.A.**)Three hours per week. Prerequisites: No prerequisite musical skills or knowledge required. 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.

MUL 2010 - Music Appreciation
(**3 Credit Hours**)(**A.A.**)No prerequisite musical skills or knowledge are required. This course meets Area IV of the A.A./A.S. general education requirements and part of the International/ Intercultural requirement. This course is an aural/lecture survey of music, composition and technique from antiquity to

the present, emphasizing the historical, political, cultural and scientific values that have shaped world music.

MUN 1120 - Symphonic Wind Ensemble I
(1 Credit Hour)(A.A.) Three hours per week. 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.

MUN 1120B - Symphonic Wind Ensemble II
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: MUN 1120 or equivalent. 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.

MUN 1120D - Symphonic Wind Ensemble III
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: MUN 1120B or equivalent. 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.

MUN 1210 - College Orchestra I
(1 Credit Hour)(A.A.) Three hours per week. 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.

MUN 1210B - College Orchestra II
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: MUN 1210 or equivalent. 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.

MUN 1210D - College Orchestra III
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: MUN 1210B or equivalent. 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.

MUN 1310 - Concert Choir I
(1 Credit Hour)(A.A.) Three hours per week. 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.

MUN 1310B - Concert Choir II
(**1 Credit Hour**)(**A.A.**)Three hours per week. Prerequisites: MUN 1310 or equivalent. 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.

MUN 1310D - Concert Choir III
(**1 Credit Hour**)(**A.A.**)Three hours per week. Prerequisites: MUN 1310B or equivalent. 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.

MUN 1340 - Chamber Choir Ensembles I
(**1 Credit Hour**)(**A.A.**)Three hours per week. Prerequisites: Permission required. 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.

MUN 1340B - Chamber Choir Ensembles II
(**1 Credit Hour**)(**A.A.**)Three hours per week. Prerequisites: Permit required, MUN 1340 or equivalent. 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.

MUN 1340D - Chamber Choir Ensembles III
(**1 Credit Hour**)(**A.A.**)Three hours per week. Prerequisites: Permission required, MUN 1340B or equivalent. 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.

MUN 1380 - Community Choir Ensembles I
(**3 Credit Hours**)(**A.A.**)Three hours per week. Prerequisites: Open by audition to members of the community. 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.

MUN 1380B - Community Choir Ensembles II
(3 Credit Hours)(A.A.) Three hours per week. Prerequisites: Open by audition to members of the community and/or MUN 1380 or equivalent. 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.

MUN 1380D - Community Choir Ensembles III
(3 Credit Hours)(A.A.) Three hours per week. Prerequisites: Open by audition to members of the community and/or MUN 1380B or equivalent. 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.

MUN 1480 - Guitar Ensemble I
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required. Student must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for 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.

MUN 1480B - Guitar Ensemble II
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1480 or equivalent.Student must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for 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.

MUN 1480D - Guitar Ensemble III
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1480B or equivalent.Student must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for 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.

MUN 1640 - Music Theatre Ensemble I
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required. 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.

MUN 1640B - Music Theatre Ensemble II
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1640 or equivalent. 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.

MUN 1640D - Music Theatre Ensemble III
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1640B or equivalent. 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.

MUN 1652 - Opera Theatre Ensemble I
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required. 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.

MUN 1652B - Opera Theatre Ensemble II
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1652 or equivalent. 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.

MUN 1652D - Opera Theatre Ensemble III
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1652B or equivalent. 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.

MUN 1710 - Jazz Ensemble I
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required. Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed and arranged for stage band or commercial music ensembles. Jazz-styled 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.

MUN 1710B - Jazz Ensemble II
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1710 or equivalent. Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed and arranged for stage band or commercial music ensembles. Jazz-styled 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.

MUN 1710D - Jazz Ensemble III
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1710B or equivalent. Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed and arranged for stage band or commercial music ensembles. Jazz-styled 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.

MUN 1711 - Jazz Combo I
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required. Students must have approval of the ensemble conductor. 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.

MUN 1711B - Jazz Combo II
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1711 or equivalent. Students must have approval of the ensemble conductor. 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.

MUN 1711D - Jazz Combo III
(1 Credit Hour)(A.A.) Three hours per week. Prerequisites: Permission required, MUN 1711B or equivalent. Students must have approval of the ensemble conductor. This course includes rehearsal and performance of literature composed for smaller jazz 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.

MUS 1010L - Student Recital Attendance

(0 Credit Hours)(A.A.)Students are required to attend 15 recitals each term. This course is required of all music students with a premajor of music.

MUT 1001 - Fundamentals of Music
(3 Credit Hours)(A.A.)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.

MUT 1011 - Fundamentals of Music for Non-Majors
(3 Credit Hours)(A.A.)Three hours per week.
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.

MUT 1111 - Music Theory I
(3 Credit Hours)(A.A.)Three hours per week. Prerequisites: MUT 1001 with a grade of "C" or better or satisfactory completion of placement exam. This course is required of all music pre-majors and must be taken concurrently with MUT 1241 . 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.

MUT 1112 - Music Theory II
(3 Credit Hours)(A.A.)Three hours per week. Prerequisites: MUT 1111 with a grade of "C" or better. This course is required of music pre-majors and must be taken concurrently with MUT 1242. This course is a continuation of studies mastered in MUT 1111.

MUT 1241 - Aural Theory I
(1 Credit Hour)(A.A.)Three hours per week. 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 materials used in music composition. Classes include rhythmic, melodic and harmonic dictation and sight singing. A computer- assisted instructional (CAI) laboratory for individual aural skills drill and practice is provided.

MUT 1242 - Aural Theory II
(1 Credit Hour)(A.A.)Three hours per week. Prerequisites: MUT 1241 with a grade of "C" or better. This course is required of all music pre-majors and must be taken concurrently with MUT 1112. This course is a continuation of studies mastered in MUT 1241. A CAI laboratory for individual aural skills drill and practice is provided.

MUT 1641 - Introduction to Jazz Improvisation
(3 Credit Hours)(A.A.)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.

MUT 2116 - Music Theory III
(3 Credit Hours)(A.A.)Three hours per week. Prerequisites: MUT 1112 with a grade of "C" or better. This course is required of all music pre-majors and must be taken concurrently with MUT 2246. This course is a continuation of MUT 1112.

MUT 2117 - Music Theory IV

(3 Credit Hours)(A.A.)Three hours per week. Prerequisites: MUT 2116 with a grade of "C" or better. This course is required of all music pre-majors and must be taken concurrently with MUT 2247. This course is a continuation of MUT 2116.

MUT 2246 - Aural Theory III
(1 Credit Hour)(A.A.)Three hours per week. Prerequisites: MUT 1242 with a grade of "C" or better. This course is required of music premajors and must be taken concurrently with MUT 2116. This course is designed to continue training in aural recognition and vocal realization of materials used in music composition. Classes include rhythmic, melodic and harmonic dictation and sight singing. A CAI laboratory for individual aural skills drill and practice is provided.

MUT 2247 - Aural Theory IV
(1 Credit Hour)(A.A.)Three hours per week. Prerequisites: MUT 2246 with a grade of "C" or better. 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 2246. A CAI laboratory for individual aural skills drill and practice is provided.

MVB 1011A - Applied Preparatory Music I - Trumpet
(2 Credit Hours)(A.A.)One hour per week. 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. Additional special fees are required.

MVB 1011B - Applied Preparatory Music II - Trumpet
(2 Credit Hours)(A.A.)One hour per week. Prerequisites: MVB 1011A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVB 1012A - Applied Preparatory Music I - Horn
(2 Credit Hours)(A.A.)One hour per week. 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. Additional special fees are required.

MVB 1012B - Applied Preparatory Music II – Horn
(2 Credit Hours)(A.A.)One hour per week. Prerequisites: MVB 1012A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVB 1013A - Applied Preparatory Music I - Trombone
(2 Credit Hours)(A.A.)One hour per week. 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. Additional special fees are required.

MVB 1013B - Applied Preparatory Music II – Trombone
(2 Credit Hours)(A.A.)One hour per week. Prerequisites: MVB 1013B with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVB 1014A - Applied Preparatory Music I - Euphonium
(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVB 1014B - Applied Preparatory Music II – Euphonium
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVB 1014A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVB 1015A - Applied Preparatory Music I - Tuba
(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVB 1015B - Applied Preparatory Music II – Tuba
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVB 1015A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVB 1311 - Applied Music - Trumpet I
(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVB 1311B - Applied Music - Trumpet IB
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVB 1311 or equivalent. 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. Additional special fees are required.

MVB 1312 - Applied Music - Horn I

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVB 1312B - Applied Music - Horn IB

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVB 1312 or equivalent. 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. Additional special fees are required.

MVB 1313 - Applied Music - Trombone I

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVB 1313B - Applied Music - Trombone IB

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVB 1313 or equivalent. 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. Additional special fees are required.

MVB 1314 - Applied Music - Euphonium I

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVB 1314B - Applied Music - Euphonium IB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVB 1314 or equivalent. 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. Additional special fees are required.

MVB 1315 - Applied Music - Tuba I
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVB 1315B - Applied Music - Tuba IB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVB 1315 or equivalent. 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. Additional special fees are required.

MVB 2321 - Applied Music - Trumpet II
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVB 2321B - Applied Music - Trumpet IIB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVB 2321 or equivalent. 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. Additional special fees are required.

MVB 2322 - Applied Music - Horn II
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVB 2322B - Applied Music - Horn IIB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVB 2322 or equivalent. 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. Additional special fees are required.

MVB 2323 - Applied Music - Trombone II
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVB 2323B - Applied Music - Trombone IIB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVB 2323 or equivalent. 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. Additional special fees are required.

MVB 2324 - Applied Music - Euphonium II
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVB 2324B - Applied Music - Euphonium IIB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVB 2324 or equivalent. 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. Additional special fees are required.

MVB 2325 - Applied Music - Tuba II
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVB 2325B - Applied Music - Tuba IIB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVB 2325 or equivalent. 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. Additional special fees are required.

MVK 1011A - Applied Preparatory Music I - Piano
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVK 1011B - Applied Preparatory Music II - Piano
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVK 1011A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVK 1013A - Applied Preparatory Music I - Organ
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVK 1013B - Applied Preparatory Music II - Organ
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVK 1013A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVK 1111A - Class Piano I
(1 Credit Hour)(A.A.) Two hours per week. Class instruction is for students with little or no previous training in piano performance. It is designed to meet proficiency requirements for music pre-majors and as an introductory musicianship course for nonmusic pre-majors. Reading, scales, harmonization, transposition and improvisation are emphasized. This course is required for music students with a principal instrument other than piano.

MVK 1111B - Class Piano II
(1 Credit Hour)(A.A.) Two hours per week. Prerequisites: MVK 1111A. Class instruction is for students with little previous training in piano performance. Reading scales, arpeggios, harmonization, transposition and improvisation skills are developed. This course is required for music pre-majors with a principal instrument other than piano.

MVK 1311 - Applied Music - Piano I
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVK 1311B - Applied Music - Piano IB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVK 1311 or equivalent. 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. Additional special fees are required.

MVK 1313 - Applied Music - Organ I
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVK 1313B - Applied Music - Organ IB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVK 1313 or equivalent. 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. Additional special fees are required.

MVK 2121A - Class Piano III

(1 Credit Hour)(A.A.) Two hours per week. Prerequisites: MVK 1111B. Class instruction is for music pre-majors with a principal instrument other than piano. Functional skills of reading, technique, harmonization, transposition and improvisation receive further development. Study of standard piano literature, intermediate level, also is included.

MVK 2121B - Class Piano IV

(1 Credit Hour)(A.A.) Two hours per week. Prerequisites: MVK 2121A. Class instruction is for music pre-majors with a principal instrument other than piano. Functional skills receive further development as well as performance of intermediate piano literature. Reading of open score (vocal and instrumental) included.

MVK 2321 - Applied Music - Piano II

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVK 2321B - Applied Music - Piano IIB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVK 2321 or equivalent. 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. Additional special fees are required.

MVK 2323 - Applied Music - Organ II

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVK 2323B - Applied Music - Organ IIB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVK 2323 or equivalent. 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. Additional special fees are required.

MVP 1011A - Applied Preparatory Music I - Percussion

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVP 1011B - Applied Preparatory Music II - Percussion

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVP 1011B with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVP 1311 - Applied Music - Percussion I

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVP 1311B - Applied Music - Percussion IB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVP 1311 or equivalent. 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. Additional special fees are required.

MVP 2321 - Applied Music - Percussion II

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVP 2321B - Applied Music - Percussion IIB

(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVP 2321 or equivalent. 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. Additional special fees are required.

MVS 1011A - Applied Preparatory Music I - Violin

(2 Credit Hours)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 1011B - Applied Preparatory Music II - Violin

(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVS 1011A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVS 1012A - Applied Preparatory Music I - Viola

(2 Credit Hours)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 1012B - Applied Preparatory Music II - Viola

(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVS 1012A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVS 1013A - Applied Preparatory Music I - Cello

(2 Credit Hours)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 1013B - Applied Preparatory Music II - Cello

(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVS 1013A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVS 1014A - Applied Preparatory Music I - String Bass
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVS 1014B - Applied Preparatory Music II - String Bass
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVS 1014A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVS 1015A - Applied Preparatory Music I - Harp
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVS 1015B - Applied Preparatory Music II - Harp
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVS 1015A with a grade of "C" or higher or permission of instructor. 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. Additional special fees are required.

MVS 1016A - Applied Preparatory Music I - Guitar
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVS 1016B - Applied Preparatory Music II - Guitar
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVS 1016A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVS 1116 - Class Guitar
(1 Credit Hour)(A.A.) One and one-half hours per week. 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.

MVS 1311 - Applied Violin I

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 1311B - Applied Violin IB

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVS 1311 or equivalent. 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. Additional special fees are required.

MVS 1312 - Applied Viola I

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 1312B - Applied Viola IB

(**2 Credit Hours**)(**A.A**)One hour per week. Prerequisites: MVS 1312 or equivalent. 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. Additional special fees are required.

MVS 1313 - Applied Cello I

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 1313B - Applied Cello IB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVS 1313 or equivalent. 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. Additional special fees are required.

MVS 1314 - Applied String Bass I
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVS 1314B - Applied String Bass IB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVS 1314 or equivalent. 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. Additional special fees are required.

MVS 1315 - Applied Harp I
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVS 1315B - Applied Harp IB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVS 1315 or equivalent. 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. Additional special fees are required.

MVS 1316 - Applied Guitar I

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVS 1316B - Applied Guitar IB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVS 1316 or equivalent. 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. Additional special fees are required.

MVS 2321 - Applied Violin II

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVS 2321B - Applied Violin IIB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVS 2321 or equivalent. 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. Additional special fees are required.

MVS 2322 - Applied Viola II

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVS 2322B - Applied Viola IIB

(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVS 2322 or equivalent. 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. Additional special fees are required.

MVS 2323 - Applied Cello II

(2 Credit Hours)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 2323B - Applied Cello IIB

(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVS 2323 or equivalent. 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. Additional special fees are required.

MVS 2324 - Applied String Bass II

(2 Credit Hours)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 2324B - Applied String Bass IIB

(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVS 2324 or equivalent. 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. Additional special fees are required.

MVS 2325 - Applied Harp II
(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 2325B - Applied Harp IIB
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVS 2325 or equivalent. 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. Additional special fees are required.

MVS 2326 - Applied Guitar II
(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVS 2326B - Applied Guitar IIB
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVS 2326 or equivalent. 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. Additional special fees are required.

MVV 1011A - Applied Preparatory Music I - Voice
(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVV 1011B - Applied Preparatory Music II - Voice
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVV 1011A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVV 1111A - Class Voice I
(**1 Credit Hour**)(**A.A.**)One and one-half hours per week. This is class instruction for students who have had little or no previous training in vocal technique.

MVV 1311 - Applied Voice I
(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVV 1311B - Applied Voice IB
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVV 1311 or equivalent. 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. Additional special fees are required.

MVV 2321 - Applied Voice II
(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVV 2321B - Applied Voice IIB
(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVW 2321 or equivalent. 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. Additional special fees are required.

MVW 1011A - Applied Preparatory Music I - Flute

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1011B - Applied Preparatory Music II - Flute

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVW 1011A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVW 1012A - Applied Preparatory Music I - Oboe

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1012B - Applied Preparatory Music II - Oboe

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVW 1012A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVW 1013A - Applied Preparatory Music I - Clarinet

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1013B - Applied Preparatory Music II - Clarinet

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVW 1013A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVW 1014A - Applied Preparatory Music I - Bassoon

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1014B - Applied Preparatory Music II - Bassoon

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVW 1014A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVW 1015A - Applied Preparatory Music I - Saxophone

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1015B - Applied Preparatory Music II – Saxophone

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVW 1015A with a grade of "B" or higher or permission of instructor. 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. Additional special fees are required.

MVW 1311 - Applied Music Flute I

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1311B - Applied Music Flute IB

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVW 1311 or equivalent. 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. Additional special fees are required.

MVW 1312 - Applied Music Oboe I

(**2 Credit Hours**)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1312B - Applied Music Oboe IB

(**2 Credit Hours**)(**A.A.**)One hour per week. Prerequisites: MVW 1312 or equivalent. 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. Additional special fees are required.

MVW 1313 - Applied Clarinet I
(2 Credit Hours)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1313B - Applied Clarinet IB
(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVW 1313 or equivalent. 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. Additional special fees are required.

MVW 1314 - Applied Bassoon I
(2 Credit Hours)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1314B - Applied Bassoon IB
(2 Credit Hours)(**A.A.**)One hour per week. Prerequisites: MVW 1314 or equivalent. 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. Additional special fees are required.

MVW 1315 - Applied Saxophone I
(2 Credit Hours)(**A.A.**)One hour per week. 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. Additional special fees are required.

MVW 1315B - Applied Saxophone IB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVW 1315 or equivalent. 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. Additional special fees are required.

MVW 2321 - Applied Flute II

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVW 2321B - Applied Flute IIB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVW 2321 or equivalent. 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. Additional special fees are required.

MVW 2322 - Applied Oboe II

(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVW 2322B - Applied Oboe IIB

(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVW 2322 or equivalent. 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. Additional special fees are required.

MVW 2323 - Applied Clarinet II
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVW 2323B - Applied Clarinet IIB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVW 2323 or equivalent. 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. Additional special fees are required.

MVW 2324 - Applied Bassoon II
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVW 2324B - Applied Bassoon IIB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVW 2324 or equivalent. 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. Additional special fees are required.

MVW 2325 - Applied Saxophone II
(2 Credit Hours)(A.A.) One hour per week. 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. Additional special fees are required.

MVW 2325B - Applied Saxophone IIB
(2 Credit Hours)(A.A.) One hour per week. Prerequisites: MVW 2325 or equivalent. 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. Additional special fees are required.

NSP 1050 - Basic Nursing Skills
(1 Credit Hour)(A.S.) 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.

NSP 3276 - Basic Arrhythmia Interpretation
(1 Credit Hour)(B.S.) Prerequisites: By permission ONLY from the nursing department. The content of this course is to provide additional knowledge and skill in the care of a client requiring cardiac monitoring in an acute care setting. This course builds on knowledge students obtained previously in covering the cardiovascular body system. Basic arrhythmia interpretation and nursing implications associated with cardiac rhythm changes assist students with an additional assessment skill that further develops their critical thinking ability in the health care setting.

NSP 3295C - Perioperative Nursing
(11 Credit Hours)(B.S.) Prerequisites: Proof of RN licensure or license eligible; current CPR. By permission from the nursing department only. This BSN elective course prepares the registered nurse for the role of the perioperative nurse in establishing and sustaining system equilibrium during the peroperative period. A minimum of two years work experience as a RN is recommended. This course teaches perioperative nurse practice in surgery and related departments. The course is a supervised clinical preceptorship of patient care during the preop, intraop, and postop care of the surgical patient. Additional special fees are required.

NSP 4275C - Adult Critical Care-Nursing
(8 Credit Hours)(B.S.) Prerequisites/corequisites: completion of NSP 3276, by permission ONLY from the nursing department. The content of this course is to provide advanced knowledge and skills in critical care nursing for registered nurses enrolled in the RN to B.S.N. program and intending to work in or have interest in learning about critical care nursing. The course is an introduction to critical care nursing. Content areas are developed around the body systems: cardiovascular, pulmonary, neurological, gastrointestinal, renal, endocrine, hematological and multisystem. The course work includes classroom, eLearning and simulation. Additional special fees are required.

NUR 1013 - Math for Nurses
(2 Credit Hours)(A.S.) Two hours class per week. Prerequisites: course admission is by nursing department permission only. 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 percents; 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

NUR 1023C - Nursing Practice I

(10 Credit Hours)(A.S.) This course provides six hours of lecture, three hours of lab and nine hours of clinical experience per week. Corequisites: Concurrent enrollment in NUR 1023L. This course is designed to introduce the concepts within the three domains of the individual, nursing and healthcare. Concepts related to the individual include: acid base balance, cognition, comfort, culture, diversity, elimination, family, fluid and electrolytes, grief and loss, health, wellness, and illness, infection, mobility, oxygenation, perfusion inflammation, tissue integrity, self, sensory/perception, spiritual, stress/coping, and thermoregulation. Concepts related to nursing include: assessment, caring interventions, clinical decision, collaboration, communication, managing care, teaching and learning. Concepts related to healthcare include accountability, advocacy, ethics, evidence-based practice, health care systems, health policy, informatics, legal issue, quality improvement, and safety. Additional special fee is required. Note(s): For nursing majors only.

NUR 1023L - Nursing Practice I Laboratory

(0 Credit Hours)(A.S.) This course provides three hours of learning lab and nine hours of clinical experience per week. Corequisites: Concurrent enrollment in NUR 1023C.
  Note(s): for nursing majors only

NUR 1730C - Nursing Practice II

(10 Credit Hours)(A.S.) 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 1730L. This course is designed to further develop the concepts within the three domains of the Individual, nursing and healthcare. Concepts related to the individual include: acid base balance, cognition, comfort, culture, diversity, elimination, family, fluid & electrolytes, grief & loss, health, wellness and illness, infection, mobility, oxygenation, perfusion, inflammation, tissue integrity, self, sensory/perception, spiritual, stress/coping, and thermoregulation. Concepts related to nursing include assessment, caring intervention, clinical decision, collaboration, communication, managing care, teaching and learning. Concepts related to healthcare include: accountability, advocacy, ethics, evidence-based practice, health care systems, health policy, informatics, legal issues, quality improvement, and safety. Additional special fee is required. Note(s): for nursing majors only

NUR 1730L - Nursing Practice II Laboratory

(0 Credit Hours)(A.S.) This course provides 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 1730C. Note(s): for nursing majors only

NUR 2703C - Nursing Transition

(8 Credit Hours)(A.S.) This course provides four hours of lecture, one hour of learning lab and twelve hours of clinical experience per week. Prerequisites: Completion of an LPN Program, currently licensed as an LPN in the State of Florida, and meeting the minimum scores required on the Nurse Entrance Exam. Corequisites: Concurrent enrollment in NUR 2703L. This course is designed for the Licensed Practical Nurse (LPN) who wishes to advance into the Registered Nurse (RN) role. The LPN's knowledge and previously learned skills are assessed and validated during the first two to three weeks of the course beginning. Content areas and skills covered in NUR 1023C and NUR 1730C are supplemented within the course, learning lab and clinical experiences. Emphasis is placed on the transition from the LPN to RN role. 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, NUR 1730C, and NUR 1730L. Additional special fee is required. Note(s): for nursing majors only

NUR 2703L - Nursing Transition Laboratory
(0 Credit Hours)(A.S.)This course provides one hour of learning lab and twelve hours of clinical experience per week. Prerequisites: Completion of an LPN Program, currently licensed as an LPN in the State of Florida, and meeting the minimum scores required on the Nurse Entrance Exam. Corequisites: Concurrent enrollment in NUR 2703C. Note(s): for nursing majors only

NUR 2731C - Nursing Practice III
(10 Credit Hours)(A.S.)This course provides six hours of lecture and twelve 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. This course is designed to further develop the concepts within the three domains of the individual, nursing and healthcare. Concepts related to the Individual include behavior, development, family, health-wellness-illness, oxygenation, perfusion, sensory perception, sexuality, spirituality, stress/coping, thermoregulation, and tissue integrity. Concepts related to nursing include assessment, caring intervention, clinical decision making, collaboration, communication, managing care, teaching and learning advocacy, collaboration, and safety. Concepts related to health care include legal issues, policy, healthcare systems, ethics, accountability and evidence-based practice. Additional special fee is required. Note(s): For nursing majors only.

NUR 2731L - Nursing Practice III Laboratory
(0 Credit Hours)(A.S.)This course provides twelve 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 2731C. Note(s): for nursing majors only

NUR 2732C - Nursing Practice IV
(10 Credit Hours)(A.S.)This course provides six hours of lecture and twelve 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. This course is designed to assimilate the concepts within the three domains of the Individual, Nursing and Healthcare. Concepts related to the Individual include fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, and health-wellness-illness. Concepts related to Nursing include assessment, professional behaviors, and caring interventions. Concepts related to healthcare include managing care, healthcare systems, and quality improvement. Additional special fee is required. Note(s): For nursing majors only.

NUR 2732L - Nursing Practice IV Laboratory
(0 Credit Hours)(A.S.)This course provides twelve hours of clinical experience per week. Prerequisites: Succesful completion of NUR 1023C, NUR 1023L, NUR 1730C, NUR 1730L or NUR 2703C, NUR 2703L and NUR 2731C, NUR 2731L. Corequisites: Concurrent enrollment in NUR 2732C and/or successful completion of NUR 2813. Note(s): for nursing majors only

NUR 2813 - Nursing Seminar
(2 Credit Hours)(A.S.)The content of this course focuses on the nurse as a professional. The content includes topics which impact the profession, such as: the health care delivery system, legal aspects of nursing practice, principles of patient care management; and the role of local and national organizations. The course involves discussion of current nursing issues and trends. Note(s): for nursing majors only

NUR 2930 - Special Topics in Nursing
(1 to 9 variable Credit Hours)(A.S.)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

NUR 3066C - Health Assessment and Physical Appraisal

(4 Credit Hours)(B.S.) Thirty hours of laboratory experience. Prerequisites: NUR 3805. This course focuses on the techniques of physical assessment and examination of infants, children and adults. It also focuses on client assessment, health risks and formation of nursing diagnoses and health teaching. Emphasis is on the process of client interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span.

NUR 3076 - Communication in Health Care
(3 Credit Hours)(B.S.) This course examines various communication patterns basic to 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.

NUR 3125 - Pathophysiology
(3 Credit Hours)(B.S.) Prerequisites: NUR 3805. This course focuses on cellular alterations in organ systems as they relate to selected disease states that impact the health of people as holistic beings. Special emphasis is placed on critical thinking and clinical decision making related to these alterations in homeodynamic balance, their presentation and implications for nursing practice.

NUR 3145 - Pharmacology
(3 Credit Hours)(B.S.) Prerequisites: NUR 3805. This course addresses major concerns in health care that include discussion of safe medication administration practices and medication reconciliation. Improvement in delivery processes to improve safety and quality of care thereby improving client outcomes will be emphasized. Basic and clinical concepts of pharmacology in nursing practice are discussed. The course examines pharmacotherapeutics, pharmacodynamics, pharmacokinetics, adverse reactions and contraindications, and therapeutic indications and nursing implications related to the assessment and management of symptoms across the lifespan.

NUR 3289 - Gerontology-Nursing
(3 Credit Hours)(B.S.) This course examines the aging process and its impact on individuals, families and the community. End of life issues, such as care options and settings, and the impact of the elderly on society are explored. The focus is on the application of current gerontological theory to the care of diverse populations of aging clients.

NUR 3805 - Dimensions of Professional Nursing Practice
(3 Credit Hours)(B.S.) This course focuses on the transition of nursing students from an associate degree program to the role of the B.S.N. nursing graduate. Development of a variety of learning strategies and approaches to enhance academic success will be emphasized. The history and evolution of the nursing profession, ethical imperatives, and current trends and issues impacting professional practice in an evolving healthcare delivery environment are foundations for the development of the professional nurse. The role of the B.S.N. prepared graduate focuses on utilization of evidenced-based nursing practices and advanced leadership and management skills in a variety of settings within a global community.

NUR 3826 - Ethics and Legal Issues in Healthcare
(3 Credit Hours)(B.S.) Prerequisites: NUR 3805. This course is an assessment of ethical and legal issues confronting nurses and other health care providers in a variety of settings. The course focuses on identification and analysis of legal and ethical concepts and principles underlying the critical thinking process in nursing and health care.

NUR 3870 - Informatics in Healthcare

(3 Credit Hours)(B.S.) Prerequisites: NUR 3805. This course examines philosophical perspectives, significant issues and applications of technology that are influential in the practice of contemporary clinical practice grounded in caring. The effects of emerging technologies on clinical practice are explored.

NUR 3895 - Teaching and Learning for Health Care Professional

(3 Credit Hours)(B.S.) This course focuses on methods for educating health care professionals and clients at the institutional, programmatic and individual level. Emphasis is placed on a working relationship with health care service organizations to develop educational programs related to health, wellness, disease, disease prevention and quality of life. The importance of effective and appropriate communication skills in the delivery and evaluation of educational components also is emphasized. Challenges and barriers to learning including the concept of cultural diversity will be included.

NUR 4169 - Evidence Based Practice: Nursing Research

(3 Credit Hours)(B.S.) Prerequisites: NUR 3805. This course teaches the importance of research in evidence based practice and provides the student with a structure to identify the research process. Emphasis is on identification of researchable nursing problems and evaluations of the quality of research that is applicable to nursing practice.

NUR 4636 - Community/Public Health: Population Based

(3 Credit Hours)(B.S.) This course is an in-depth examination of the holistic nursing role in community health nursing, public health, epidemiology, culture, and promoting an environment essential to health promotion/disease prevention and teaching of groups in community settings.

NUR 4636L - Community/Public Health: Practicum

(3 Credit Hours)(B.S.) Prerequisites: Forty-five practicum hours. This course offers opportunities to practice the principles and theory of community health nursing in a variety of settings. Included are the identification of health care needs of the community as a client, and the nurse's role as a facilitator, teacher, and evaluator in promoting and maintaining health and wellness among diverse populations across the lifespan. Additional special fee is required.

NUR 4827 - Leadership and Management in Professional Nursing

(3 Credit Hours)(B.S.) Prerequisites: NUR 3805 and permission of department chair.Principles of nursing leadership and management with an emphasis on decision making, priority setting, delegating and managing nursing care. Focus will be on preparation of the professional nurse to work collaboratively in the interdisciplinary health care environment.

NUR 4837 - Health Care Policy and Economics

(3 Credit Hours)(B.S.) This course teaches the present realities of the health care industry, the stages of public policy development and how economics influences health care. Focus is on paradigm shifts and trends impacting health care today. The application of policy development and introduction to political activism is included.

NUR 4925 - Colloquiums/Symposiums/Workshops

(1 Credit Hour)(B.S.) Prerequisites: NUR 3805. The focus of this course is designed to enhance specific professional skills gained during the program centering around a specific topic or event. Topics may vary. Topics are selected on the basis of what is currently relevant in the field of healthcare.

OCB 1000C - Introduction to Marine Biology

(3 Credit Hours)(A.A.) This course meets area V of the A.A./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. Additional special fees are required.

OCE 1001 - Introduction to Oceanography
(3 Credit Hours)(A.A.) Three hours per week, with no laboratory component. The course meets Area V of the A.A./A.S. general education requirements. There are no prerequisites but a basic science background is helpful. This course introduces the student to the scientific study of the oceans by exploring basic principles from subdisciplines such as chemical, physical, geological and biological oceanography.

OST 1100 - Elementary Keyboarding
(3 Credit Hours)(A.A.) This course includes the techniques and basic skills in typewriting, mastery of keyboard and preparation of business letters, manuscripts and tabulated applications using a word processing program.

OST 1110 - Intermediate Keyboarding
(3 Credit Hours)(A.S.) Prerequisites: OST 1100 or equivalent. This course is a continuation of the skills of typing including the application to more advanced styles of correspondence, statistical typing and tabulations using word processing software. Students use computer keyboarding software to increase speed and accuracy.

OST 2120 - Advanced Keyboarding
(3 Credit Hours)(A.S.) Prerequisites: OST 1110 or equivalent. This course stresses speed and accuracy skill building on straight copy and production work. Emphasis is placed on application of skills to advanced office problems including business letters, forms and reports.

OTH 1001C - Introduction to Occupational Therapy
(3 Credit Hours)(A.S.) Two hours lecture and three hours laboratory per week. Prerequisites: Admission to the Occupational Therapy Assistant Program, satisfactory completion of BSC 2085C, mathematics (from Area II, A.S.) and PSY 2012. This course introduces the student to the field of occupational therapy concentrating on the history, philosophy and underlying concepts of practice, theories and frames of reference utilized in occupational therapy. It provides a basic introduction to medical terminology, infection control techniques, body mechanics, vital signs, wheelchair safety and patient care skills related to communication, handling, positioning and mobility. Oral and written reporting skills are practiced in various class activities. The use of skilled observations of identified performance areas within the therapy environment are discussed in relation to the process of occupational therapy, along with ethical and professional responsibilities and the need for evidenced based practice. Additional special fees are required.

OTH 1001L - Introduction to Occupational Therapy Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies OTH 1001C.

OTH 1014C - Functional Anatomy and Kinesiology
(5 Credit Hours)(A.S.) Four hours lecture and three hours laboratory per week. Prerequisites: Satisfactory completion of BSC 2085C, mathematics (from Area II, A.S.) and PSY 2012. This course is designed to explore the analysis of human movement and its impact on function through the integration of biomechanics, kinesiology and applied anatomy. Principles of exercise, therapeutic use of occupation and activities are introduced. Manual muscle testing and goniometric measurement are examined and practiced. Principles are reinforced through a problem-solving approach to increase the understanding of movement of the body and the relationship to occupational therapy intervention including the interaction

of areas of occupation, performance patterns, activity demands, context(s) and environments and client factors. Additional special fees are required.

OTH 1014L - Functional Anatomy and Kinesiology Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies OTH 1014C.

OTH 1114C - Occupational Therapy Skills and Techniques I
(3 Credit Hours)(A.S.) Two hours lecture, three hours laboratory per week. Prerequisites: Satisfactory completion of BSC 2086C, DEP 2004, OTH 1001C and OTH 1014C. Corequisites: OTH 1520C. This course is designed to prepare the student to articulate and apply the therapeutic use of occupations with individuals or groups during the growth years (ages 0 – 21 years) 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. Lecture and laboratory activities utilize problem solving and critical thinking, communication skills and group/individual settings to focus on: activity analysis, facilitation/inhibition techniques; activities of daily living; gross and fine motor activities; behavioral control techniques; orthotics; adaptive/assistive equipment; and competency in selecting, implementing and instructing interventions/activities with children of varying functional level throughout the growth years. Laboratory practice provides the opportunity apply theoretical concepts to practice situations. Additional special fees are required.

OTH 1114L - Occupational Therapy Skills and Techniques I Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies OTH 1114C.

OTH 1410 - Introduction to Human Disease
(3 Credit Hours)(A.S.) Three hours per week. Prerequisites: Satisfactory completion of BSC 2086C, DEP 2004, OTH 1001C and OTH 1014C. This course is an introduction to basic pathophysiology including etiology, signs and symptoms and rehabilitative treatment principles of various medical, surgical, orthopedic and neurological conditions common to individuals across the lifespan. Emphasis will be placed on proper use of medical terminology associated with these conditions.

OTH 1520C - Occupational Therapy During Growth Years
(5 Credit Hours)(A.S.) Three hours lecture, six hours laboratory per week. Prerequisites: Satisfactory completion of BSC 2086C, DEP 2004, OTH 1001C and OTH 1014C. Corequisites: OTH 1114C. This course is designed to enable the student to investigate prevalent disabilities occurring during the growth years (approximately birth through 20) and to begin, plan and implement appropriate occupational therapy treatment for each type of disability. In addition, the student will study occupational therapy concepts and techniques to be able to effectively implement occupational therapy treatment techniques in a variety of pediatric settings. Additional special fees are required.

OTH 1520L - Occupational Therapy During Growth Years Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies OTH 1520C.

OTH 2261C - Occupational Therapy Skills and Techniques II
(3 Credit Hours)(A.S.) Two hours lecture, three hours laboratory per week. Prerequisites: Satisfactory completion of OTH 1114C, OTH 1520C and OTH 1410. Corequisites: ENC 1102, the Humanities elective, OTH 2420C, OTH 2300C and OTH 2802L. This course is designed to provide an understanding of how occupational therapy contributes to promoting the health and participation of people, organizations and populations through engagement in occupation. Opportunities are provided to apply the therapeutic use of occupations and client-centered approach utilized in the process of the delivery of occupational therapy services for physical and psychosocial dysfunction. Lecture and laboratory activities provide the opportunity to apply theoretical concepts to practice situations, promote problem solving and

critical thinking skills, develop skills in activity analysis and foster communication skills with clients and professional staff. Additional special fees are required.

OTH 2261L - Occupational Therapy Skills and Tech II Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies OTH 2261C.

OTH 2300C - Occupational Therapy in Mental Health
(3 Credit Hours)(A.S.) Two hours lecture and three hours laboratory per week. Prerequisites: Satisfactory completion of OTH 1114C, OTH 1520C, OTH 1410, ENC 1102 and the Humanities elective. Corequisites: OTH 2261L, OTH 2420C and OTH 2802L. This course is designed to enable the student to become knowledgeable of the basic concepts of mental health and mental illness and the related role of occupational therapy process in psychosocial practice. Focus is on evaluations, treatment planning, occupational therapy practice models, the role of the COTA in various mental health settings and the therapeutic use of self. The student is introduced to appropriate methods of responding to symptoms and behaviors, safety techniques, DSM V and documentation. Laboratory activities promote the use of case-based learning to focus on skills needed in the mental health setting, treatment planning and implementation, therapeutic use of occupational with individuals and groups for the purpose of participation in roles and situations in home, school, workplace, community and other settings, as well as the importance of evidence-based practice in the mental health setting. Additional special fees are required.

OTH 2300L - Occupational Therapy Mental Health Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies OTH 2300C.

OTH 2420C - Occupational Therapy for the Physically Disabled
(3 Credit Hours)(A.S.) Two hours lecture and three hours laboratory per week. Prerequisites: Satisfactory completion of OTH 1114C, OTH 1520C, OTH 1410, ENC 1102, and the Humanities elective. Corequisites: OTH 2261C, OTH 2300C and OTH 2802L. This course is designed to enable the student to understand common physical disabilities in the adult population. It provides 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 is 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. Additional special fees are required.

OTH 2420L - Occupational Therapy for Physically Disabled Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies OTH 2420C.

OTH 2802L - Occupational Therapy Practicum
(4 Credit Hours)(A.S.) Twelve hours of laboratory per week. Prerequisites: OTH 1114C, OTH 1520C, OTH 1410, ENC 1102 and a Humanities elective. Corequisites: OTH 2420C, OTH 2300C and OTH 2261C. This course provides opportunities for students to observe and participate in occupational therapy treatment with adult clients in a physical disabilities and mental health fieldwork environment within the community. The student will work under the supervision of an occupational therapist, occupational therapy assistant and/or other fieldwork supervisors. A variety of fieldwork settings are used to expose the students to individuals and groups with physical and psychosocial dysfunction. This course also includes a fieldwork seminar hour which is designed to facilitate the development of clinical skills by developing clinical reasoning/problem solving skills, develop an understanding of health literacy and the ability to educate and train the client, enhance the understanding of quality of life, well-being and occupation to promote physical and mental health, considering the context and environment and to enhance the need for

and understanding of inter-professional collaboration within the health care environment. Additional special fees are required.

OTH 2840L - Supervised Clinical Practice I
(5 Credit Hours)(A.S.) Forty days per term/our and a half days per week for eight weeks. Prerequisites: Satisfactory completion of OTH 2261C, OTH 2420C, OTH 2300C and OTH 2802L. Corequisites: OTH 2933C. Supervised Clinical Practice I is a full-time supervised fieldwork experience designed to bridge the student from classroom to fieldwork in preparation for entry-level practice as an occupational therapy assistant. The student participates in an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation. The fieldwork experience is scheduled to be in one practice area of occupational therapy (physical disabilities, psychosocial dysfunction or pediatrics) and is designed to promote problem-solving abilities and clinical reasoning appropriate to the occupational therapy assistant role, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities. Additional special fees are required.

OTH 2841L - Supervised Clinical Practice II
(5 Credit Hours)(A.S.) Forty days per term. Prerequisites: Satisfactory completion of OTH 2840L. Corequisites: OTH 2933C. This course is a full-time supervised fieldwork experience designed to bridge the student from classroom to clinic in preparation for entry level practice as an occupational therapy assistant. The student participates in an in-depth experience in delivering occupational therapy services to clients, focusing on the application of purposeful and meaningful occupation. The fieldwork experience is scheduled to be in one practice area of occupational therapy (physical disabilities, psychosocial dysfunction or pediatrics) in a setting that is different from the site assigned for Clinical Practice I and is designed to promote problem-solving abilities and clinical reasoning appropriate to the occupational therapy assistant role, to transmit the values and beliefs that enable ethical practice, and to develop professionalism and competence in career responsibilities.

OTH 2933C - Seminar for Clinical Practice
(2 Credit Hours)(A.S.) One hour class, three hours laboratory. Prerequisites: OTH 2261C, OTH 2420C, OTH 2300C and OTH 2802L. Corequisites: OTH 2840L and OTH 2841L. This course presents issues related to the transition from student to practitioner including: basic principles of organization, administration and supervision, the role of the OTA in relation to other health care professionals, ethics, medical errors, job search skills, licensing requirements and preparation for the national Certification Exam. A fieldwork seminar hour is incorporated into the class which is designed to enhance the development of clinical skills, critical thinking and problem solving abilities through an open discussion of experiences in the fieldwork setting.

OTH 2933L - Seminar for Clinical Practice Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies OTH 2933C.

PAD 3311 - Program Planning and Evaluation
(3 Credit Hours)(B.A.S.) 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.

PAD 3820 - Foundations of Public Safety Administration
(3 Credit Hours)(B.A.S.) 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.

PAD 3821 - Contemporary Issues in Public Safety/Homeland Security
(3 Credit Hours)(B.A.S.)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.

PAD 3874 - Community Relations Theory and Practice
(3 Credit Hours)(B.A.S.)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.

PAD 4046 - Values, Ethics and Conflict Resolution
(3 Credit Hours)(B.A.S.)This course studies the role of ethics and ethical decision making in the workplace with an emphasis on the responsibilities of managers and leaders in emergency management. The student learns the personal and public consequences of unethical decision making and abuses of power. The course also covers the basics principles of mediation and conflict resolution in the workplace.

PAD 4204 - Public Finance
(3 Credit Hours)(B.A.S.)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.

PAD 4414 - Human Resource Management Skills
(3 Credit Hours)(B.A.S.)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.

PAD 4603 - Administrative Law
(3 Credit Hours)(B.A.S.)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.

PAD 4878 - Public Safety Administration/Homeland Security Capstone
(3 Credit Hours)(B.A.S.)Prerequisites: DSC 3013, FES 4014, PAD 3820, and PAD 3821. 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.

PAD 4930 - Special Topics: Homeland Security/Public Safety Administration
(1-3 Variable Credit Hours)(**B.A.S.**)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.

PEL 1341 - Tennis
(2 Credit Hours)(**A.A.**)Basic knowledge, skills development in the activity of tennis will be presented. (Offered as needed)

PEL 1621 - Basketball Fundamentals
(2 Credit Hours)(**A.A.**)This course is an introduction to the history, rules and basic fundamentals of basketball. There is an emphasis on skill, strategies, drills and the development of the philosophy of basketball. (Offered as needed)

PEL 2111 - League Bowling
(2 Credit Hours)(**A.A.**)Students will acquire the basic knowledge, skills, strategy and values of the sport of league bowling. Fundamental skills taught include grips, proper stance, approach, release and delivery. Additional special fees are required. (Offered as needed) Note(s): See course comments in the schedule.

PEL 2121 - Golf
(2 Credit Hours)(**A.A.**)Basic knowledge, skill development in the activity of golf will be presented. (Offered as needed)

PEM 1130 - Basic Conditioning and Weight Training
(2 Credit Hours)(**A.A.**)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.

PEM 1171 - Aerobic Fitness
(2 Credit Hours)(**A.A.**)This activity is designed to strengthen the heart, lungs and vascular system through exercise. (Offered as needed)

PEM 2104 - Principles of Athletic Training
(3 Credit Hours)(**A.A.**)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)

PEM 2930 - Special Topics: Physical Education
(1 to 4 variable Credit Hours)(**A.A.**)Special, current or seasonal physical activities not covered in other physical education courses are offered. (Offered as needed)

PEN 2251 - Canoeing
(2 Credit Hours)(**A.A.**)Personal development through canoeing activities is realized. Additional special fees are required.

PEN 2930 - Special Topics: Physical Education Activity: Water, Snow
(1 to 3 variable Credit Hours)(**A.A.**)This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

PEO 1216 - Baseball and Softball Fundamentals

(2 Credit Hours)(A.A.) The fundamentals of offensive and defensive baseball and softball skills and strategies will be emphasized. (Offered as needed)

PEO 2003 - Sports Officiating

(3 Credit Hours)(A.A.)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)

PGY 1201C - Studio Lighting Techniques

(3 Credit Hours)(A.S.)3 Hours studio/lecture per week Prerequisites: PGY 1800C 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.

PGY 1750 - Creative Videomaking

(3 Credit Hours)(A.A.) 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.

PGY 1800C - Digital Imaging I

(3 Credit Hours)(A.A.) Three hours studio/lecture per week. 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. Additional special fees are required.

PGY 1807C - Digital Imaging for Non-majors

(3 Credit Hours)(A.A.)3 hours lecture per week. 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.

PGY 1949 - Career Decision Work Experience

(3 Credit Hours)(A.A.) Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisites: Permission of instructor or program manager. 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.

PGY 2000 - History of Photography

(3 Credit Hours)(A.A.) Three hours of lecture per week. Prerequisites: ENC 1101 with a grade of "C" or better. 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.

PGY 2101C - Visual Literacy: Photography
(3 Credit Hours)(A.A.) Three hours lecture/studio per week. Prerequisites: ENC 1101 with a grade of "C" or better. This course meets Area IV of the A.A./A.S. general education requirements and the Gordon Rule requirement. This course provides an introduction to practices, theories and histories of photography. Students acquire basic darkroom skills and key elements of contemporary theoretical approaches to visual art.

PGY 2224C - Location Photography
(3 Credit Hours)(A.S.) Three hours studio/lecture per week. Prerequisites: PGY 1201C. 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 logistic and planning operations. This course offers students the opportunity to attain technical and commercial photographic abilities for location style of lighting.

PGY 2401C - Photography I
(3 Credit Hours)(A.A.) Three hours studio/lecture per week.Basic problems in exposure, composition, lighting, developing and printing are assigned to help the student master black-and-white still photography. Additional special fees are required.

PGY 2404C - Photography II
(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Prerequisites: PGY 2401C or permission of the instructor. 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. Additional special fees are required.

PGY 2405C - Advanced Imaging
(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Prerequisites: A combination of the following three courses: PGY 1800C and PGY 2801C or PGY 2401C and PGY 2404C with a grade of "C" or better, or permission of instructor. 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. Additional special fees are required.

PGY 2801C - Digital Imaging II
(3 Credit Hours)(A.A.) Three hours studio/lecture per week. Prerequisites: PGY 1800C with a grade of "C" or better, or permission of instructor. 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. Additional special fees are required.

PGY 2930 - Special Topics in Photography
(1 to 3 variable Credit Hours)(A.A.) This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

PGY 2949 - Internship in Photography

(3 Credit Hours)(A.S.) 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. 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.

PHI 2010 - Introduction to Philosophical Reasoning

(3 Credit Hours)(A.A.) Three hours lecture per week. This course meets Area IV requirements for the A.A./A.S. general education requirements and part of the six-hour International/Intercultural requirement. This course is an introduction to the nature of philosophy, philosophical reasoning, major intellectual moments in the history of philosophy, and specific problems in philosophy.

PHI 2070 - Introduction to Eastern Philosophy

(3 Credit Hours)(A.A.) Three hours lecture per week. Prerequisites: ENC 1101 with a grade of "C" or better. 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 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 are made whenever possible.

PHI 2100 - Logic and Critical Thinking

(3 Credit Hours)(A.A.) This is an integrated consideration of linguistic analysis, fallacy, symbolic logic, inductive logic and questions of causality and probability. The aim of the course is to develop ability in problem solving and decision making.

PHI 2600 - Applied Ethics

(3 Credit Hours)(A.A.) This course meets Area IV of the A.A./A.S. general education requirements. This is a course designed to provide an introductory background to ethics and an in-depth study of the critical skills necessary to an intelligent analysis of contemporary issues. Emphasis will be placed on the systematic generation of options in order to determine choices for resolving dilemmas.

PHI 2620 - Environmental Ethics

(3 Credit Hours)(A.A.)
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 concern nationally 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.

PHI 2631 - Business Ethics

(3 Credit Hours)(A.A.) This course meets Area IV of the A.A./A.S. general education requirements. 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.

PHI 2930 - Special Topics: Philosophy
(1 to 3 variable Credit Hours)(A.A.) This course is designed to meet the specific needs of individuals or groups for whom regular described courses may not be available.

PHT 1007C - Introduction to Physical Therapy and Patient Care
(5 Credit Hours)(A.S.) Three hours class, six hours laboratory per week. Prerequisites: Admission to the Physical Therapist Assistant Program, BSC 2085C, 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 2086C. 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, including the use of the tilt table, hydrotherapy and therapeutic massage are introduced. Additional special fees are required.

PHT 1007L - Introduction to Physical Therapy Patient Care Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies PHT 1007C.

PHT 1124C - Applied Anatomy and Kinesiology
(6 Credit Hours)(A.S.) Four hours class, six hours laboratory per week. Corequisites: PHT 1007C. This is a course designed to assist the student in applying principles from the 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. Additional special fees are required.

PHT 1124L - Applied Anatomy and Kinesiology Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies PHT 1124C.

PHT 1211C - Disabilities and Physical Therapy Procedures I
(6 Credit Hours)(A.S.) Six hours class, nine hours laboratory per week for 11 weeks. Prerequisites: PHT 1007C, PHT 1124C and BSC 2086C with a grade of "C" or better. Corequisites: PHT 1800L and PHT 2337C. The didactic portion of this course emphasizes rehabilitation of 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 their use. Additional special fees are required.

PHT 1211L - Disabilities and Physical Therapy Procedures I Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies PHT 1211C.

PHT 1800L - Clinical Experience I
(4 Credit Hours)(A.S.) Forty hours of clinical experience per week for four weeks. Corequisites: PHT 1211C and PHT 2337C. 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.

PHT 2230 - Therapeutic Exercise Prescription and Application in Physical Therapy
(1 Credit Hour)(A.S.) Prerequisites: Admission to the physical therapist assistant program; completion of BSC 2085C , ENC 1101 , MAT 1033 or higher, and PSY 2012 with a grade of "C" or better; completion of or concurrent enrollment in BSC 2086C Corequisites: Concurrent enrollment in PHT technical course work. 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.

PHT 2321C - Disabilities and Physical Therapy Procedures III
(5 Credit Hours)(A.S.) Six hours class, eight hours of laboratory per week for 10 weeks. Prerequisites: PHT 1211C, PHT 1800L and PHT 2337C with a grade of "C" or better. Corequisites: PHT 2810L. In this course, students study adult and pediatric neurological development, disease, disabilities and interventions. Application of rehabilitation techniques and assessment related to neurological conditions is the emphasis of this course. Additional special fees are required.

PHT 2321L - Disabilities and Physical Therapy Procedures III Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies PHT 2321C.

PHT 2337C - Disabilities and Physical Therapy Procedures II
(5 Credit Hours)(A.S.) Six hours 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. 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. Additional special fees are required.

PHT 2337L - Disabilities and Physical Therapy Procedures II Laboratory
(0 Credit Hours)(A.S.) This is a mandatory laboratory that accompanies PHT 2337C.

PHT 2810L - Clinical Experience II
(6 Credit Hours)(A.S.) Thirty-two to 40 hours of clinical experience per week with four hours of class on alternate weeks for six weeks. Corequisites: PHT 2321C. This clinical practical encourages the student to further develop patient assessment and treatment skills. The student applies knowledge from classroom and laboratory activities to clinical practice. Case study presentations and discussions enhance the application process.

PHT 2820L - Clinical Experience III
(8 Credit Hours)(A.S.) Thirty-two to 40 hours of clinical experience per week with four hours of class on alternate weeks for seven weeks. Corequisites: PHT 2931. The final clinical affiliation is a comprehensive experience which prepares the student to function as a competent physical therapist assistant. The focus is on patient care, time management and the application of knowledge. Professional presentation skills are practiced.

PHT 2930 - Special Topics, Physical Therapy
(1 to 3 variable Credit Hours)(A.S.) This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

PHT 2931 - Trends in Physical Therapy
(3 Credit Hours)(A.S.) Six hour class per week for eight weeks. Prerequisites: PHT 2321C with a grade of "C" or better. Corequisites: PHT 2820L. 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. Additional special fees are required.

PHY 1020C - Fundamentals of Physics
(3 Credit Hours)(A.A.) Four hours lecture/laboratory per week. Prerequisites: MAT 0028, MAT 0057, or equivalent. This course meets Area V of the A.A./A.S. general education requirements. This is a one semester course presenting selected topics from all branches of physics. This course is intended primarily for non-science majors to help them understand the physical world in which they live. Additional special fees are required.

PHY 2048C - General Physics I with Calculus
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: completion of MAC 2311 with a grade of "C" of better. This course meets Area V of 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 mechanics and heat. This course is designed for preengineering and science majors. Students already with credit for PHY 2048C cannot subsequently get credit for PHY 2053C.

PHY 2048L - General Physics I with Calculus Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to PHY 2048C. Additional special fees are required.

PHY 2049C - General Physics II with Calculus
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: Completion of PHY 2048C with a grade of "C" or better. This course meets Area V of 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 sound, optics, electricity, magnetism and modern physics. This course is designed for pre-engineering and science majors. Students already with credit for PHY 2049C cannot subsequently get credit for PHY 2053C.

PHY 2049L - General Physics II with Calculus Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to PHY 2049C. Additional special fees are required.

PHY 2053C - General Physics I
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: Completion of MAC 1140 and MAC 1114 with a grade of "C" or better. This course meets Area V of the A.A./A.S. general education requirements. This course is a comprehensive noncalculus study of fundamental concepts of natural laws, especially as they apply to mechanics, heat and sound. Students already with credit for PHY 2048C or PHY 2049C cannot subsequently get credit for PHY 2053C.

PHY 2053L - General Physics I Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to PHY 2053C. Additional special fees are required.

PHY 2054C - General Physics II
(5 Credit Hours)(A.A.) Three hours lecture, three hours laboratory per week. Prerequisites: completion of PHY 2053C with a grade of "C" or better. This course is a comprehensive noncalculus study of fundamental concepts of natural laws, especially as they apply to optics, electricity, magnetism and modern physics. Students already with credit for PHY 2049C cannot subsequently get credit for PHY 2054C.

PHY 2054L - General Physics II Laboratory
(0 Credit Hours)(A.A.) Companion laboratory to PHY 2054C. Additional special fees are required.

PHY 2930 - Special Topics: Physics
(1-4 Credit Hours)(A.A.)
This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

PLA 1003 - Introduction to Legal Systems

(3 Credit Hours)(A.A.) Course is prerequisite for entering the Legal Assisting Program. It provides a broad study of the 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.

PLA 1104 - Legal Research and Writing I

(3 Credit Hours)(A.A.) Prerequisites: ENC 1101. Recommended prerequisite: PLA 1003. Corequisites: PLA 1730 (This course is required of all paralegal/legal assisting program majors and must be taken concurrently with PLA 1104.) This class meets the Gordon Rule requirement. This course will provide the student with a working knowledge of the major techniques of legal research and writing, including 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.

PLA 1610 - Real Property Law/Transactions

(3 Credit Hours)(A.A.) This course offers the basic principles of real property practices in law offices. It prepares the legal assistant trainee to fully understand the techniques and procedures encountered and utilized by law firms and practicing attorneys in various forms of real property conveyancing. This course also offers the basic principles of judicial and non-judicial methods law firms and practicing attorneys apply in handling real estate loan defaults and the defenses and practices applied to defaults in the 21st Century.

PLA 1730 - Computer Assisted Legal Research

(1 Credit Hour)(A.S.) 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 co-requisite. 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.

PLA 1949 - Career Decision Work Experience in Legal Assisting

(3 Credit Hours)(A.A.)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. 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.

PLA 2001 - General Law

(3 Credit Hours)(A.A.) 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.

PLA 2114 - Legal Research and Writing II

(3 Credit Hours)(A.A.) Prerequisites: PLA 1104 and PLA 1730. This course is required of all paralegal/legal assisting program majors. 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. Ethical issues in legal research and writing are explored in depth.

PLA 2203 - Civil Litigation I

(3 Credit Hours)(A.A.)Prerequisites/corequisites: Recommended prerequisite or corequisite: PLA 1003. This course emphasizes the civil court system and litigation procedures in the state of Florida and the federal courts, and will prepare the legal assistant to assist an attorney with civil trial duties up to the appeal level. All basic aspects of civil litigation are studied, including preliminary office procedures and drafting of all pleadings including interrogatories. Students will gain an understanding of substantive civil law and how to use the Florida and Federal Rules of Civil Procedure.

PLA 2223 - Civil Litigation II
(3 Credit Hours)(A.A.)Prerequisites: PLA 2203 with a grade of "C" or better or permission of the instructor. This course builds upon PLA 2203 and will prepare the legal assistant to assist the attorney in civil trial practice through the appeals process. It includes drafting settlement proposals and a trial brief, abstracting depositions and the use of the Florida and Federal Rules of Appellate Procedure. Students will have a mock trial and many activities and assignments will be based on the situations that arise from the preparation and trial process.

PLA 2303 - Criminal Law and Procedures
(3 Credit Hours)(A.A.)Prerequisites: Recommended prerequisite PLA 1003. 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.

PLA 2433 - Corporations and Business Organizations
(3 Credit Hours)(A.A.)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 obligation of stockholders, directors and officers; amendments of Articles of Incorporation; a study of partnerships; and business organizations.

PLA 2600 - Wills, Trusts and Probate Administration
(3 Credit Hours)(A.A.)This course is designed to offer the legal assistant trainee a general understanding of the techniques and procedures involved in preparation of wills and trusts, estate planning, income, gift and inheritance taxes, probating of estates and estate accounting.

PLA 2612 - Real Estate II: From Contract to Closing
(3 Credit Hours)(A.A.)Prerequisites: PLA 1610. This course provides the student with hands-on experience in closing a variety of real estate transactions, from the simple residential sale to the complex commercial transaction. Students learn not only legal theory, but also the practical, "nuts and bolts" involved in taking a transaction from contract to closing. Students learn how to carry out advance negotiations and closings, based on current local and federal requirements. Students perform title searches and prepare title commitments, title policies and all necessary closing documents.

PLA 2732 - Law Office Computer Applications
(3 Credit Hours)(A.S.)Prerequisites: M.O.S. Certification in Microsoft Word and Microsoft Excel, or CGS 1570 with a grade of "C" or better and permission of instructor.
This course introduces the student to the law office technology work environment and contains instruction and practice on computer programs common to law offices. Applications include word processing, spreadsheets, databases, document preparation and billing software. The student learns how to create, edit and merge legal specific documents using Microsoft Word. The student also learns how to use spreadsheets, billing software, courtroom presentation software and calendaring software, as well as other specialized legal software for law offices.

PLA 2763 - Law Office Management

(3 Credit Hours)(A.S.)Prerequisites: PLA 1003. 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.

PLA 2800 - Introduction to Family Law

(3 Credit Hours)(A.A.)Prerequisites/corequisites: Recommended prerequisite or corequisite: PLA 1003. 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.

PLA 2930 - Special Topics: Legal Assistant/Paralegal

(1 to 3 Credit Hours)(A.S.)
This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

PLA 2949 - Internship in Paralegal/Legal Assisting

(3 Credit Hours)(A.A.)Fifteen hours of volunteer or work experience per week are expected. Prerequisites: PLA 1003,PLA 2732, PLA 2001, PLA 2763, PLA 2001, LIS 2004, and/or permission of 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 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.

PLA 2950 - Certified Paralegal Examination Review

(3 Credit Hours)(A.S.)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. The course is upgraded regularly and taught to prepare students for the CP/CLA exam. The course is open to all persons needing preparation in this field and to those interested in getting a general overview knowledge of the various disciplines in law. Mock exams will prepare students for taking the online certification exam.

POS 1041 - American Government

(3 Credit Hours)(A.A.)This course meets Area III for the A.A./A.S. general education requirements. This course focuses on the structure and operation of our national government emphasizing the relationships that exist under a federal system of government and within the national administration.

POS 2930 - Special Topics: Political Science

(1-3 Credit Hours)(A.A.)
This course is designed to meet the special needs of individuals or groups for whom regularly described courses may not be available.

PSC 2930 - Special Topics in Physical Science

(1 to 4 variable Credit Hours)(A.A.)This course is designed to meet the special needs of individuals or groups for whom regularly described courses in physical science may not be available.

PSY 2012 - General Psychology

(3 Credit Hours)(A.A.) This course meets Area III of A.A./A.S. general education requirements. This course is an introduction to the scientific study of human behavior with emphasis on the processes of thinking and learning as the basis for individual adjustment to the physical and social environment. It is a basic foundation course in psychology for transfer students.

PSY 2930 - Special Topics: Psychology
(1 to 3 variable Credit Hours)(A.A.) Prerequisites: PSY 2012 with a grade of "C" or better and permission of instructor. 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.

QMB 1001 - Business Mathematics
(3 Credit Hours)(A.S.) This course provides an application of mathematics to routine business activities requiring computation such as discounts, mark-ups, interest, installment payments and depreciation schedules.

REA 0007 - Basic Reading Skills I Developmental
(4 Credit Hours)(D) Four hours lecture and participation per week. 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.

REA 0017 - Basic Reading Skills II Developmental
(4 Credit Hours)(D) Four hours lecture per week. Prerequisites: successful completion of REA 0001, or REA 0007 or appropriate score on placement instruments. This course is designed to develop skills in vocabulary, comprehension and reading rate.

REA 0019 - Modularized Developmental Reading
(4 Credit Hours)(D) Four hours per week. 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 .

REA 0019A - Modularized Developmental Reading-A
(4 Credit Hours)(D) Four hours per week. Prerequisites: REA 0019 and approval of department chair. 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 .

REA 0019B - Modularized Developmental Reading-B
(4 Credit Hours)(D) Four hours per week. Prerequisites: REA 0019A and approval of department chair. 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.

REA 1105 - Critical Reading Techniques

(3 Credit Hours)(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. 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.

REL 2121 - Religion in America
(3 Credit Hours)(A.A.)Prerequisites: ENC 1101 with a grade of "C" or better. This course meets Area IV of the A.A./A.S. general education requirements, Gordon Rule requirement and part of the International/Intercultural requirement. The purpose of this course is to examine the scope and nature of religious institutions in America. Special attention is given to religious pluralism in the American context, and religious diversity as the legacy of immigration to the United States and adaptation to the new environment. The course also deals with the ways in which international/intercultural religious movements, institutions and activities interact with American culture.

REL 2210 - Introduction to the Academic Study of Hebrew Bible/Old Testament
(3 Credit Hours)(A.A.)Three hours lecture per week. This course meets Area IV of the A.A./A.S. general education requirements and part of the International/Intercultural requirement. 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 the student to understand and analyze the meaning of the document in its original context as well as in the contemporary one.

REL 2240 - Introduction to the New Testament
(3 Credit Hours)(A.A.)This course meets Area IV of the A.A./A.S. general education requirement and part of the international/intercultural requirement. The course is a study of the historical background of the New Testament world, the life and teachings of Jesus, the growth of the Christian movement and the emergence of early Christian literature. Attention is given to problems of date and authorship of individual writings.

REL 2300 - Introduction to World Religions
(3 Credit Hours)(A.A.)This course meets Area IV of the A.A./A.S. general education requirements and part of the International/Intercultural requirement. This course is a survey of the world's major religious traditions, with attention given to religious thought and practice and the historical development of each tradition's religious literature. It explores the nature of religion and the relation of religion and culture.

REL 2930 - Special Topics: Religion
(1 to 3 variable Credit Hours)(A.A.)This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

RMI 1201 - Principles of Property and Liability Insurance
(3 Credit Hours)(A.S.)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.

RMI 2113 - Personal Insurance
(3 Credit Hours)(A.S.)Prerequisites: It is strongly recommended that students complete RMI 1201 prior to taking this course. This is the second of three courses in the Insurance Services AS program. The intent of the course is to provide an overview of personal lines insurance, including an introduction to

fundamental automobile, homeowners, life, health and disability concepts, practices, and current market trends.

RMI 2213 - Commercial Insurance
(3 Credit Hours)(A.S.) Prerequisites: RMI 1201 with a grade of "C" or better. It is strongly recommended that students also complete RMI 2113 prior to this course. This is the third of three courses in the Insurance Services program. The intent of this course is to provide an overview of commercial lines insurance, including an introduction to fundamental property, liability, automobile, crime business income, workers compensation practices, and current market trends.

RMI 2949 - Insurance Services Internship
(3 Credit Hours)(A.S.) Prerequisites: Student must have completed nine (9) credit hours in this major field of study and permission of instructor and/or program manager. 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.

RTE 1001 - Medical Terminology for Radiographers
(1 Credit Hour)(A.S.)1.3 hours per week for 12 weeks. Prerequisites: Acceptance into the Radiography Program. 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.

RTE 1002 - Introduction to Radiologic Technology
(5 Credit Hours)(A.S.) Five hours for twelve weeks. Prerequisites: Acceptance into the Radiography Program. 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. Additional special fees are required. (Summer C)

RTE 1308 - Radiation Protection and Safety
(2 Credit Hours)(A.S.) Three hours per week for 12 weeks. Prerequisites: Acceptance into the Radiography Program. 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. (Summer C)

RTE 1418 - Radiographic Exposures I
(5 Credit Hours)(A.S.) Five hours per week. Prerequisites: RTE 1002 and RTE 1308. 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. Additional special fees are required.

RTE 1458 - Radiographic Exposures II
(5 Credit Hours)(A.S.) Five hours per week. Prerequisites: RTE 1418. This is a continuation of RTE 1418 with further investigation of image formation using fluoroscopy, mobile radiography, tomography 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 an imaging modality will be required. Additional special fees are required.

RTE 1503C - Radiographic Procedures I
(4 Credit Hours)(A.S.) Three hours of lecture and three hours of laboratory per week. Prerequisites: RTE 1002 and RTE 1308. 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.

RTE 1503L - Radiology Procedures I Laboratory
(0 Credit Hours)(A.S.) Laboratory to accompany RTE 1503C.

RTE 1513C - Radiographic Procedures II
(4 Credit Hours)(A.S.) Three hours of lecture and three hours of laboratory per week. Prerequisites: RTE 1503C and RTE 1418. 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, spine studies, skull and facial bone areas, bony thorax and urinary system. Students work with phantoms and a fully energized laboratory to enhance their understanding. Simulations of various radiographic procedures also are conducted. Additional special fees are required.

RTE 1513L - Radiology Procedures II Laboratory
(0 Credit Hours)(A.S.) Laboratory to accompany RTE 1513C.

RTE 1804L - Practicum I
(3 Credit Hours)(A.S.) Sixteen hours per week. Corequisites: RTE 1503C. 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. Additional special fees are required.

RTE 1814L - Practicum II
(3 Credit Hours)(A.S.) Sixteen hours per week. Corequisites: RTE 1513C. 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. Additional special fees are required.

RTE 1824C - Practicum III
(4 Credit Hours)(A.S.) Two and a half hours lecture per week for six weeks and 20 hours of lab for 12 weeks. Prerequisites: RTE 1814L. This course consists of lecture and clinical experiences. The lecture component focuses on radiography of the spine. Simulations and assessments are conducted. Students attend one of the program's clinical affiliates and work under the supervision of a registered radiographer while performing radiographic procedures. Additional special fees are required. (Summer C)

RTE 2061 - Radiologic Review
(1 Credit Hour)(A.S.) Corequisites: RTE 2563 or registry eligible. The course provides a general review of content studied during the course of the program. The course incorporates the use of discussion, review tests and mock registry exams to help students prepare for the ARRT exam.

RTE 2523C - Radiographic Procedures III
(4 Credit Hours)(A.S.) Prerequisites: RTE 1513C. 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.

RTE 2563 - Radiographic Procedures IV
(4 Credit Hours)(A.S.) Prerequisites: RTE 2523C. This course concentrates 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 covers radiography of miscellaneous radiographic procedures, and provides an introduction to disease processes and the associated radiographic pathology. The second section of this course provides students with information about special radiographic procedures. Students are introduced to the basics of other imaging modalities that are used to diagnose and treat medical illnesses. Students complete case studies, a research project and an oral presentation.

RTE 2762 - Cross-Sectional Anatomy
(3 Credit Hours)**(A.S.)**Prerequisites: RTE 2523C or current radiography license. Anatomical cross-sections of the human body are examined utilizing digital imaging of both MR and CT. Course study concentrates on structures composing the brain, chest, abdomen and pelvis. Appendicular girdles, muscles and osteology are investigated. Structures depicted in the cross-sections are labeled. Students practice and assess identification skills through detailed review exercises. Students explore the physiological processes of human anatomy. In addition to the analysis of normal anatomy, each unit is supplemented with common diagnostic exams and etiologies.

RTE 2834L - Practicum IV
(4 Credit Hours)**(A.S.)** 22.5 hours per week. Prerequisites: RTE 1824C. Corequisites: RTE 2523C. 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. Additional special fees are required.

RTE 2844L - Practicum V
(4 Credit Hours)**(A.S.)** 22.5 hours per week. Prerequisites: RTE 2834L. Corequisites: RTE 2563. 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. Additional special fees are required.

RTE 2931 - Radiographic Image Analysis
(1 Credit Hour)(A.S.) One hour per week. Prerequisites: RTE 1513C and RTE 1418. 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 problems and identifying corrective actions.

RTV 1241 - Basic Television Production
(3 Credit Hours)**(A.A.)**This three-hour credit course is a television studio workshop, introducing students to the creative and technical processes involved in broadcast production. Students participate in a working television studio, creating a variety of video projects designed to challenge the beginning producer. Students work to complete television commercials, talk shows, demonstrations, short dramas and news programming.

RTV 1242 - Advanced Television Production

(3 Credit Hours)(A.A.) Prerequisites: RTV 1241. 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 creating of broadcast-length productions suitable for distribution on television.

RTV 1530 - Electronic Field Production I

(3 Credit Hours)(A.A.) Prerequisites: RTV 1241 and PGY 1750. 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.

RTV 2000 - Introduction to Broadcasting

(3 Credit Hours)(A.A.) Three hours per week in lecture, laboratory and production activities. 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.

RTV 2100 - Writing for Television

(3 Credit Hours)(A.A.) This three-hour credit course is an introduction to the mechanics of writing for television. From idea 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 a grounding in the historical development of marketable TV genres. The selling and buying of a script is analyzed, as well as strategies for creating a teleplay by oneself or with a staff of writers.

SLS 1101 - Strategies for College Success

(3 Credit Hours)(A.A.) 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.

SLS 1300 - Career Planning

(1 Credit Hour)(A.A.) 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.

SLS 1301 - Career Explorations: A Personal Journey Into Finding Your Career

(3 Credit Hours)(A.A.) 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. Additional special fees are required.

SLS 1350 - Job Marketing Skills

(1 Credit Hour)(A.S.) This is an excellent elective for persons seeking fulltime 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 student's areas of interest will be reviewed.

SLS 1949 - Work Experience in Peer Classroom/Laboratory Tutoring & Study Coaching

(1 to 3 variable Credit Hours)(A.A.) 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 the instructor or program manager. This work-study course reinforces education and professional growth in a student's academic major through coordinated field experiences. The student, instructor and worksite 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.

SLS 2263 - Leadership Fundamentals

(3 Credit Hours)(A.A.) Three hours per week. 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.

SLS 2930 - Special Topics: Student Life Skills

(1 to 4 variable Credit Hours)(A.A.) This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

SLS 2949 - Internship in Peer Classroom/Laboratory Tutoring & Study Coaching

(1 to 3 variable Credit Hours)(A.A.) Four, eight, or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements. Prerequisites: At least one social science course and permission of the 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. 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.

SPC 1300 - Interpersonal Communication

(3 Credit Hours)(A.A.) 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.

SPC 1608 - Fundamentals of Speech Communication

(3 Credit Hours)(A.A.) Prerequisites: Completion of ENC 1101 with a grade "C" or better. 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.

SPN 1120 - Elementary Spanish I

(3 Credit Hours)(A.A.) 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. 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.

SPN 1120L - Elementary Spanish I Laboratory
(1 Credit Hour)(A.A.) Required on-line companion lab and co-requisite for SPN 1120.

SPN 1121 - Elementary Spanish II
(3 Credit Hours)(A.A.) Three hours per week includes a required online laboratory component. Prerequisites: SPN 1120 with a grade of "C" or better. Corequisites: SPN 1121L 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.

SPN 1121L - Elementary Spanish II Laboratory
(1 Credit Hours)(A.A.) Required on-line companion lab and co-requisite for SPN 1121.

SPN 2200 - Intermediate Spanish I
(3 Credit Hours)(A.A.) Prerequisites: -SPN 1120 and SPN 1121 or equivalent. 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.

SPN 2201 - Intermediate Spanish II
(3 Credit Hours)(A.A.) Prerequisites: SPN 2200 or equivalent. 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.

SPN 2930 - Special Topics: Spanish
(1 to 3 variable Credit Hours)(A.A.) This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

STA 2023 - Elementary Statistics
(3 Credit Hours)(A.A.) Prerequisites: MAT 1033. This course meets Area II of the A.A./A.S. general education requirements. This course is a study of the fundamental statistical topics, including normal and binomial distributions, measures of central tendency and variation, confidence intervals, hypothesis testing, sampling techniques, simple linear regression, correlation and nonparametrics.

SUR 2101C - Topographic Drafting and Survey
(4 Credit Hours)(A.S.) Prerequisites: EGN 1111C or EGS 1110C, or BCN 1251C or permission of instructor. 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. (Fall) Note(s): (EGS 1110C changed to EGN 1111C effective Fall 2014.)

SYG 2000 - Principles of Sociology
(3 Credit Hours)(A.A.) This course meets Area III requirement for the A.A./A.S. general education requirements. 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. This course is research and writing intensive; therefore, it is strongly recommended students complete or possess skills associated with ENC 1101 prior to entry into this course.

SYG 2930 - Special Topics in Sociology
(1 to 3 variable Credit Hours)(A.A.) Prerequisites: SYG 2000 and permission of instructor. 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.

TAX 2000 - Tax Accounting

(**3 Credit Hours**)(**A.S.**)This course includes federal tax laws and their application to individuals with emphasis on preparation of individual income tax returns.

THE 1925 - Performance Production Workshop I

(**3 Credit Hours**)(**A.A.**)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.

THE 1925B - Performance Production Workshop II

(**3 Credit Hours**)(**A.A.**)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.

THE 2000 - Theatre Appreciation

(**3 Credit Hours**)(**A.A.**)Prerequisites: ENC 1101. 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 introduces the student to dramatic literature of the world from ancient to modern times, and to the arts and crafts which transform it into the living theatre. It is designed to develop the student's knowledge and appreciation of the theatre arts through a historic and contemporary approach so that the student may gain a greater satisfaction from dramatic presentations. Attendance at live stage productions is a mandatory part of this course.

THE 2020 - Theatre Fundamentals

(**3 Credit Hours**)(**A.A.**)Prerequisites: ENC 1101. 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.

THE 2300 - Script Analysis

(**3 Credit Hours**)(**A.A.**)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.

THE 2820 - Introduction to Creative Dramatics

(**3 Credit Hours**)(**A.A.**)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.

THE 2930 - Special Topics in Theatre

(**1 to 3 variable Credit Hours**)(**A.A.**)This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

TPA 1290 - Production Involvement I

(**1 Credit Hour**)(**A.A.**)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.

TPA 1290B - Production Involvement IB
(1 Credit Hour)(A.A.) Prerequisites: TPA 1290 or equivalent. 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.

TPA 2210 - Introduction to Technical Theatre
(3 Credit Hours)(A.A.) Three hours per week. 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.

TPA 2248 - Stage Makeup
(2 Credit Hours)(A.A.) Prerequisites: Permission of instructor. This course presents stage makeup for the actor including practice and technique in application. Life mask construction is stressed. Additional special fee is required.

TPA 2291 - Production Involvement II
(1 Credit Hour)(A.A.) 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.

TPA 2291B - Production Involvement IIB
(1 Credit Hour)(A.A.) Prerequisites: TPA 2291 or equivalent. 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.

TPP 1190 - Studio Theatre Cast I
(1 Credit Hour)(A.A.) Prerequisites: Permission of instructor. 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.

TPP 1190B - Studio Theatre Cast IB
(1 Credit Hour)(A.A.) Prerequisites: Permission of instructor and TPP 1190 or equivalent. 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.

TPP 1500 - Stage Movement for the Actor
(3 Credit Hours)(A.A.) 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 is included.

TPP 2110 - Acting I
(3 Credit Hours)(A.A.) Prerequisites: TPP 2700. Strongly recommended, but not a requirement. 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.

TPP 2110B - Acting IB
(3 Credit Hours)(A.A.) Prerequisites: Permission of the instructor and TPP 2700 and TPP 2110 or equivalent.
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.

TPP 2111 - Acting II
(3 Credit Hours)(A.A.) Prerequisites: TPP 2110, or consent of the instructor. 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 technique. 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.

TPP 2111B - Acting IIB
(3 Credit Hours)(A.A.) Prerequisites: Permission of the instructor and TPP 2111 or equivalent.
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 technique. 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.

TPP 2191 - Studio Theatre Cast II
(1 Credit Hour)(A.A.) Prerequisites: Permission of instructor. 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.

TPP 2191B - Studio Theatre Cast IIB
(1 Credit Hour)(A.A.) Prerequisites: Permission of instructor and TPP 2191 or equivalent. 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.

TPP 2700 - Voice and Diction
(3 Credit Hours)(A.A.) 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.