Accreditation and Governance

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

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 (SCF) is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment.

Equity Officer, ADA Coordinator and Title IX Coordinator: Gloria M. Tracy
State College of Florida
5840 26th St. W., Bradenton, FL 34207
941-752-5323

Section 504 Coordinator: Jennifer J. LaHurd
State College of Florida
5840 26th St. W., Bradenton, FL 34207
941-752-5599

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, 34207, 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 (DRC) 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 Quality and Success: A.A. degree and prerequisites, A.S./A.A.S. programs, certificate and linkage programs and course descriptions; and Center for Corporate and Community Development.

Educational and Student Services: Enrollment policies, student services and academic calendar.

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

Baccalaureate Programs: Bachelor degrees.

Public Affairs 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.

Catalog layout by Joanne Campbell, lead graphic artist, SCF public affairs and marketing department.

State College of Florida, Manatee-Sarasota
P.O. Box 1849
Bradenton, FL 34207
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5840 26th Street West
Bradenton, FL 34207
Telephone: 941-752-5000

SCF Venice *
8000 South Tamiami Trail
Venice, FL 34293
Telephone: 941-408-1300

SCF Lakewood Ranch eCampus
7131 Professional Parkway East
Sarasota, FL 34240
Telephone: 941-363-7000

* Full-service Campus
Welcome to State College of Florida, Manatee-Sarasota (SCF).

This is an exciting time to be a part of our College community as we continue to expand and enhance our offerings to meet our community’s needs.

While we remain committed to providing top-quality associate degree programs, we continue to expand our baccalaureate workforce degree programs and eight are included in this Catalog. In addition, we are enhancing our eCampus opportunities to provide education when, where and how students want it.

Still, in the midst of these important changes, there remains a constant factor—an outstanding faculty and staff and their ongoing dedication to helping students succeed.

Best wishes on your educational journey.

Dr. Lars A. Hafner

President
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
BOARD OF TRUSTEES
Academic Calendar
Important Dates 2012-2013
The complete Academic Calendar is available at scf.edu/AcademicCalendar.
Updates and revisions are posted as necessary.

Fall 2012
Aug. 16.................Faculty return.
Aug. 16 - 17...........Faculty planning.
Aug. 20.................Fall 2012 classes begin.
Sep. 3..................Labor Day holiday. College closed.
Nov. 12.................Veterans Day holiday observed. College closed.
Nov. 21 - 25...........Thanksgiving holiday. College closed.
Dec. 7..................Fall 2012 classes end.
Dec. 10 - 13...........Final examinations for Fall 2012.
Dec. 14.................Final grades due for all Fall 2012 classes.
Dec. 14.................Winter Commencements

Spring 2013
Jan. 2..................College offices open at 8 a.m.
Jan. 3..................Faculty return.
Jan. 3 - 4..............Faculty planning.
Jan. 7..................Spring 2013 classes begin.
Jan. 21...............Martin Luther King holiday. College closed.
April 26..............Spring 2013 classes end.
April 29 - May 2....Final examinations for Spring 2013.
May 3..................Final grades due for all Spring 2013 classes.
May 4..................Spring Commencements

Summer 2013
May 13..................Faculty return.
May 13..................Summer 2013 classes begin.
May 27...............Memorial Day holiday. College closed.
Aug 5..................Summer 2013 classes end.
Aug 6 - 7.............Final examinations for Summer 2013.
Aug. 8..................Final grades due for Summer 2013.
General Information

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Locations
Mission Statement
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State College of Florida Foundation Inc.
Center for Corporate and Community Development
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 about 30,000 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 eCampus 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, SCF opened the Center for Innovation and Technology at Lakewood Ranch Corporate Park on 5 acres of land donated by Schroeder-Manatee Ranch. This location offers both credit classes and a wide variety of noncredit, personal and professional development and workforce training classes. In 2007 Schroeder-Manatee Ranch donated an additional 5 acres and 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 39,000 graduates have received SCF degrees in the College’s 55 years.

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 globally recognized as an innovative model of educational organization that hosts a dynamic continuum of academic and career pathways focused on student success and community responsiveness.
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

**SCF Institutional Values**

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

**SCF Strategic Priorities**

1. Student Learning and Development
2. Institutional Effectiveness
3. Partnership
4. Technology
5. Fiscal Responsibility
6. Quality Workforce
7. Pluralistic Focus

**What the Foundation Provides the College**

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

Information on opportunities to participate in any of the Foundation’s programs is available online at scffoundation.net.
Center for Corporate and Community Development

SCF’s Corporate and Community Development is dedicated to providing quality learning for people of all ages. The center provides all noncredit continuing education and some credit-related programs and services conducted at SCF campuses and off-site locations. Thousands of people annually take classes and attend events through the division.

Corporate and Community Development (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 published each term and are available in CCD offices and on the College’s website at scf.edu/CCD.

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 Impact Panel
• Child Restraint Offenders Program (C.R.O.P.)
• Juvenile Offender-Shoplifting (court-ordered class)
• Driving While License Suspended/Revoked Class (DWLS/R)

Workforce Solutions scf.edu/Workforce

Workforce Solutions assists local organizations to improve the performance of their employees. Workforce Solutions provides noncredit educational programs and services that promote and support professional development, economic development, and service to the community.

In addition to regularly scheduled classes at SCF sites, Workforce Solutions provides contracted customized training and business process improvement services for local employers. Options may include traditional classroom-based training, interactive online training or in-depth performance improvement analysis and solution development. Our goal is to identify business solutions to meet specific needs of the business community.

A vast range of topics is available. Some of the most popular offerings include Microsoft Office applications and leadership and management courses.

The Institute of Continuing and Community Education scf.edu/CommunityEd

This institute 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.
• Certification preparation courses enable residents to obtain licensure and to successfully prepare for licensure examinations.
• Professional continuing education courses meet the needs of career professionals in the community.
• Motorcycle rider safety courses are provided for beginner and advanced riders.

Small Business Development Center scf.edu/SBDC

The Small Business Development Center (SBDC) serves as the hub for specialized education and information services for new and existing businesses in Sarasota and Manatee counties. Its mission is to provide the necessary resources and expertise to assist entrepreneurs with new business startups as well as to help existing businesses grow and prosper. With the exception of commissioned projects, formal education and training classes, there is no charge for most SBDC services:

• Business Counseling: Certified Business Counselors (CBAs) can provide confidential one-on-one counseling.
• Resource Library: A business resource library features business reference books, publications, periodicals and software.
• Specialized Training: Issue-specific training of current business owners, prospective business owners and employees is accomplished through regularly scheduled credit and noncredit courses offered by State College of Florida, Manatee-Sarasota.

The SBDC at State College of Florida, Manatee-Sarasota is a member of the Florida SBDC Network and is a program supported by the US Small Business Administration and extended to the public on a nondiscriminatory basis. SBA cannot endorse any products, opinions or services of any external parties or activities. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Call 941-363-7000 for more information.
Student Services and Policies

- Admission Policies and Procedures
- Registration
- Cost and Fee Information
- Student Financial Aid
- Policies and Procedures for Educational Records
- Student Services and Campus Life
- Student Development and Special Programs
- Student Code of Conduct
- Curriculum Classifications: Associate Degrees and Other Programs
Admissions Policies and Procedures

scf.edu/Admissions

GENERAL CONDITIONS OF ADMISSIONS

Any high school graduate or GED recipient who can profit from 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 is an equivalent from an accredited high school 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.

Admissions Criteria

An official high school transcript bearing the high school graduation date or GED test scores is required as part of a student’s admission file. If the transcript is not received by the College before the start of the term, it may impact financial aid funding and registration for classes. Note: Transcripts received from high schools, colleges and/or universities become the property of the College and are not copied or released to third parties.

Note: 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. Further questions can be directed to the educational records office. 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 student 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 development advisors to discuss initial academic plans. The educational records 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 go to the SCF 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.”

Testing

In addition, the Postsecondary Education Readiness Test (PERT) is required for all entering students seeking to earn a degree from SCF or for those students who want to take English, mathematics or reading courses, or other courses that have placement test scores as prerequisites. The State Board of Education (SBE) has set the cutoff scores for placement into college credit level as opposed to college preparatory courses. Students also may present American College Testing (ACT) scores or Scholastic Aptitude Test (SAT) scores as alternative placement test scores, as approved by the SBE with cutoff scores designated in English, mathematics and reading. The College recommends, but does not require, that applicants complete the ACT or the SAT as an aid to course placement. Tests used for placement must be taken within two years of planned attendance. Test scores are not required for transfer or readmission students who have satisfactorily completed college-level English, mathematics and/or reading courses. The specific requirements for admission may be found in the following sections.

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.

Selective Admissions/Limited Access Programs

SCF’s two-year health professions and all baccalaureate programs have limited seating and require a second application process in addition to the first-time college admissions, degree-seeking, or traditional transfer, degree-seeking admissions process. 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...
First-time College Admissions: Degree-Seeking

A. 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.

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

C. Placement test scores (PERT, ACT or SAT) are required for all students enrolling in beginning mathematics and English courses. State regulations require that scores be no more than two years old. The testing center on the appropriate campus may be contacted for more information.

D. 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.

Special Admissions: Nondegree-Seeking

A. Applicants are eligible who are at least 18 years of age and have declared nondegree-seeking status.

B. Most students are not limited to the number of credits that can be earned. However, first-time college admissions students (nondegree-seeking) are limited to only 12 credits without advisor approval. Upon attempting 12 credit hours, a nondegree student must take the PERT, ACT or SAT. Depending upon the 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.

C. High school and/or college transfer transcripts are not required.

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

E. If, at some time during this type of admission, a student wishes to become degree-seeking, all documentation required of a degree-seeking student must be sent to the educational records office at SCF. A "Change of Major/Program/Degree" form is required for students who intend to become degree-seeking after an initial nondegree-seeking status. "Change of Major/Program/Degree" forms are available in the educational records offices at SCF Bradenton or SCV Venice, or online at scf.edu/Records.

Transfer: Degree-Seeking

Applicants are eligible if they meet the above requirements for a first-time-in-college admission student seeking a degree. Before the first term of enrollment, applicants 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 official transfer evaluations. If applicants have earned a degree from any other regionally accredited college or university (Associate in Arts degree or higher), they are exempt from providing a high school transcript or GED test scores, but SCF will determine whether placement scores for English, mathematics and/or reading courses are required. Students who have an Associate in Science (A.S.) or an Associate in Applied Science (A.A.S.) degree from a regionally accredited college or university and wish to become a degree-seeking student at SCF are required to provide a high school transcript or acceptable GED test score.

Students who attended a college or university outside the United States are not required to submit a credential evaluation. However, if the student wishes to have the college or university credits considered for transfer evaluation, the student should 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, the educational records office will prepare a transfer evaluation report and an e-mail will be sent to the student's e-mail 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 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 A.A. degree or higher degree may not earn another A.A. degree at SCF. Only courses applicable to a student's SCF degree program will be accepted in transfer. If a degree has not been earned, all lower division coursework attempted will be added to the student’s SCF 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 community college; the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at the 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 which 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. College preparatory and vocational preparatory courses may not be used to meet degree requirements.

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 course in consultation with the academic departments. 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 student will receive an official copy of all coursework accepted in transfer.

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 Program), IB (International Baccalaureate Program) or CLEP (College Level Examination Program) transcript, credit is awarded based on 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
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

#### Exam

<table>
<thead>
<tr>
<th>Exam</th>
<th>AP Exam Score of 3</th>
<th>AP Exam Score of 4</th>
<th>AP Exam Score of 5</th>
<th>General Education Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>CHM 1025C (5 credits)</td>
<td>CHM 2045C (5 credits)</td>
<td>CHM 2045C and CHM 2046C (10 credits)</td>
<td>V</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>CHI 2000 (3 credits)</td>
<td>CHI 2000 and CHI 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CGS 1075 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CGS 1076 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Economics: Macro</td>
<td>ECO 2013 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>III</td>
</tr>
<tr>
<td>Economics: Micro</td>
<td>ECO 2023 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>English Language and Composition*</td>
<td>ENC 1101 (3 credits)</td>
<td>ENC 1101 and ENC 1102 (6 credits)</td>
<td>Same as 4</td>
<td>I</td>
</tr>
<tr>
<td>English Literature and Composition*</td>
<td>ENC 1101 (3 credits)</td>
<td>ENC 1101 and ENC 1102 or ENL 2010 or ENL 2022 (6 credits)</td>
<td>Same as 4</td>
<td>I or IV</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ISC 1143 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>V</td>
</tr>
<tr>
<td>European History</td>
<td>EUH 1009 is unique to this exam and will count as elective only (3 credits)</td>
<td>Same as 4</td>
<td>III</td>
<td>Elective</td>
</tr>
<tr>
<td>French Language</td>
<td>FRE 2000 (3 credits)</td>
<td>FRE 2000 and FRE 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>French Literature</td>
<td>FRW 2000 (3 credits)</td>
<td>FRW 2000 and FRW 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>German Language</td>
<td>GER 2000 (3 credits)</td>
<td>GER 2000 and GER 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>Government and Politics: Comparative</td>
<td>CPO 2002 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>III</td>
</tr>
<tr>
<td>Government and Politics: United States</td>
<td>POS 1041 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>III</td>
</tr>
<tr>
<td>Human Geography</td>
<td>GEO 2420 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>ITA 2000 (3 credits)</td>
<td>ITA 2000 and ITA 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>JPN 2000 (3 credits)</td>
<td>JPN 2000 and JPN 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>Latin: Latin Literature</td>
<td>LNW 2700</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>LNW 2321</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Music Theory</td>
<td>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)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Physics B</td>
<td>PHY 2053C (4 credits)</td>
<td>PHY 2053C and PHY 2054C (8 credits)</td>
<td>Same as 4</td>
<td>V</td>
</tr>
<tr>
<td>Physics C: Electricity/Magnetism</td>
<td>PHY 2054C or PHY 2054/2054L (4 credits)</td>
<td>PHY 2049C or PHY 2049/2049L (5 credits)</td>
<td>Same as 4</td>
<td>V</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>PHY 2053C (min. 4 credits)</td>
<td>PHY 2048C (5 credits)</td>
<td>Same as 4</td>
<td>V</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 2012 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>III</td>
</tr>
<tr>
<td>Russian Language and Culture</td>
<td>RUS 2000 (3 credits)</td>
<td>RUS 2000 and RUS 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPN 2000 (3 credits)</td>
<td>SPN 2000 and SPN 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>SPW 2000 (3 credits)</td>
<td>SPW 2000 and SPW 2001 (6 credits)</td>
<td>Same as 4</td>
<td>Elective</td>
</tr>
<tr>
<td>Statistics</td>
<td>STA 2023 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>II</td>
</tr>
<tr>
<td>Studio Art: Drawing Portfolio</td>
<td>ART 1300C (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Studio Art: 2-D Design Portfolio</td>
<td>ART 1201C (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>Studio Art: 3-D Design Portfolio</td>
<td>ART 1203C (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>Elective</td>
</tr>
<tr>
<td>United States History</td>
<td>AMH 1010 (3 credits)</td>
<td>AMH 1010 and AMH 1020 (6 credits)</td>
<td>Same as 4</td>
<td>III</td>
</tr>
<tr>
<td>World History</td>
<td>WOH 1022 (3 credits)</td>
<td>Same as 3</td>
<td>Same as 3</td>
<td>III</td>
</tr>
</tbody>
</table>

* 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 and 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 awarded 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.

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

<table>
<thead>
<tr>
<th>Exam</th>
<th>Scale Score of 50 for Passing</th>
<th>General Education Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, College</td>
<td>MAC 1105 (3 credits)</td>
<td>II</td>
</tr>
<tr>
<td>American Government</td>
<td>POS 1041 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>American Literature</td>
<td>AML 2010* or 2020* (3 credits)</td>
<td>IV</td>
</tr>
<tr>
<td>Biology, General</td>
<td>BSC 1007C (4 credits)</td>
<td>V</td>
</tr>
<tr>
<td>Business Law, Introduction to</td>
<td>BUL 2131 (3 credits)</td>
<td>None</td>
</tr>
<tr>
<td>Calculus</td>
<td>MAC 2233 (3 credits)</td>
<td>II</td>
</tr>
<tr>
<td>Chemistry, General</td>
<td>CHM 1025C (5 credits)</td>
<td>V</td>
</tr>
<tr>
<td>College Composition, Modular</td>
<td>ENC 1101* and 1102* (6 credits)</td>
<td>I</td>
</tr>
<tr>
<td>College Composition, Modular</td>
<td>ENC 1101* and 1102* (6 credits)</td>
<td>I</td>
</tr>
<tr>
<td>Educational Psychology, Introduction to</td>
<td>EDP 1002 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENL 2010* or 2022* (3 credits)</td>
<td>IV</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>ACG 2021C (4 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>French Language</td>
<td>FRE 1120 (3 credits)</td>
<td>Score of 50</td>
</tr>
<tr>
<td>German Language</td>
<td>GER 1120 (3 credits)</td>
<td>Score of 50</td>
</tr>
<tr>
<td>History of the United States I: Early Colonizations to 1877</td>
<td>AMH 1010 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>History of the United States II: 1865 to Present</td>
<td>AMH 1020 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>DEP 2004 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Humanities</td>
<td>HUM 2250* (3 credits)</td>
<td>IV</td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>CGS 1000 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Macroeconomics, Principles of</td>
<td>ECO 2013 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>MAN 2021 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>MAR 2011 (3 credits)</td>
<td>None</td>
</tr>
<tr>
<td>Mathematics, College</td>
<td>MGF 1106 or 1107 (3 credits)</td>
<td>II</td>
</tr>
<tr>
<td>Microeconomics, Principles of</td>
<td>ECO 2023 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Precalculus Algebra/Trigonometry</td>
<td>MAC 2147 (4 credits)</td>
<td>II</td>
</tr>
<tr>
<td>Precalculus</td>
<td>MAC 1140 (3 credits)</td>
<td>II</td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>PSY 2012 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>SYG 2000 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>SPN 1120 (3 credits)</td>
<td>Score of 50</td>
</tr>
<tr>
<td>Western Civilization I: Ancient Near East to 1648</td>
<td>EUH 1000 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Western Civilization II: 1648 to Present</td>
<td>EUH 1001 (3 credits)</td>
<td>III</td>
</tr>
</tbody>
</table>

* Meets part of the Gordon Rule requirement.
International Baccalaureate (IB) Program

The IB program is an advanced level two-year curriculum for high school students offered at select high schools. SCF will award IB diploma students credit hours of IB credit upon presentation of test scores. Students must request that official IB exam scores and high school transcripts be sent to the SCF 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.

<table>
<thead>
<tr>
<th>Exam</th>
<th>IB Score of 4</th>
<th>IB Score of 5-7</th>
<th>General Education Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>BSC 1005C</td>
<td>BSC 1005C and BSC 2010C</td>
<td>V</td>
</tr>
<tr>
<td>Business and</td>
<td>GEB 1011</td>
<td>GEB 1011</td>
<td>Elective</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 1025C</td>
<td>CHM 1022C and CHM 2045C</td>
<td>V</td>
</tr>
<tr>
<td>Economics</td>
<td>ECO 2023</td>
<td>ECO 2013 and ECO 2023</td>
<td>Elective</td>
</tr>
<tr>
<td>English A1</td>
<td>ENC 1101*</td>
<td>ENC 1101* and ENC 1102*</td>
<td>I</td>
</tr>
<tr>
<td>Film Studies</td>
<td>FIL 1000</td>
<td>FIL 1000 and FIL 1420</td>
<td>Elective</td>
</tr>
<tr>
<td>French</td>
<td>FRE 1121 (3 credits)</td>
<td>FRE 1121 and 2200 (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Further Mathematics (Adv. Math.)</td>
<td>MGF 1106</td>
<td>MGF 1106 and STA 2023</td>
<td>II</td>
</tr>
<tr>
<td>Geography</td>
<td>GEA 2000</td>
<td>GEO 1200 and GEO 2420</td>
<td>III (if score=4; if score=5-7, elective)</td>
</tr>
<tr>
<td>German</td>
<td>GER 1121 (3 credits)</td>
<td>GER 1121 and 2200 (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>History</td>
<td>WOH 1030</td>
<td>WOH 1030 and EUH 1000 (6 credits)</td>
<td>Elective, III</td>
</tr>
<tr>
<td>Latin</td>
<td>LAT 1121</td>
<td>LAT 1121 and LAT 2200</td>
<td>Elective</td>
</tr>
<tr>
<td>Math Methods</td>
<td>MAC 1105</td>
<td>MAC 1105 and MAC 1140 or MAC 1140 and MAC 2233</td>
<td>II</td>
</tr>
<tr>
<td>Math Studies</td>
<td>MAT 1033</td>
<td>MAT 1033 and MGF 1106</td>
<td>Elective, II</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MAC 2147</td>
<td>MAC 2147 and MAC 2233 or MAC 2233 and MAC 2311</td>
<td>II</td>
</tr>
<tr>
<td>Music</td>
<td>MUL 2010 (3 credits)</td>
<td>MUL 2010 and MUT 1001 (6 credits)</td>
<td>IV, Elective</td>
</tr>
<tr>
<td>Philosophy</td>
<td>PHI 1010 (3 credits)</td>
<td>PHI 1010 and PHI 2001 (6 credits)</td>
<td>Elective, IV</td>
</tr>
<tr>
<td>Physics</td>
<td>PHY 1020C</td>
<td>PHY 2053C and PHY 2054C</td>
<td>V</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 2012</td>
<td>PSY 2012 and PSY XXXX</td>
<td>III and Elective</td>
</tr>
<tr>
<td>Social Anthropology</td>
<td>ANT 2410</td>
<td>ANT 2410 and ANT 2000</td>
<td>Elective, III</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPN 1121 (3 credits)</td>
<td>SPN 1121 and SPN 2200 (min. 6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>THE 2000 or THE 2020</td>
<td>THE 2000* or THE 2020* and one semester (3 credits) in theater history, performance, stagecraft, theory or literature depending on student’s strengths</td>
<td>IV or Elective</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>ART 1300C or</td>
<td>ART 1300C or ARH 2000 and additional ART/ARH course determined by institution</td>
<td>Elective or IV</td>
</tr>
<tr>
<td></td>
<td>ARH 2000 (3 credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Passing Score of “A”, “B”, “C”, “D”, “E” (grades are not based on the American “A” – “F” grading scale)</th>
<th>General Education Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art and Design (AS-Level)</td>
<td>ART 1201C (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Art and Design (A-Level)</td>
<td>ART 1201C and 1203C (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Biology (AS-Level)</td>
<td>BSC 1005C (4 credits)</td>
<td>V</td>
</tr>
<tr>
<td>Biology (A-Level)</td>
<td>BSC 2010C (7 credits)</td>
<td>V</td>
</tr>
<tr>
<td>Business Studies (AS-Level)</td>
<td>GEB 1011 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Business Studies (A-Level)</td>
<td>GEB 1011 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Chemistry (AS-Level)</td>
<td>CHM 1025C (5 credits)</td>
<td>V</td>
</tr>
<tr>
<td>Chemistry (A-Level)</td>
<td>CHM 1025C (5 credits)</td>
<td>V</td>
</tr>
<tr>
<td>Economics (A-Level)</td>
<td>ECO 2013 and ECO 2023 (6 credits)</td>
<td>III and Elective</td>
</tr>
<tr>
<td>English (AS-Level) – Art and Design (AS-Level)</td>
<td>ENC 1101* (3 credits)</td>
<td>I</td>
</tr>
<tr>
<td>English (AS-Level) – Art and Design (A-Level)</td>
<td>ENC 1101* or ENC 1102* (3 credits)</td>
<td>I</td>
</tr>
<tr>
<td>English (A-Level) – Literature in English</td>
<td>ENC 1102* or ENC 1102* or ENC 1102* and ENL 2010* or 2012* (6 credits)</td>
<td>I or IV</td>
</tr>
<tr>
<td>French Language (AS-Level)</td>
<td>FRE 1120 or 1121 (4 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>French Literature (AS-Level)</td>
<td>FRW 2000 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>French (A-Level)</td>
<td>FRE 1120 and 1121 or 2200 and 2201 (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Geography (AS-Level)</td>
<td>GEA 2000 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Geography (A-Level)</td>
<td>GEO 1200 and GEO 2420 (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>German Language (AS-Level)</td>
<td>GER 1120 or 1121 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>German (A-Level)</td>
<td>GER 1120 and 1121 or 2200 and 2201 (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>History (AS-Level)</td>
<td>Three credits for each successfully passed paper, subject to course review. SCF will assign course credit equivalents based on each student’s curriculum and may ask student to provide more information than is available on student’s score report or transcripts.</td>
<td>III or elective</td>
</tr>
<tr>
<td>History (A-Level)</td>
<td>Six credits for each successfully passed paper, subject to institutional review. SCF will assign course credit equivalents based on each student’s curriculum and may ask student to provide more information than is available on student’s score report or transcripts.</td>
<td>III or elective</td>
</tr>
<tr>
<td>Latin (AS-Level)</td>
<td>LAT 1120 or 1121 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Marine Science (AS-Level)</td>
<td>OCE 1001 (3 credits)</td>
<td>V</td>
</tr>
<tr>
<td>Mathematics (AS-Level)</td>
<td>MAC 2147 (4 credits)</td>
<td>II</td>
</tr>
<tr>
<td>Mathematics (A-Level)</td>
<td>MAC 2311 (4 credits)</td>
<td>II</td>
</tr>
<tr>
<td>Music (AS-Level)</td>
<td>MUH 1001 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Music (A-Level)</td>
<td>MUH 1001 and MUH 1011 or MUH 1012 (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Physics (A-Level)</td>
<td>PHY 2053C or PHY 1054C (8 credits)</td>
<td>V</td>
</tr>
<tr>
<td>Psychology (AS-Level)</td>
<td>PSY 2012 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Psychology (A-Level)</td>
<td>PSY 2012 and other Psychology course (minimum 6 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Sociology (A-Level)</td>
<td>SYG 2000 (3 credits)</td>
<td>III</td>
</tr>
<tr>
<td>Spanish Language (AS-Level)</td>
<td>SPN 1120 or 1121 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Spanish Literature (AS-Level)</td>
<td>SPN 1120 or 1121 or 2200 or 2201 (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Spanish (A-Level)</td>
<td>SPN 1120 and 1120 or 2200 and 2201 (6 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Thinking Skills (A-Level)</td>
<td>PHI X103 or PHI X401 and PHI 2001 (6 credits)</td>
<td>Elective, IV</td>
</tr>
</tbody>
</table>

* Meets part of the Gordon Rule requirement.
DSST Exams

The Defense Activity for Nontraditional Education Support (formerly the DANTES) program is a test conducted by the Educational Testing Services (ETS). The DSST Subject Standardized Tests measure earned achievement in specific college courses and in calculated credit hours. No duplicate credit can be earned nor will ETS assign grades 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 Subject Standardized Tests (DANTES)

<table>
<thead>
<tr>
<th>Exam</th>
<th>Course Number (3 credits per exam)</th>
<th>Passing Score</th>
<th>General Education Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A History of the Vietnam War</td>
<td>AMH 2930</td>
<td>44</td>
<td>Elective</td>
</tr>
<tr>
<td>Art of the Western World</td>
<td>ARH 2000</td>
<td>48</td>
<td>IV</td>
</tr>
<tr>
<td>Astronomy</td>
<td>AST 1002</td>
<td>48</td>
<td>V</td>
</tr>
<tr>
<td>Business Math</td>
<td>QMB 1001</td>
<td>48</td>
<td>None</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CJI 1000 or CJI 1020</td>
<td>49/400</td>
<td>Elective</td>
</tr>
<tr>
<td>Ethics in America</td>
<td>PHI 2600</td>
<td>46/400</td>
<td>IV</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>EDF 1005</td>
<td>46/400</td>
<td>Elective</td>
</tr>
<tr>
<td>Fundamentals of College Algebra</td>
<td>MAT 1033</td>
<td>47/400</td>
<td>II</td>
</tr>
<tr>
<td>Fundamentals of Counseling</td>
<td>PCO 1202</td>
<td>45</td>
<td>Elective</td>
</tr>
<tr>
<td>General Anthropology</td>
<td>ANT 2000*</td>
<td>47</td>
<td>III</td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>HSC 1100</td>
<td>48/400</td>
<td>Elective</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>MAN 2300</td>
<td>46</td>
<td>None</td>
</tr>
<tr>
<td>Human/Cultural Geography</td>
<td>GEO 2420</td>
<td>48</td>
<td>Elective</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>GEB 1011</td>
<td>46</td>
<td>Elective</td>
</tr>
<tr>
<td>Introduction to Computing</td>
<td>CGS 1000</td>
<td>45/400</td>
<td>Elective</td>
</tr>
<tr>
<td>Introduction to Law Enforcement</td>
<td>CJL 1000</td>
<td>45</td>
<td>Elective</td>
</tr>
<tr>
<td>Introduction to Modern Middle East</td>
<td>ASH 1044</td>
<td>47</td>
<td>Elective</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>REL 2300</td>
<td>48/400</td>
<td>IV</td>
</tr>
<tr>
<td>Lifespan Developmental Psychology</td>
<td>DEP 2004</td>
<td>46</td>
<td>Elective</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>INP 2710</td>
<td>48</td>
<td>Elective</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>FIN 2001</td>
<td>46/400</td>
<td>None</td>
</tr>
<tr>
<td>Physical Geology</td>
<td>GLY 2010</td>
<td>46</td>
<td>V</td>
</tr>
<tr>
<td>Principles of Physical Science I</td>
<td>PSC 1121C</td>
<td>47</td>
<td>V</td>
</tr>
<tr>
<td>Principles of Public Speaking</td>
<td>SPC 1600</td>
<td>47</td>
<td>I</td>
</tr>
<tr>
<td>Principles of Statistics</td>
<td>STA 2023</td>
<td>48/400</td>
<td>II</td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>MNA 1345</td>
<td>46</td>
<td>None</td>
</tr>
<tr>
<td>Rise and Fall of the Soviet Union</td>
<td>EUH 1066</td>
<td>45</td>
<td>Elective</td>
</tr>
<tr>
<td>Technical Writing</td>
<td>ENC 2210*</td>
<td>46</td>
<td>Elective</td>
</tr>
<tr>
<td>The Civil War and Reconstruction</td>
<td>AMH 1050</td>
<td>47</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Excelsior College Examinations

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program) are developed by Excelsior College in Albany, New York using national committees of faculty consultants and national studies. Excelsior College Examinations are approved by the American Council on Education and Excelsior College 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 exam scores.

### Excelsior College Examinations

<table>
<thead>
<tr>
<th>Exam</th>
<th>Course Number (3 credits per exam)</th>
<th>Passing Score</th>
<th>General Education Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>ENC 1101* or ENC 1102*</td>
<td>40 (Form E - 41)</td>
<td>I</td>
</tr>
<tr>
<td>Ethics: Theory and Practice</td>
<td>PHI 1630</td>
<td>46</td>
<td>Elective</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>MAN 2300</td>
<td>44</td>
<td>Elective</td>
</tr>
<tr>
<td>Lifespan Developmental Psychology</td>
<td>DEP 2004</td>
<td>45</td>
<td>Elective</td>
</tr>
<tr>
<td>Psychology of Adulthood and Aging</td>
<td>DEP 2401 or DEP 2402</td>
<td>45</td>
<td>Elective</td>
</tr>
</tbody>
</table>

* Meets part of the Gordon Rule requirement.
Transfer Credit for USAFI and Armed Forces School Courses

Credit may be given for no more than nine term hours of satisfactorily completed college courses that parallel courses offered by SCF. In order to be considered, official records of such courses must be filed before admission to the College. Such credit must be validated by the completion of 15 degree credits at SCF with a minimum grade point average of 2.0.

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 Associate in Arts 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 Approval (Nondegree-Seeking Non-SCF Students)*

Students working toward a degree at other colleges or universities 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. An unofficial transcript to prove completion of prerequisite requirements may be required before meeting with an advisor to request a course permit. Students must complete the SCF transcript request form and pay the transcript fee (see “Cost and Fee Information”) in the educational records office so that the home institution will be informed that the credit was earned.

*NOTE: Electronic transient approval forms are available online for all Florida institutions at FACTS.org.

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 educational records 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 re-register 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 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 (A, B, E, F, G, H, J, K, L, N, O, P, R, T, TD, TN, V or TPS). 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, New Jersey, U.S.A. 08541-6152. The telephone number is 609-771-7100, FAX number 609-771-7500, website: www.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. For more information, go to scf.edu/International and click on “Intensive English Programs.”

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 is an equivalent 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.

   Students attending SCF on an F-1 student status may work only on campus if employment is available. Because of this uncertainty, students are not able to use these monies as part of their financial resources.

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. Information on local housing may be obtained by going to the international student pages on the SCF website at scf.edu/International.

   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 educational records 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 coordinator of educational records 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, e-mail 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. International students are encouraged to work closely with the coordinator of educational records.

   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 educational records office. Pay application fee if international student.

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.

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 is an equivalent from an accredited high school in the United States.

4. Submit placement test scores: Postsecondary Education Readiness Test (PERT), ACT or SAT and/or the TOEFL that are no more than two years old. 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 Web registration. Orientation is mandatory for all new students and is by appointment only. A mandatory online orientation is required for all degree-seeking transfer students.

SUMMARY OF SUPPORTING DOCUMENTS REQUIRED FOR ADMISSION

| First-Time College Admissions: Degree-Seeking | ✓ | ✓ | ✓ | ✓ |
| Special Admissions: Nondegree-Seeking | ✓ | ✓ | ✓** | ✓** |
| Transfer: Degree-Seeking | ✓ | ✓ | ✓ | ✓ |
| Transient: Nondegree-Seeking | ✓ | ✓ | ✓** | ✓** |
| Readmission: Degree-Seeking | ✓ | ✓ | ✓ | ✓ |
| High School/College Coenrollment: Academic Enrichment | ✓ | ✓ | ✓ | ✓ |
| Dual Enrollment | ✓ | ✓ | ✓ | ✓ |
| Early Admission | ✓ | ✓ | ✓ | ✓ |
| Audit Admission: Nondegree-Seeking | ✓ | ✓ | ✓** | ✓** |
| International Students | ✓ | ✓ | ✓ | ✓ |
| Selective Admissions/Limited Access (including Baccalaureate Programs) | ✓ | ✓ | ✓** | ✓ | ✓ | ✓ | ✓ | ✓ |

* Placement test scores or previous college coursework are required for English, mathematics or reading courses, even for nondegree-status students.

** Separate application and fee required for selective admission programs.

1 Transcripts must be sent directly from all previous institutions attended.
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 execute a Statement of Residence whether or not they claim in-state residence. If the applicant is under 24 years of age and unmarried, the statement also must be signed by a parent or court-ordered 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 or court-ordered guardian has, 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. 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 or a legal alien granted indefinite stay by the Department of Homeland Security. 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.

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 legal 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.

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 educational records 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. Note: A step-parent cannot be the claimant unless he or she has legally adopted or has legal guardianship of the student (copy of court papers is required).

To qualify as a Florida “resident for tuition purposes,” a student must be a U.S. citizen, legal permanent resident, or hold a visa status approved by the Florida legislature. 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 or legal guardian, has established and maintained legal residence in Florida for at least twelve (12) consecutive months immediately preceding their first enrollment at the State College of Florida, Manatee-Sarasota (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 legal 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.
• 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/legal 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).

The claimant must provide two forms of evidence from the following lists: at least one document MUST be from Tier One; ONE document from Tier Two may be used in conjunction with one document from Tier One. ALL documents supporting the establishment of legal residence (whether from Tier One and/or Tier Two) must be dated, issued, or filed twelve (12) consecutive months before the deadline for submission of residency documentation classification is sought. No single piece of documentation will be considered conclusive.

TIER ONE (at least ONE document MUST be from the following list):

1. Florida voter registration card
2. Florida driver license
3. State of Florida identification card
4. Florida vehicle registration
5. Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant (mortgage, deed, contracts/agreements must be dated twelve (12) consecutive months prior to the deadline for submission of residency documentation).
6. Proof of a homestead exemption in Florida
7. Transcripts from a Florida high school for multiple years or a Florida GED and score report (only if high school diploma or GED was earned within the last twelve (12) consecutive months); if transcript or Florida GED is the student’s, the claimant must be listed as the student’s parent or legal guardian.
8. Proof of permanent full-time employment in Florida (letters from current and past employers on letterhead stating the date of hire and that claimant has been employed as a permanent full-time employee for at least 30 hours per week for the last twelve (12) consecutive months).

TIER TWO (ONE document from the following list may be used if claimant has only one document from Tier One above):

1. A declaration of domicile in Florida
2. A Florida professional or occupational license (must be current and show at least twelve (12) consecutive months).
3. Florida incorporation
4. Documents evidencing family ties (Example: adoption or legal guardianship papers or other official court documents).
5. Proof of membership in Florida-based charitable or professional organizations (NOTE: membership in a church does not constitute membership in a Florida based charitable organization).
6. Utility bills and proof of twelve (12) consecutive months of payments (cable/satellite TV, electric, gas, water, telephone, NOTE: cell/mobile phones cannot be used); service must be current; only one utility may be used).
7. A lease agreement and proof of twelve (12) consecutive months of payments (lease must be current; copies of prior leases may be used to establish twelve (12) consecutive months); or an official state, federal, or court document for housing evidencing legal ties in Florida.
8. Any other documentation that supports the student’s request for resident status.

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: individual 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, signed the statement indicating that you were a non-Florida resident) may become eligible for reclassification to a Florida resident by presenting documentation and completing the “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 if that individual is a dependent, presents clear and convincing documentation that supports permanent legal residency in this state for 12 consecutive months. A student, or 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 Tier One and Tier Two. One of the three documents MUST come from Tier One.

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 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/her legal residency, evidence of his/her marriage to a legal resident, and evidence of his/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 Tier One and Tier Two. One of the three documents MUST come from Tier One. 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 www.facts.org.

Registration
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 in the educational records office:

- SCF Application for Admission;
- Official high school transcript, or GED, 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 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 development advisor.

All students must register by the end of the add/drop period as published in the academic calendar. Late start classes may have different add, drop and withdrawal dates. Go to the online course schedule course comments for this information.

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 and select the term.

Registration Priority Dates
Registration priority dates are established each term based upon credits completed at the end of the previous term (excluding remedial courses) and are published in the academic calendar on the SCF website and the College Catalog. The dates are grouped according to continuing, transfer, transient, returning, new and dual enrollment student cohort status.

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 academic calendar on the SCF website and in this Catalog. Late start classes may have different add, drop and withdrawal dates. Go to the online course schedule course comments for this information.

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.

For extenuating circumstances, students may use the “Student Request for Administrative Record Change” form available at the educational records, advising center and academic departmental offices. These forms are to be used only the week following drop/add (also referred to as the “Faculty Adjustment Week”) for special circumstances as determined by the individual academic departments.

Students must follow regular withdrawal procedures to withdraw from a course after deadlines that are published in the academic calendar on the SCF website each term and in this Catalog.

**Personal Identification Number (PIN)**

All students must have a student identification number, user ID and password to register by Web and to access their grades and academic records online. Once a student successfully logs into the system, the student should enter a new password for security reasons. A new password must be created using six numbers. The student will be asked several security questions. Students are encouraged to select a password and answer questions that are easy to remember as this will allow the student to reset the password at a later time. Students should remember to protect their password, as it is their access to confidential student information.

If a student has logged into the system incorrectly multiple times, they will not be able to access their academic records. Students can request a password code reset from the educational records office and must bring a current picture identification card (i.e. driver license or current student identification card) in person to the educational records office. Requests also can be faxed to 941-727-6380 (Bradenton) or 941-480-3156 (Venice) and must include the student’s request for the reset, a signature and an attached copy of a valid identification card. Faxed requests require 24 hours for completion. **Passwords cannot be reset via telephone or e-mail.**

**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 that 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 the term. 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**

<table>
<thead>
<tr>
<th>Department</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Technology</td>
<td>941-752-5281</td>
</tr>
<tr>
<td>Fine &amp; Performing Arts</td>
<td>941-752-5251</td>
</tr>
<tr>
<td>Fine &amp; Performing Arts (Music)</td>
<td>941-752-5351</td>
</tr>
<tr>
<td>Health Professions</td>
<td>941-752-5209</td>
</tr>
<tr>
<td>Language &amp; Literature (Music)</td>
<td>941-752-5242</td>
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<tr>
<td>Mathematics</td>
<td>941-752-5224</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>941-752-5341</td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences</td>
<td>941-752-5314</td>
</tr>
</tbody>
</table>

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 college preparatory 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 college preparatory 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 credit hours beyond the 18 credit limit requires a Petition for an Overload. Petitions must be acquired from and approved by student development advisors at SCF Bradenton or SCF Venice. Students are limited to 21
total credit hours for a single term. Appeals to this policy can be directed to the vice president of educational and student services (or designee).

Petition for Overload (for students admitted to a baccalaureate program): A student wishing to take additional credit hours beyond the 18 credit limit requires a Petition for an Overload - Baccalaureate. Petitions must be acquired from and approved by the baccalaureate program director. Students are limited to 21 total credit hours for a single term. Appeals to this policy can be directed to the vice president of baccalaureate programs.

**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 on either campus. Students will have an electronic 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 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, an advisor or 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 Web-based 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 over the Web.

**FACTS (Florida Academic Counseling and Tracking for Students)**

FACTS (Florida Academic Counseling and Tracking for Students) 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 other services. Students can access FACTS through www.facts.org or through a link on the SCF website 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 on this website: www.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.

<table>
<thead>
<tr>
<th>Per Credit Hour:</th>
<th>Florida Resident</th>
<th>Non-Florida Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-year program courses</td>
<td>$102.48</td>
<td>$386.52</td>
</tr>
<tr>
<td>Baccalaureate courses</td>
<td>$113.64</td>
<td>$443.64</td>
</tr>
</tbody>
</table>

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 college preparatory courses are assessed by college preparatory credits equivalent in time to degree credits. Audit students pay the same fees as credit students.

Continuing workforce education fees vary by course but the applicable tuition/out-of-state fees will comply with Section 1011.80, Florida Statutes, that 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 college preparatory 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 |
| Basic Entrance Test (HOBET V): | $50 nonrefundable |
| Insurance Fee: | $13 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

OneCard Replacement Fee: $21 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 and SCF Venice 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 is also responsible for costs associated with collection.)

Student ID Card Replacement Fee: $10 nonrefundable

Testing Fees: nonrefundable

<table>
<thead>
<tr>
<th>SCF Student</th>
<th>Non-SCF Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERT-Reading</td>
<td>$10</td>
</tr>
<tr>
<td>PERT-Writing</td>
<td>$10</td>
</tr>
<tr>
<td>PERT-Math</td>
<td>$10</td>
</tr>
<tr>
<td>PERT-Retake*</td>
<td>$10</td>
</tr>
</tbody>
</table>

NOTE: PERT = Postsecondary Education Readiness Test

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

continued
Testing Fees: nonrefundable

<table>
<thead>
<tr>
<th>SCF Student</th>
<th>Non-SCF Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCELPT-Elementary Algebra</td>
<td>-0-</td>
</tr>
<tr>
<td>FCELPT-College Level Math</td>
<td>-0-</td>
</tr>
<tr>
<td>FCELPT-Retake (each section)*</td>
<td>$10</td>
</tr>
</tbody>
</table>

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.

CLEP

$80 test fee + $15 administration fee

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 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

Student fees may be paid online by check, American Express, MasterCard, VISA (debit or credit) or in person at the fee payment office on either campus.
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 which 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., e-mail, 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.

5. A veteran, who is eligible for VA education benefits under provisions within the Florida statutes, will be granted a 60-day deferment for tuition and fees. A VA student is entitled to deferment only ONCE during an academic year. Since certain VA benefits are paid directly to the student, the student is responsible for payment of this deferment to the College.

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 non-payment, 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.

Deferments will be granted up to 60 days (30 days for Summer term) from the first day of classes, but not beyond 10 days before the end of the term to which the fees apply for those students who have applied for, and been deemed eligible for financial aid or as otherwise permitted by law. Deferments must be paid with the proceeds of the financial aid for which the deferment was granted at the time it is received. ALL deferments must be paid on or before the 60th day (30th day for Summer term) from the first day of classes in the term issued. The student is responsible for the payment of the deferment and will be subject to restrictions and collection practices associated with delinquent student accounts.

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 third-party agreement must be approved by the president of the College prior to its use as a payment method.

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 which has been selected by the vice president of business 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 business 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, drug screening fees, duplicate diploma fees, fingerprinting fees, graduation fees, ID card replacement fees, insurance fees, late fees, reinstatement fees, 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 Higher One, 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 educational and student services at SCF Bradenton and in the office of the provost 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 seven consecutive days of hospitalization. To request a fee waiver, a refund petition, including appropriate hospital admission and discharge documentation must be submitted.

Higher One Card

SCF has partnered with Higher One, a financial services company, to process refund disbursements to students. Upon initial Web registration in a course a OneCard is mailed to each student at the mailing address listed on the student's official educational record. Students MUST activate their OneCard in order to receive a refund. During activation, students choose their refund method.

- One Account – Debit MasterCard with a free checking account
- ACH transfer to an existing bank account

If a card is sent to the official address listed on the student’s official educational record and it is incorrect, a $10.00 replacement fee will be assessed. This represents the charge by Higher One to issue a new card.

If a card is destroyed or discarded and the student requests a new one, a fee of $21.00 will be assessed for an activated card or $10.00 for an inactive card.

Replacement cards can be ordered through the fee payment office at SCF Bradenton or SCF Venice.
Student Financial Aid

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 on the Student Aid Report (SAR) 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 acknowledgement from the U.S. Department of Education when the FAFSA is successfully submitted.

SCF’s Title IV Code is: 001504.

Financial Aid Eligibility Criteria

If a student qualifies for a Federal Pell Grant, an award will be offered if the student meets these requirements:

• The student has been accepted for admission to the College as a regular A.A., A.A.S., A.S. B.A.S. or B.S. degree-seeking student.
• The student submitted all required forms and documents to verify his or her application.
• The student meets the U.S. citizenship or residency requirements.
• The student is not in default on a student loan or does not owe a refund on a scholarship or grant.
• The student is making satisfactory academic progress.

Note: A foreign student who is attending SCF on a student visa is not eligible for federal financial aid programs. Please see the FAFSA for more information.

Note: If a student qualifies for financial aid, an award letter noting all forms of aid will be sent by the financial aid services office.

The following priority deadlines for each term are provided for student financial planning. If all required paperwork is not submitted by the term deadline, students will need to pay for classes and be reimbursed if eligible when their financial aid has been finalized.

Fall 2012 Term - July 2, 2012
Spring 2013 Term - Nov. 16, 2012
Summer 2013 Term - April 26, 2013

Students can check their financial aid status by going to scf.edu/SCFconnect.

Disbursement of Aid

A financial aid award (other than work study) may be used for registration fees for the specified term(s). At the close of registration, any balance in the account will be credited to the student unless otherwise specified by a private scholarship donor. Refunds of any credit balance will be forwarded to the student based upon the student’s OneCard chosen option after the financial aid census date. Please see the academic calendar for more detailed information.

The first loan disbursement for a first-year student who has not previously had a Stafford Loan will be 30 days after classes begin. A student may be eligible for a deferment of fees and/or short-term loan for books if the financial aid file is complete.

Students who are employed in one of the SCF college work programs will be paid bi-weekly for hours worked.

Financial Aid Terminology

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

Scholarships:
Awards generally based upon a skill or achievement and usually do not require repayment.

Loans:
May be need or non-need based. Repayment is 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 federal government program. Qualified students may be awarded up to $5,550 per year at SCF.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG is a need-based federal program. The priority deadline is May 1, 2012, 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. To be eligible for an award, a student must be a resident of Florida for one year and must be a half-time (six credit hours) student. The prior-
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 is available in the annual publication, “Financial Aid Sources for Florida Students.” This publication is available in the SCF financial aid office.

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 for the 2012-13 academic year is available online.

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

Reasons for Scholarship or Grant Repayments
The following actions will 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. Due to reduced eligibility, the student will 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 will 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 one is eligible to receive is directly affected by the amount of FWS funds already awarded and vice versa. 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.

William D. Ford Federal Direct Education Loans
Financial aid awarded in the form of loans must be repaid. For this reason, loans are considered to be a “self-help” form of assistance.

Federal Direct Stafford Loans (FDSL)
The Federal Direct Stafford Loan is available to eligible students who are accepted for admission as a regular student and enrolled at least half time (six credit hours) at SCF at the time of disbursement. Students borrow directly from the federal government. The interest during periods of enrollment is paid by the federal government if the student demonstrates financial need. Entrance/exit interview information is required. First-year students will not receive a first-loan disbursement until at least 30 days after classes begin.

Additional Federal Direct Unsubsidized Stafford Loans
The additional Federal Direct Unsubsidized Stafford Loan is a non-need based loan available to eligible dependent and independent students who are accepted for admission as a regular student and enrolled at least half-time (six credit hours) at SCF at the time of disbursement. Students borrow directly from the federal government. The interest during periods of enrollment is NOT paid by the federal government. Entrance/exit interview information is required. First-year students will not receive a first-loan disbursement until at least 30 days after classes begin. If the financial aid file is complete, the student may be eligible for a deferment of fees and a short-term loan for books.
Federal Direct Parent Loans for Undergraduate Students (FD PLUS)

This federal loan program is available to parents of dependent undergraduate students. Qualified applicants may borrow from the federal government. The interest rate on these loans is variable.

Financial Aid Refund and Repayment Policy

Refunds and Repayments

CAUTION: If you are a financial aid recipient, please consult a financial aid specialist before dropping classes or withdrawing from the College.

SCF students receive a 100 percent refund on all tuition and fees for classes dropped prior to or during the drop/add period for each term. If the student is receiving financial assistance, any refund will first be credited to the financial assistance programs from which assistance was disbursed.

SCF’s tuition refund policy is separate from the federal requirement to return unearned aid when a student withdraws. Whether or not the student receives a tuition refund has no bearing on the amount the student may be required to repay under the Return of Title IV Funds formula.

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 should report to the financial aid office for exit interviews. 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.

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. That is, if the student completed 30 percent of the term, the student earns 30 percent of the aid received. Once the student has completed 60 percent of the term, the student is considered to have earned all of his or her aid.

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. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant

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 return of Title IV funds calculation will be done 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 every term (Fall, Spring and Summer).

The Satisfactory Academic Progress (SAP) policy consists of three requirements: Minimum cumulative grade point average (GPA), successful completion rate, and maximum time frame.

For the complete policy, go to scf.edu/SAP.

Veterans’ Information

The College is approved for veterans’ benefits by the state approving agency. Students who are attending SCF for the first time as well as students who are using VA benefits for the first time should contact the veterans’ benefits advisor on SCF Bradenton or SCF Venice well in advance of the semester to ensure that their benefits are in place.

Applying for VA Educational Benefits

New students must complete an application for benefits with the Department of Veterans Affairs. Students who have used their VA benefits at another institution need to complete the required application in order for benefits to be transferred to SCF.

VA Benefits

VA educational benefits vary based on chapter and enrollment. VA benefits are subject to change. Students should consult the Veterans Affairs or GI Bill website for up-to-date information.
Chapter 33 (Post 9/11)

Students receiving benefits under Chapter 33 are eligible for the following:

1. The in-state portion of tuition and all fees paid directly to the school.
2. A book stipend of $41.67 per credit certified.
3. A monthly housing allowance equal to the Basic Allowance for Housing (BAH) for an E-5 with dependents based on the zip code of the college. The BAH is prorated based on the applicable percentage and by the number of certified credits.

<table>
<thead>
<tr>
<th>Credits*</th>
<th>Percent of Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>100</td>
</tr>
<tr>
<td>11</td>
<td>90</td>
</tr>
<tr>
<td>10</td>
<td>80</td>
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<tr>
<td>9</td>
<td>80</td>
</tr>
<tr>
<td>8</td>
<td>70</td>
</tr>
<tr>
<td>7</td>
<td>60</td>
</tr>
<tr>
<td>6 or less</td>
<td>Tuition and fees only</td>
</tr>
</tbody>
</table>

Note: All benefits are prorated by the applicable percentage (based on aggregate active duty service).

* The VA may calculate the number of credits for a course to be greater than the number published in the Catalog if the course begins after the first day of the semester, finishes before the end of the semester or both. Please consult the SCF website for details.

Chapter 31 (Voc Rehab)

Consult your Veterans Affairs vocational rehabilitation counselor for information on your benefits. Please note that veterans receiving educational benefits under Chapter 31 may be eligible for Chapter 33 BAH. Consult your vocational rehabilitation counselor to determine eligibility.

All Other Chapters

Monthly benefits vary depending on the VA educational program. Students who are receiving VA benefits under any of the other chapters will receive a monthly payment based on the chapter. Benefits are prorated by the number of credits that are certified with the VA.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Percent of Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>100</td>
</tr>
<tr>
<td>9 - 11</td>
<td>75</td>
</tr>
<tr>
<td>6 - 8</td>
<td>50</td>
</tr>
<tr>
<td>5 or less</td>
<td>Tuition and fees only</td>
</tr>
</tbody>
</table>

Certification of Courses

The VA requires that the College certify that each course in which a student receiving benefits is enrolled is applicable for the degree that the student is currently pursuing. Each course must meet one of the following conditions:

Required Courses

Courses that are required either as core courses or electives and are listed as such in the Catalog.

Remedial Courses

The VA will pay for all remedial courses that a student is required to take based on the results of the student’s Postsecondary Education Readiness Test (PERT). Courses below the level indicated by the PERT cannot be certified with the VA unless the appropriate department head provides written permission stating the reason for the exception to the veterans’ benefits advisor.

Prerequisites

Any course that must be completed prior to enrollment in a course that is required for a degree can be certified with the VA.

Course Substitutions

Courses that have been approved by the program director as substitutes for required courses can be certified with the VA. The student must bring a copy of the approved course substitution form to the veterans’ benefits advisor before the course can be approved.

Last Semester Rule

The VA allows students who are taking their final courses required for graduation to fill their schedule to full time with courses that are not required for their degree. The last semester rule must be invoked in writing and can only be invoked once per program.

Tuition Assistance

Students who are currently enlisted in the National Guard or Reserves may be eligible for tuition assistance. Students should contact the appropriate person in their unit for further information.

Students receiving tuition assistance should be aware that if they are receiving benefits under Chapter 33 (Post 9/11) that any payments made to the school under tuition assistance will be deducted from the amount of tuition and fees that the VA will pay directly to the school.

Deferments

Students who are eligible for VA educational benefits and who have submitted a request for certification form will automatically be granted a 60 day deferment of their tuition and fees (30 days for the summer semesters).

The deferment may be extended for VA students who experience a delay in receiving benefits through no fault of their own. The request must be made in writing and state the reason for the extension request. Any request for an extension must be made seven days prior to the expiration date of the deferment.
Change of Major

Students who are receiving VA educational benefits are allowed to change their major. Students whose major does not agree with their major in their VA file will not be certified until the discrepancy is resolved.

Withdrawals

The VA will reduce the student’s level of benefits effective on the date of withdrawal or the last date of attendance if the instructor enters the withdrawal. Students who receive a monthly payment and who withdraw from courses may be required to repay any payments that VA has made that are associated with that course. Chapter 33 students also may be liable to repay the tuition, fees and book stipend for that course.

If students are withdrawn from a course by an instructor they must immediately report the withdrawal to their VA Advisor. Failure to do so may result in significant overpayment and a resulting debt to the VA.

Satisfactory Academic Progress (SAP)

Students receiving VA benefits must comply with the standards of Satisfactory Academic Progress (SAP) as defined in the financial aid section of this Catalog. Students must maintain a 2.0 GPA, a completion rate of 67 percent and may receive benefits for only 150 percent of the credits required for graduation in their degree program.

There are several factors that are taken into account when calculating SAP for VA purposes. (This does not apply to financial aid.)

• Since the College limits the number of military credits it will apply toward a degree, any military credits not used will not be used when calculating SAP.

• If a veteran earned credits at a prior college, those credits will not be used to calculate SAP if the credits were earned prior to enlistment in the military and the student is now enrolled in a degree program different from the one they were pursuing at the prior institution.

• Credits that are 10 years old at the time of enrollment at SCF and do not apply to the degree that is currently being pursued by the student will not be used in calculating SAP provided that the student has not attended college during that 10 year time span.

Students failing to meet the minimum standards will be placed on probation for one semester. If students fail to attain the minimum standards after a semester of probation their VA benefits will be placed on suspension. Students who have had their VA benefits suspended may have their benefits reinstated if:

1. Students take additional courses while not receiving VA benefits and attain the minimum required standards.

2. Students file a financial aid appeal and it is approved. VA students who have their financial aid appeal approved will automatically have their VA benefits restored, subject to any and all conditions imposed by financial aid. Since the mitigating circumstances accepted by the VA vary from those accepted by the financial aid office, students who have their financial aid appeal denied should bring a copy of their appeal to their VA advisor for further review under VA regulations.

3. Students file a VA appeal with the VA advisor. Appeal forms are located online and in the veteran services office.

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. Admitted as a full-time, part-time or summer-school student in an undergraduate program of study leading to a degree or certificate

2. 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. 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.

In order to receive the waiver, an eligible veteran must complete the waiver request form each semester and submit it to the veteran services office.

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 and their dependents who are attending SCF may receive orders for active duty, redeployment or relocation. In such cases, the College must receive a copy of the student’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 document may be submitted to the advisor of veteran’s affairs at SCF Bradenton or SCF Venice.

Policies and Procedures for Educational Records

Credit 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 college preparatory credits. |
| College Preparatory Credits | Credits carried by college preparatory courses that serve to prepare students for degree credit courses. When dictated by placement test scores, students must earn appropriate college preparatory credits before advancing to degree credits. College preparatory credits cannot be used to meet degree requirements and do not count toward the GPA. College preparatory 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 college preparatory courses become mandatory. |
| Institutional Credits | Credits carried by Educator Preparation Institute (EPI) subject classes. 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. |

Load Hours

| Freshman | A student who has earned fewer than 30 degree term credits (excluding college preparatory credits) and/or fewer than 60 grade points. |
| Sophomore | A student who has earned 30 or more degree term credits (excluding college preparatory credits) and at least 60 grade points. |
| Full Time | A student who is registered for 12 or more credits — including degree credits and college preparatory credits — for a Fall, Spring or Summer term. |
| Part Time | A student who is registered for 11 or fewer credits — including degree credits and college preparatory 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 college preparatory 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 college preparatory 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 development advisors. Students are limited to 21 total credit hours for a single term. Appeals to this policy can be directed to the vice president of educational and student services (or designee). For students admitted to a baccalaureate program, petitions must be acquired from and approved by the baccalaureate program director. Students are limited to 21 total credit hours for a single term. Appeals to this policy can be directed to the vice president of baccalaureate programs. |

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.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Quality Points (QP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A — Excellent</td>
<td>4 QP per term hour</td>
</tr>
<tr>
<td>B — Good</td>
<td>3 QP per term hour</td>
</tr>
<tr>
<td>C — Average</td>
<td>2 QP per term hour</td>
</tr>
<tr>
<td>D — Poor</td>
<td>1 QP per term hour</td>
</tr>
<tr>
<td>F — Failure</td>
<td>0 QP per term hour</td>
</tr>
<tr>
<td>WF — Withdrawn Failure</td>
<td>0 QP per term hour</td>
</tr>
</tbody>
</table>
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, excluding:

- I ................Incomplete
- S ...............Student passed the course satisfactorily
- U...............Student did not pass the course 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 college preparatory 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 college preparatory 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 College Preparatory Courses
Remedial courses that carry college preparatory 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. College preparatory 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 “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 six-digit 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 educational and student services (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,” 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 “F” (including original grades, repeat grades, audits and withdrawals) unless noted differently 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.

Subjects with documented extenuating circumstances or financial hardship may initiate a third fee appeal process through an advisor located 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.

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 college preparatory 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 fee appeal process through an advisor located 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 located 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.
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 State College of Florida, Manatee-Sarasota (SCF) 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 office prior to any course withdrawal.

Course withdrawals, after the deadline for the term as published in the academic calendar, will result in a grade of “WF” which is computed in the term and cumulative GPA. Appeal requests, accompanied by major extenuating and documented circumstances, should be directed to the campus provost of the campus where the course is taught. The provost 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 provost offices.

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 college preparatory 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 members 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 office before completely withdrawing from the College.

ACADEMIC STANDING

State College of Florida, Manatee-Sarasota 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 on academic warning when either the term GPA or the institutional GPA or the overall GPA is below 2.0. The records are coded to reflect this status. The student is notified at the end of the term. A student on academic warning is encouraged to seek assistance from an advisor early in the term to plan a course of action that would result in good standing.
When the student’s term and cumulative GPAs reach 2.0, the warning status is removed. If a student's GPAs remain 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 the student has:

a) A term GPA or an institutional GPA or an overall GPA that is below 2.0; and

b) Received an academic warning classification and has not returned to good standing.

A student is informed of the probation classification at the end of the term and a code will be placed on the student’s record. It is strongly recommended that the student see an advisor to initiate a contractual intervention strategy that would assist the student in meeting individualized educational goals. Such strategies may include but are not limited to:

a) Repeating all courses where the final grade of “D” or “F” has been earned, and all college preparatory courses that must also be taken; and/or

b) Enrolling in fewer courses in a given term; and/or

c) Limiting participation in nonacademic activities.

Probation status will be lifted when:

a) The student has attained good standing.

b) 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.

Academic Suspension

A student is considered on academic suspension when the probation status has not improved to a good standing classification.

Each student is notified at the end of the term and a code is placed on the student's record. The student is not permitted to enroll for one term (Fall, Spring, Summer).

Once a student is placed on a status of academic suspension for the first time, they can be immediately reinstated upon agreement to enroll in a contractual intervention strategy established by a student development advisor. Any student who is suspended two or more times must submit a detailed letter in writing to the SCF admissions committee explaining the circumstances and to request readmission to the College. A letter stating the final decision of the committee will be mailed to the student and a copy will be placed in the student’s file.

A student must earn an institutional and overall 2.0 GPA to avoid academic dismissal.

**Academic Dismissal**

A student who has not earned an institutional and an overall 2.0 term GPA following an academic suspension will be academically dismissed and will be unable to attend SCF for one year. Each student is notified at the end of the term and a code will be placed on the student’s record.

A student who is placed on a status of academic dismissal for the first time can be reinstated immediately upon agreement to enroll in a contractual intervention strategy established by a student development advisor. Any student who is dismissed two or more times must submit a detailed letter in writing to the SCF admissions committee explaining the circumstances and to request readmission to the College. A letter stating the final decision of the committee will be mailed to the student and a copy will be placed in the student’s file.

**Appeals**

A student may appeal the academic classification by submitting to a student development advisor a letter of appeal no later than the first day of class for a full term (Spring, Summer, Fall) after receiving the notification of the classification. The appeal would then be forwarded to the admissions committee for decision. The admissions committee’s decision is final.

The letter must include clearly stated and documented examples of extenuating circumstances that prevented satisfactory progress. Examples of acceptable documentation include medical or legal statements and/or documents that verify the student’s appeal request.

A letter stating the decision of the committee will be mailed to the student and a copy will be placed in the student’s file.

**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. 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 on the website 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 development advisor before making a final decision.

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. E-mail 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 Academic Counseling and Tracking for Students (FACTS) website at: www.FACTS.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 two 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 baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

“Excess hours” are defined as hours that go beyond 115 percent of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge 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 programs:
1. Students must apply for graduation in the educational records office by submitting an application for graduation form. The deadline is posted in the academic calendar. 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 Associate in Applied Science, Associate in Science, Associate in Arts and all baccalaureate degrees are urged to be present at graduation.
5. Students are reminded that, regardless of their receipt of the Associate in Arts degree, a “D” used to satisfy their degree requirements might not transfer, subject to the regulations of the college or university that 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 four to six communications courses, wherein 24,000 words total are written 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. 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.
8. Following completion of all graduation requirements, the diploma and official transcript will be mailed to the student.

Commencement Ceremonies
The College holds commencement 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 requirements during the summer are invited to participate in the December commencement ceremony.

All students who have received notification and approval from the educational records office to graduate and wish to participate in the commencement ceremony are required to register online at scf.edu/Graduation. Graduating students participating in the ceremony also are required to attend an informational meeting. Dates for the meetings are announced each Fall and Spring term. All guests of graduates attending commencement must have a ticket for entrance into the auditorium. Guest tickets must be reserved online at scf.edu/Graduation and are given to the graduates at the informational meetings.

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.
Student Services and Campus Life

scf.edu/StudentDevelopment

ADVICEMENT

Academic Advisement

Academic advisement is an essential key to the success of each student. Therefore, academic, career, educational, personal and social advising services are provided by student development advisors at SCF Bradenton and SCF Venice.

Student development 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 development 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 degree meet with a student development 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 development 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, Associate in Applied Science (A.A.S.) Degree and Certificates

For students pursuing the Associate in Science (A.S.) degree, Associate in Applied Science (A.A.S.) degree and certificate academic programs at SCF, academic advisement is coordinated by the office of career and technical education. Program managers guide students through course selection and work in coordination with the SCF career resource center in providing information and services on career exploration.

Advisement for Baccalaureate Degrees

For students pursuing baccalaureate degrees at SCF, academic advisement is coordinated in conjunction with baccalaureate faculty and individual program directors. Students should check the SCF baccalaureate program website, scf.edu/Bachelors for latest information concerning individual programs.

Advising for Student Success

Student success advising is provided by student development 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 development 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 development 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 development 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.com

• 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 development advisor periodically to discuss educational and career goals.
- Utilize FACTS.org, the state of 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/documentaton.
- Visit the campus of the intended transfer institution. Check into housing, food, 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 for graduation from SCF by the posted deadline. Applications for graduation can be obtained in the educational records office.

University Advising Center

The university advising center provides SCF students, who are interested in pursuing baccalaureate 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

The assessment/testing centers at State College of Florida, Manatee-Sarasota (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 only. (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 centers at SCF Bradenton and SCF Venice are staffed with professionals who interpret test scores in individual conference with the students.

Entry Level Assessment

SCF wants each student to be successful in achieving his or her educational goals. To evaluate the level of preparation and to place students in appropriate courses, the College requires entry assessment in the skill areas of reading, writing and mathematics. To satisfy entry assessment requirements, a student needs to take the Postsecondary Education Readiness Test (PERT), unless ACT and/or SAT scores taken within the last two years place one in college level course work. For students with disabilities, the PERT is available in an alternate format.

SCF allows students to take the PERT one time per term. A term is defined as Fall, Spring or Summer per the official academic calendar.

Entry assessment scores will be used for course level placement. Each of the three skill areas of reading, writing and mathematics are independent of each other. A student may place at the college level in one or more areas and at the college preparatory level in other areas. If skills are below the levels defined by the state as required for successful performance in a college credit program, the College may limit a student to college preparatory courses and any other instruction for which he or she may be prepared. Retaking the PERT while a student is currently enrolled in a college preparatory level course is against state statute per State FAC 6A-10.0315(13) and (1a)(a)(b).

Requirements for Entry-Level Assessment

Whether full time or part time, a student must complete a state approved entry assessment as indicated:

1. Prior to participating in new student orientation/advisement and registration if he or she is a degree-seeking student.
2. Prior to registration for the first session if he or she is an academic enrichment, dual enrollment or early admissions student.
3. Prior to registration for any course that has a specific entry assessment score as a prerequisite.

Entry assessment scores must be less than two years old.

For exceptions to requirements for taking the PERT, students should contact a student development advisor. Some exceptions may include prior completion of English, mathematics and reading courses at another college/institution.
State Approved Entry-Level Assessments

Postsecondary Education Readiness Test

At SCF, entry assessment consists of the Postsecondary Education Readiness Test (PERT). Test subjects are reading, writing and mathematics. Application to SCF is required before assessment. The test takes approximately three and a half hours to complete all three sections. To prepare for the placement test and to schedule a testing appointment, go to scf.edu/Testing.

PERT Retake Policy

It is the policy of SCF that students can take the PERT only one time per term. A “term” is defined as the Fall, Spring or Summer term per the College’s official calendar. The test is administered for student placement into the appropriate reading, writing and mathematics courses, or other designated courses that have placement test scores as a prerequisite. Note: There is a retake fee of $10 per subsection.

I. Eligible for Placement Test Retake

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

A. Never attempted a college preparatory course:
   1. Have not attempted a college preparatory course in the subject area for which they are requesting a retake; and
   2. Test scores are at least one term old; and
   3. Have the appropriate department chair approval to take the test due to special circumstances
      a. Step One: Submit a request to the department chair.
      b. Step Two: Upon approval, the department chair will notify the student and the assessment/testing center.

B. Attempted a college preparatory course:

   Students may retake the placement test upon the recommendation of the department chair.
   1. Upon instructor recommendation, the request will be forwarded to the appropriate department chair.
   2. Upon department chair approval, the chair will notify the student and the assessment/testing center where the student will make the required arrangements to retake the placement test.
   3. Students who are disabled should submit their written requests directly to the disability resource center.

II. Ineligible for placement test retake

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

A. Students who were not prepared for the test at the time of testing.
B. Students who currently are enrolled in the college preparatory course for which they base their request.
C. Students who wish to circumvent remedial courses by retesting.
D. Students who were not aware of the significance of the testing at the time of testing.

III. Appeal

A. Students requesting to appeal the department chair findings may submit their written appeal to the associate vice president of academic quality and success.

B. Disabled students requesting to appeal the department chair findings may submit their written appeal to the vice president of educational and student services.

The findings of the associate vice president of academic quality and success or vice president of educational and student services are final and will be mailed to the student requesting the appeal within ten (10) working days after receiving the request. A copy of the letter will be filed in the assessment/testing center.

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 years old and at the level or above the scores given below, in accordance with Florida Statute 240.321 and BOT rule 6HX14-4.04.

<table>
<thead>
<tr>
<th>SAT-I Score or Enhanced ACT Section</th>
<th>Score Exempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Verbal 440 English 17</td>
<td>Sentence Skills</td>
</tr>
<tr>
<td>*Verbal 440 Reading 18</td>
<td>Reading Skills</td>
</tr>
<tr>
<td>SAT-I Score or Enhanced ACT Score</td>
<td>Section(s) Exempted</td>
</tr>
<tr>
<td>Mathematics 510 Mathematics 20</td>
<td>Algebra and College Level Mathematics</td>
</tr>
</tbody>
</table>

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.

* As of March 2005, the verbal score has been changed to critical reading.
CAREER RESOURCE CENTER
scf.edu/CareerResourceCenter

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 help determine potential careers. The CRC labs contain hundreds of research materials to assist students with gathering and comparing information. Students can meet with a career advisor to discuss career options and job shadow opportunities.

Preparing for a job search:

The CRC can provide information and guidance with resumes and cover letters for students preparing for a job search. Online and print resources such as Optimal Resume 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/CareerResourceCenter.

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 assistant, 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 State College of Florida, Manatee-Sarasota (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 either the financial aid office or the CRC. Information and applications for College departments with opportunities for student workers are available at the CRC.

A.S./A.A.S. Capstone Internships:

The career resource center (CRC) facilitates A.S./A.A.S. capstone internship opportunities for sophomores enrolled in specific associate degree programs. Students interested in an internship must first confirm their eligibility with their A.S./A.A.S. program manager then visit the CRC to meet with an advisor for placement assistance. The student’s work experience must meet identified learning outcomes in order to get course credits.

The A.S./A.A.S. capstone internship is a course where sophomores 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 resume in terms of work experience, networking contacts and job references.

DISABILITY RESOURCE CENTER
scf.edu/DisabilityResourceCenter

The disability resource center (DRC) is the focal point for information and services to disabled individuals. State College of Florida, Manatee-Sarasota (SCF) is committed to both the spirit and the letter of the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and has instituted various administrative policies, procedures and practices to ensure that disabled individuals have access to all programs, services and activities of the College. The DRC administers procedures for the provision of reasonable accommodations. These procedures are designed to provide qualified disabled individuals with the necessary equipment and/or support staff so that they can fully access the College. 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.

Disabled individuals requiring accommodations, modifications or encountering physical barriers in the limited number of older inaccessible facilities should contact DRC for information, assistance or services.

The DRC also provides a full array of academic support services to disabled individuals enrolled in any SCF course and coordinates many campus resources to best meet the educational needs of disabled individuals. The DRC works with a variety of public and private agencies servicing disabled populations in order to facilitate disabled students’ integration into the mainstream of college life. In addition to information, advocacy and coordination of services, the DRC offers individualized personal, academic and vocational guidance and advice to assist disabled individuals to maximize their potential and pursue meaningful occupations based on their unique interests, needs and abilities.

The DRC is located on the second floor in the southwest corner of the student services center at SCF Bradenton and in the student services center, room 162, at SCF Venice. Individuals can call the DRC at:

SCF Bradenton: 941-752-5295 voice
941-755-6839 TTY or
SCF Venice: 941-408-1448 voice
941-480-3420 TTY

Substitutions/Modifications for Disabled Individuals

Any student who has provided SCF’s disability resource center (DRC) with current documentation of a disability(ies) shall be eligible to request a reasonable modification/substitution for any college requirement, including but not limited to, admission to the College,
admission to a program of study, entry to upper division and/or graduation requirement(s) provided that:

1. The individual’s ability to meet the requirement is adversely affected by his/her disability; and

2. The requirement in question is not essential to the completion of the program and/or the requested change does not constitute a fundamental alteration in the nature of the program.

A committee consisting of College experts (relevant disability and subject area) shall conduct an individual review of each request and present its findings to the area administrator in accordance with College procedure 4.015.01. For additional information and/or assistance please contact the coordinator of the disability resource center or the College’s ADA coordinator.

EDUCATIONAL RECORDS

scf.edu/Records

Educational records is the main contact area for current and new students and services key areas related to admission applications, residency, 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 first floor of the Student Services Center, 941-752-5050 and at SCF Venice in the Student Services Center, building 100, 941-408-1300, ext. 65050.

FIRST AID STATION

State College of Florida, Manatee-Sarasota (SCF) provides emergency medical services on both campuses 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/security is responsible for all lost and found items. At SCF Bradenton, the office is located in the Student Union, room 120. During normal working hours, the office can be reached at extension 65550; evenings or weekends, 941-408-1550. SCF Lakewood Ranch security is located in the Medical Technology Simulation Center, Room 102; 941-363-7155.

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’x40’ 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/SECURITY

State College of Florida, Manatee-Sarasota (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. The College maintains security services 24 hours a day, 365 days a year. SCF public safety/security officers are deployed on campus in motor vehicles, bikes 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, e-mails, 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 e-mail 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

The College owns and operates The SCF Store located at SCF Bradenton and SCF Venice.

The SCF Store sells textbooks requisitioned by faculty, supplemental and optional books suggested by faculty, school supplies, computer software, T-shirts, sweatshirts and other miscellaneous items.

As a service to students, The SCF Store purchases used books directly from students and from various used book companies. Used books that are needed by the store are purchased from students for up to half the purchase price. Damaged books will not be purchased by The SCF Store. Students must present a current SCF ID to sell used textbooks.

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 made by personal check, credit cards and financial aid require a current SCF ID.

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

STUDENT GOVERNMENT

The Student Government Association (SGA) serves as the students’ voice at State College of Florida, Manatee-Sarasota (SCF) and is comprised of all students in the College who are enrolled in credit courses. Student Government 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 services office or the student life advisor for information on organizations. A comprehensive listing of all College clubs and organizations can be found in the Student Handbook and Planner.

Student Development and Special Programs

COLLEGE PREPARATORY PROGRAM

Special Requirements for Certain Students

Students whose placement scores indicate deficiency in verbal, mathematics or reading areas are required to complete ENC 0015C, ENC 0025C, MAT 0018, MAT 0028, REA 0007 and/or REA 0017. Transfer students also may be subject to the above conditions.

Full-time students must include these entry college preparatory courses during the first term of enrollment and continue to include these courses until all have been completed. Degree credit courses may be taken along with these college preparatory courses.

Part-time students may complete 12 degree credits before college preparatory courses must be addressed.

Students in the college preparatory program are strongly encouraged to include SLS courses within the first 15 term hours.

College Preparatory Courses

In compliance with Florida State Board of Education Rule 6A-10.0315, first-time-in-college students who apply to enter degree programs shall be tested prior to the completion of registration using Postsecondary Education Readiness Test (PERT), ACT or SAT. Those students scoring below SBE-specified cutoff scores in any of the basic skills areas shall be placed in college preparatory classes and limited to no more than three terms of enrollment in any one skill area.

College Preparatory Courses:

ENC 0015C MAT 0018 REA 0007
ENC 0025C MAT 0028 REA 0017

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

1. Credit will not be awarded for transfer of any college preparatory courses after Summer A, 1984.
2. Only institutional credit will be permitted for college preparatory 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 college preparatory courses.
4. Students may repeat any previous credit course, which is now college preparatory, 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.)
ALTERNATIVE CERTIFICATION PROGRAM

State College of Florida, Manatee-Sarasota’s Alternative Certification Program provides a quality teacher training option for baccalaureate 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 possess a baccalaureate degree from a regionally accredited college or university, to acquire the statement of eligibility for certification from the FLDOE, to submit a written statement of loyalty to Florida and the U.S., to submit to fingerprinting for a background check, to be of good moral character and to possess the disposition suitable for becoming a teacher.

The Florida Department of Education has identified this program as part of the state legislated Educator Preparation Institute. 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.

As with any other program offered by SCF, all students seeking admission to the ACP program must submit ALL transcripts from previously attended regionally accredited, post-secondary institutions regardless of degree level. All official transcripts are to be sent directly to the SCF educational records office. Hand delivered or faxed transcripts will NOT be accepted. Failure to do so could delay the evaluation of transcripts, registration and/or financial aid.

NONTRADITIONAL LEARNING METHODS

scf.edu/eLearn

eLearning

To better prepare students for the 21st century, State College of Florida, Manatee-Sarasota (SCF) has incorporated eLearning technologies into many courses. Typically, eLearning refers to courses delivered via the Internet, but it is not limited to only online courses. Because of the features available to them, faculty may use Web-based components in online, blended and classroom-based courses. Some eLearning courses may require additional fees which will be noted on the class schedule. More information about eLearning courses is available online at scf.edu/eLearn.

While it is highly recommended that all SCF students have access to a computer with a reliable Internet connection, it is a requirement for those students taking online and blended courses. There are computer labs available at SCF Bradenton and SCF Venice for those students who do not have computers. While not required, a high-speed Internet connection, such as provided through cable or DSL, is recommended.

Online Courses

Online courses are delivered via the Internet. These courses use a variety of tools, including discussion boards for asynchronous discussions, e-mail, electronic drop boxes for submitting papers and other assignments, as well as other components to deliver course content. 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 specific class schedule 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. 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.

WHO SHOULD TAKE AN ONLINE OR BLENDED CLASS?

Successful students need to be highly motivated, have good study skills and use time management skills effectively. They must be willing to contact their instructor for assistance when needed and be responsible for completing assignments on time and without reminders. Before registering for an eLearning class, students should ask themselves:

Should I take a Web-based or blended class?

☐ I have up-to-date computer equipment and access to the Internet.
☐ I am comfortable downloading, running applications, browsing the Web, installing software, managing files and e-mailing.
☐ I am comfortable working independently on class readings and assignments.
☐ I am self-motivated and self-directed in my study time.
☐ I read text materials with little difficulty.
☐ I manage my time effectively and am persistent at getting the information I need.
☐ I can come to campus as required.
☐ I understand that online classes require as much time input on my part as face-to-face classes.
Testing Requirement for Students Taking Online/Blended Courses

Instructors 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. Proctored testing services are available to non-SCF students but include a fee. Please refer to the assessment and testing center for detailed information.

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 distance 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 occur that prevents 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 or Associate in Applied Science degree programs (A.S./A.A.S.). 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 upon 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. 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. 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.

Associate in Science/Associate in Applied Science degree students interested in a work experience course should contact the 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 (C.E.L.) 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 obtained from Manatee Technical Institute, Sarasota County Technical Institute or other accredited institution.

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 the office of career and technical education, 941-363-7231.
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 the recent high school graduate 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 16-week term. Students should check the SCF schedule of classes or with student development 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 of 4 to 9:50 p.m. Classes in the evening program traditionally run two nights per week from 4 to 5:30 p.m., 5:30 to 6:50 p.m., 7 to 8:20 p.m., 8:30 to 9:50 p.m. or one night per week from 7 to 9:50 p.m. Academic advising is available on selected evenings until 7 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 Friday evenings and 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, SCF has initiated a program of taking courses to the students. 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.

STUDENT SUCCESS RESOURCES AND OPPORTUNITIES

Academic Resource Center
The academic resource center (ARC) is a multipurpose learning facility located in Building 5 at SCF Bradenton and in Building 400 at SCF Venice. Mathematics, reading and writing labs are housed in the ARC. A writing center also is located in the ARC. 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. 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.

Library Services
The State College of Florida (SCF) libraries provide access to print, electronic and media resources. Librarians are available in person and online to help students effectively use these resources.

The libraries include facilities at SCF Bradenton (building 8) and SCF Venice (building 300). The libraries will deliver materials to the information desk for students at SCF Lakewood Ranch, upon request. Wireless Access is available. Computers, calculators, flip cameras, mini laptops, study rooms and classroom reserves are first come, first served. The book, video, reference and student choice DVD collections 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 a SCF ID card to print. The GoPrint charging stations are located on the first floor and accept bills only; no change at this time. Limited library access and resources are available for Corporate and Community Development students and community patrons.

The library catalog and online resources are available at scf.edu/Library.

To log into the virtual 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).

Venice: The foyer of the Library (building 300) serves as the Campus Art Gallery and also houses several classrooms.
Please call (941) 752-5305 at SCF Bradenton, (941) 408-1435 at SCF Venice or use CHAT at askalibrarian.org/scfms for questions.

**Middle and High School Programs and Opportunities**

**Career Pathways**

The SCF Career Pathways Associate in Science (A.S.) degree program is a four-year program of education and training that begins in high school with acceptance into the program at the completion of the 10th grade. Prescribed course work in the 11th and 12th grades leads to a high school diploma and admission into one of the Career Pathways A.S. degree programs at SCF. At this stage, an SCF Career Pathways student will undertake advanced technical work in addition to completing general education requirements.

Throughout the SCF Career Pathways program, students will have many unique and diverse opportunities to investigate and pursue real-life work experiences and career opportunities. Career Pathways students will have the opportunity to shadow professionals in the career area they are studying. Successful completion of an SCF Career Pathways curriculum leads to the awarding of an Associate in Science degree. The student then is prepared for entry into an important career in the local community.

**College Enrichment**  
[scf.edu/StudentServices](http://scf.edu/StudentServices)

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](http://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 FCAT/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**  
[scf.edu/StudentServices](http://scf.edu/StudentServices)

Dual Enrollment allows qualified high school students to enroll in selected courses which count toward high school credit and the associate degree. All courses taken through the dual enrollment program must appear on the high school transcript. Most tuition and associated college costs are waived. 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**  
[scf.edu/StudentServices](http://scf.edu/StudentServices)

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. Most tuition and associated college costs are waived. 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 $900. Upon completion of the program, students will have earned three to six college credits and, if necessary, completed a college preparatory reading class. In addition, students are supported and guided by staff throughout their pursuit of a degree from SCF.
Technical Articulation Opportunities

SCF offers diverse opportunities for students to pursue course work toward certificate, Associate in Science and Associate in Applied Science degree programs in conjunction with local technical institutes and area high schools. More information may be obtained about these programs by contacting the office of career and technical education, 941-363-7231.

Student Code of Conduct

I. GENERAL EXPECTATIONS OF STUDENT BEHAVIOR

State College of Florida, Manatee-Sarasota (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 to 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 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 CONFLICT RESOLUTION PROCEDURE

State College of Florida, Manatee-Sarasota (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 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 guidelines, of course, can define all possible types or degrees of academic dishonesty; thus, the aforementioned descriptions should be understood as examples of infractions rather than an exhaustive list. Individual faculty members and the vice president of academic quality and success 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 erroneously penalized for an academic ethics infraction or think that the sanction imposed is inappropriate may appeal, within ten (10) working days of notification of academic sanction, 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 development advisor who acts in the capacity of student advocate for complaint/conflict resolution matters.

III. COMPUTER ETHICS CONFLICT RESOLUTION PROCEDURE

It is the policy of State College of Florida, Manatee-Sarasota (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:
- Violating an individual’s right to privacy
- Using profanity, obscenity or language offensive to another user
- Reposting personal communications without the author’s prior consent
- Disconnecting computer equipment
- 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
- Sending inappropriate electronic mail messages to other people
- Breaking into someone else’s computer account
- Giving one’s personal password to a friend
- Using someone else’s computer account
- Trying a password with someone else’s user ID to see if it works
- Writing a program which attempts to find other people’s passwords
- Installing a program designed to bypass system security
- Connection of monitoring equipment to the College’s computer network
- Making a copy of a copyrighted computer program
- Running a program intentionally designed to slow down the computer
- Using College computers to play games
- Violation of state or federal laws relating to computer use
- Using a College computer for business, financial gain, commercial or illegal activity
- Using a computer in someone else’s office without permission

The computer 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, computer services staff conducts an in-depth investigation. This can necessitate accessing a user’s files to gather evidence or to protect the system for other users. Findings of each investigation are forwarded to the campus department of public safety/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 a 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/security.

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

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), 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 development 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 have been established. Students applying, registering and enrolling in any of SCF’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 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 Regulations and Prohibited Conduct

Examples of prohibited conduct are 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.

B. Prohibited Harassment

State College of Florida, Manatee-Sarasota (SCF) is committed to providing an educational and working environment free from sexual harassment and/or harassment based on such factors as race, color, sex, age, religion, national origin, disability, marital, veteran status or sexual orientation. SCF strongly disapproves of and will not tolerate harassment of its employees or students by coworkers or fellow students. SCF also will attempt to protect its employees and students from harassment by nonemployees and nonstudents.

“Harassment” includes, but is not limited to: verbal, physical 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.
Every complaint of harassment that is reported to a College official shall be investigated thoroughly, promptly and in a confidential manner. In addition, SCF will not tolerate retaliation against any employee or student for making a complaint about sexual harassment or other forms of harassment covered by this rule.

If harassment of employees or students 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 by nonemployees or nonstudents, the College will take appropriate corrective action according to the particular circumstances involved.

C. 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.

D. Mobile Device Etiquette

The use of mobile devices (cell phones, beepers, tablets and other mobile 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.

E. Pets on Campus

Pets are not permitted at any College location. Seeing Eye dogs are permitted. Training of Seeing Eye dogs may be conducted with the permission of the vice president of educational and student services. Other exceptions also may be granted as required for educational purposes.

Animal wildlife should be respected on both campuses. Students are advised not to feed alligators at SCF Venice or squirrels at SCF Bradenton.

F. 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.

G. Tobacco-Free Campus Policy

In keeping with SCF’s longstanding commitment to the health and well-being of students, employees and visitors, SCF has a tobacco-free campus policy. Tobacco use is not allowed on 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 are prohibited, including smoked and smokeless tobacco, other smoke-able products and electronic cigarettes. This policy applies to all students, employees and visitors of State College of Florida.

H. Religious Observances

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.

V. STUDENT DISCIPLINE

The vice president of educational and student services is designated as the staff member of SCF 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.

The following are the degrees of disciplinary sanctions which 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 educational and student services.
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 privilege 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 president of the College for consideration for re-admission.


VI. STUDENT COMPLAINT/CONFLICT RESOLUTION POLICIES AND PROCEDURES

State College of Florida, Manatee-Sarasota (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 that provide an informal and formal, nonadversarial in-house means of addressing conflicts and/or complaints are available.

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 interpreted or applied inappropriately.

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

SCF Procedure #4.14.01
Student Request for Conflict Resolution as Related to Academic Matters

SCF Procedure #4.14.02
Student Request for Conflict Resolution as Related to Administrative Policies and Procedures

SCF does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, 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 also 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 development advisor who acts in the capacity of student advocate for complaint/conflict resolution matters.

TRAFFIC RULES AND REGULATIONS

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 the State College of Florida, Manatee-Sarasota (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 Student Court, are under the supervision of the vice president of educational and student services.

1. All motorized vehicles parked at SCF must bear a decal. Decals must be prominently displayed in the rear window. Visitors must use spaces designated for visitors.

2. Parking decals for students are valid for two academic years August through July.

3. All vehicles of faculty and staff of SCF must bear an appropriate hang tag. Hang tags are obtained from the office of public safety.

4. Temporarily disabled students may apply for a special identification for their vehicles from the office of public safety. Identifications are issued for a specific time period. In order to park in spaces designated for “handicapped,” a physically 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. unless authorized by public safety and security personnel.

Parking 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 undesigned areas, blocking traffic, parking in no parking area 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 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).
   a. A student who fails to do either 1 or 2 above will be sent a notice to pay the fine.
   b. The SCF cashiering and fee payment office will place a hold on a record of any student who has not cleared a violation within 10 business days to indicate 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. Appeal forms can be picked up at the department of public safety and the cashiering and fee payment offices.

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 cashier’s office in student services or make payment (check or money order) by mail within ten (10) business days from date of violation.

2. A student may register for Traffic Court within ten (10) business days from the date of the violation indicating a desire to appear before the Student Court.
   a. A student who fails to do either (1) or (2) above will be sent a notice to pay the fine.
   b. The SCF cashiering and fee payment office will place a hold on a record of any student who has not cleared a violation within 10 business days to indicate the student owes a fine and cannot register for another term or receive a transcript until the fine is paid.

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford 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.) 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.

A student who wishes to ask the College 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 the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s 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 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 school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(5))
• To accrediting organizations to carry out their accrediting functions. (§§99.31(a)(6)
• To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(7))
• To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(8))
• To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(9))
• Information the school has designated as “directory information” under §99.37. (§99.31(a)(10))
• To a victim of an alleged perpetrator of a crime of violence or 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)(11))
• 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 school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(12))
• 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 school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(13))

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 drop/add period each term and complete the Directory Disclosure Release Authorization form available in the educational records office on either campus. 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 student’s 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 campus educational records office 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 head of school (or appropriate school official) 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 head of school (or appropriate school official), 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.
Parents or eligible students who wish to ask SCF to amend a record should write the associate vice president of student services (or appropriate College official), 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 parent or eligible student, the College 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.

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, school system, or 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 whom 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, 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 their grant/scholarship disbursement website and for reporting purposes.

Statutory or Regulatory Authority:

• Collection uses are required by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484); 20 USC 1078, 1090, 1091 & 1092

• Required by 38 USC 3471 for VA educational benefits usages

• Required by 34 CFR 668.16 for administrative usages

• Required by 34 CFR 668.33 for residency verification usages

• Required by 34 CFR 668.36 for FAFSA verification usages

• Required by 34 CFR 668.32(i) and 34 CFR 668.36 for Federal Work Study usages

• Authorized by 26 CFR 1.6050 for issuance of Form 1098E, a tax form used to report student loan interest.
Human Resources and Payroll Offices
The College’s human resources and payroll offices collect SSNs for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing and tax reporting. SSNs 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 100734(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.
Degrees and Other Programs
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 baccalaureate 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.

ASSOCIATE IN SCIENCE (A.S.)/
ASSOCIATE IN APPLIED SCIENCE (A.A.S.)+ DEGREES - Career

Automotive Service Management Technology [2002/2502]*
  Business Administration
    Accounting [2005/2505]
    Management [2006/2506]
    Marketing [2007/2507]*
  Computer Information Technology
    Computer Programming and Analysis [2013/2513]*
    Information Technology Support Specialist [2012/2512]
    Network Administration and Security [2027/2527]*
  Construction Management Technology [2039/2539]*
  Criminal Justice Technology [2014/2514]
  Early Childhood Education [2009/2509]**
  Emergency Medical Services [2038/2538]*
  Engineering Technology [2040/2540]*
  Film Production Technology [2031/2531]*
  Fire Science Technology [2016/2516]*
  Graphic Design Technology [2033/2533]*
  Occupational Therapy Assistant [2020/2520]* **
  Paralegal/Legal Assisting [2018/2518]
  Physical Therapist Assistant [2022/2522]* **
  Radiography
    Radiography [2023/2523]* **
    Radiography, AART Articulated [2041/2541]* **

+ NOTE: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

ASSOCIATE IN SCIENCE DEGREES (A.S.) - Transfer/Career

Biotechnology [2042]
Dental Hygiene [2029]**
Nursing
  Nursing [2019]**
  LPN to RN [2025]**

(Articulated Transfer) A.S.
Degrees in these fields will transfer to Florida universities that offer bachelor’s degrees in the fields.

Business Administration and Management [1706]
The A.S. Business Administration program leads to a B.S. in Business Administration and Management at eight of the 11 universities in Florida. At UCF and USF, it leads to a B.S. in General Business.

Construction Management Technology [1739]*
A degree in this field will transfer to the University of South Florida for a bachelor’s degree.

Industrial Management Technology/Hospitality Management/ Culinary Arts [2035]
A degree in this field will transfer to the University of South Florida for a bachelor’s degree.

Transfer into a Bachelor’s Program at SCF
The following A.S. programs can be used to articulate into an existing related bachelor’s program at SCF:
  Business Administration (Accounting, Management, Marketing)
  Computer Information Technology (Computer Programming and Analysis, Network Administration and Security)
  Construction Management Technology
  Criminal Justice Technology
  Dental Hygiene
  Early Childhood Education
  Emergency Medical Services
  Engineering Technology
  Fire Science Technology
  Nursing
  Occupational Therapy Assistant
  Physical Therapist Assistant
  Radiography

Notes:
* Degrees/programs marked with one asterisk (*) will require some or all classes to be taken at one campus location. Contact the department for specific details.
** Degrees/programs marked with two asterisks (**) require a separate application and acceptance notification from the specific department before enrollment in the desired program.
BACCALAUREATE PROGRAMS (Limited Access Programs)

Bachelor of Applied Science in Energy Technology Management [8001]**
Bachelor of Applied Science in Health Services Administration [8002]**
  Gerontology Concentration [8011]**
  Nutrition Concentration [8012]**
Bachelor of Applied Science in Homeland Security [8003]**
Bachelor of Applied Science in International Business and Trade [8006]**
Bachelor of Applied Science in Public Safety Administration [8004]**
Bachelor of Applied Science in Technology Management [8007]**
Bachelor of Science in Early Childhood Education [8005]**
Bachelor of Science in Nursing [8019]**

**Degrees/programs marked with two asterisks (**) require a separate application and acceptance notification from the program director before enrollment in the desired program.

CERTIFICATE PROGRAMS

Accounting Applications [3001]
Alternative Energy [3002]*
Business Management [3010]
Computer Programming and Analysis [3004]
Digital Design and Modeling [3017]*
Early Childhood Education and Early Intervention [3003]
Electronics [3018]*
Engineering Support Specialist [3016]*
Information Technology Support Specialist [3015]*
Marketing [3011]
Network Administration and Security [3006]

LINKAGE PROGRAMS#

Cardiovascular Technology [6009]
Diagnostic Medical Sonography [6008]
Nuclear Medicine Technology [6005]
Radiation Therapy [6010]

NONDEGREE PROGRAMS

Personal Enrichment [9003]

ADVANCED TECHNICAL CERTIFICATE PROGRAMS

Fire Science Administration [4003]*
Paralegal/Legal Assisting [4004]
Teacher Certification [4005]

NOTES:

* Degrees/programs marked with one asterisk (*) will require some or all classes to be taken at one campus location. Contact the department for specific details.
** Degrees/programs marked with two asterisks (**) require a separate application and acceptance notification from the program director before enrollment in the desired program.
# These programs are degree programs offered at other institutions and are not SCF degrees.
Associate in Arts Degree

Associate in Arts Degree for Transfer
General Education Requirements
Prerequisites for State University Majors
Associate in Arts Degree for Transfer

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, or baccalaureate 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. It also is an A.A. requirement to 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. 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. College preparatory credits and courses carrying only Associate in Science/Associate in Applied Science (A.S./A.A.S.) credits cannot be applied to the Associate in Arts (A.A.) degree.

Students who place into one or more college preparatory courses are strongly encouraged to enroll in SLS 1101, Life Skills for College Success, prior to completion of their first 15 degree-term credits.

For information about SCF baccalaureate 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 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
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
Everglades University .......... .evergladesuniversity.edu

Helpful transfer sites
collegesource.org
college source information
collegeview.com
college search service
defacts.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
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 the student 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.

   A grade of "C" or better shall be considered successful completion in general education courses that are part of an Associate in Arts, Associate in Applied Science or Associate in Science degree.

**AREA I - COMMUNICATIONS 9 Hours**

Students must complete nine hours from A and B:

A. ENC 1101, 1102 Written Communication I, II
B. SPC 1608 Fundamentals of Speech Communication

**AREA II - MATHEMATICS 6-9 Hours**

Students are required to take two mathematics courses:

- MAC 1105 College Algebra
- MAC 1114 Trigonometry
- MAC 1140 Precalculus Algebra
- MAC 2147 Precalculus Algebra/Trigonometry
- MAC 2233 Applied Calculus
- MAC 2311, 2312, 2313 Calculus with Analytic Geometry I, II, III
- MAD 2104 Discrete Mathematics
- MAP 2302 Differential Equations
- MAS 2103 Linear Algebra
- MGF 1106 Topics in Mathematics
- MGF 1107 Liberal Arts Mathematics
- STA 2023 Elementary Statistics
- STA 2024

**AREA III - SOCIAL & BEHAVIORAL SCIENCES 6-9 Hours**

Students must complete three hours from A and at least three hours from either B or C:

A. Historical
   - AMH 1010, 1020 U.S. History I, II
   - EUH 1000, 1001 Western Civilization I, II

B. Political/Economic
   - CPO 2002 Comparative Government
   - ECO 2013 Principles of Macroeconomics
   - GEA 2000 World Regional Geography
   - INR 2002 International Relations
   - POS 1041 American Government

C. Social/Behavioral Sciences
   - AMH 1091 African-American History and Culture
   - ANT 2000 Introduction to Anthropology
   - ANT 2100 Introduction to Archaeology
   - PSY 2012 General Psychology
   - SYG 2000 General Sociology

**AREA IV - HUMANITIES 6-9 Hours**

Courses must be selected from two different categories:

A. Literature:
   - AML 2010, 2020 American Literature I, II
   - AML 2600 African-American Literature
   - ENL 2010, 2022 English Literature I, II
   - LIT 2012 The Novel
   - LIT 2020 Short Story
   - LIT 2030 Introduction to Poetry
   - LIT 2110, 2120 World Literature I, II
   - LIT 2310 Horror, Fantasy and Science Fiction
   - LIT 2380 Women and Literature
   - LIT 2090 Contemporary Literature

B. Art and Humanities:
   - ARH 2000 Art Appreciation
   - ARH 2050, 2051 Introduction to History of Art I, II
   - FIL 1030 History of Motion Pictures
   - HUM 2210, 2230, 2250 Intercultural Humanities I, II, III
   - MUH 2050 Folk/Traditional Music of World Cultures
   - MUH 2110 Introduction to Music History & Literature

continued
AREA V - NATURAL SCIENCE  
6-9 Hours

Students are required to select at least two natural science courses from the courses listed below. It is strongly recommended that at least one course have a laboratory component, indicated by a “C” or “L” after the course name and number. Students should seek information from an advisor regarding the laboratory science requirements at the university to which they plan to transfer.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1002</td>
<td>Descriptive Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1005C</td>
<td>Diversity of Life</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1007C</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>BSC 1008</td>
<td>Human Body</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2822C</td>
<td>Introduction to Astrobiology</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1022C</td>
<td>The Chemistry of Everyday Life</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1083C</td>
<td>Chemistry for the Consumer</td>
<td>3</td>
</tr>
<tr>
<td>GLY 2100</td>
<td>Physical Geology</td>
<td>3</td>
</tr>
<tr>
<td>GLY 2100</td>
<td>Historical Geology</td>
<td>3</td>
</tr>
<tr>
<td>ISC 1004C</td>
<td>Interdisciplinary Science</td>
<td>3</td>
</tr>
<tr>
<td>ISC 1005C</td>
<td>Interdisciplinary Science II</td>
<td>3</td>
</tr>
<tr>
<td>ISC 1141C</td>
<td>Earth and Space Science</td>
<td>3</td>
</tr>
<tr>
<td>ISC 1143</td>
<td>Introduction to Environmental Science</td>
<td>3</td>
</tr>
<tr>
<td>MET 1010</td>
<td>Elementary Meteorology</td>
<td>3</td>
</tr>
<tr>
<td>OCB 1000C</td>
<td>Introduction to Marine Biology</td>
<td>3</td>
</tr>
<tr>
<td>OCE 1001</td>
<td>Introduction to Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1121C</td>
<td>Physical Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses in the list below also meet Area V Natural Science and in addition have college level prerequisites.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2010C</td>
<td>Fundamentals of Biology I &amp; II</td>
<td>5-5</td>
</tr>
<tr>
<td>BSC 2085C</td>
<td>Anatomy and Physiology I &amp; II</td>
<td>4-4</td>
</tr>
<tr>
<td>CHM 1025C</td>
<td>Introductory Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>CHM 1032C</td>
<td>Chemistry for Health Professionals</td>
<td>4</td>
</tr>
<tr>
<td>CHM 2045C</td>
<td>General Chemistry I &amp; II</td>
<td>5-5</td>
</tr>
<tr>
<td>CHM 2046C</td>
<td>Organic Chemistry I &amp; II</td>
<td>5-5</td>
</tr>
<tr>
<td>CHM 2210C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PHY 2048C</td>
<td>General Physics with</td>
<td>4-4</td>
</tr>
<tr>
<td>PHY 2049C</td>
<td>Calculus I &amp; II</td>
<td>4-4</td>
</tr>
<tr>
<td>PHY 2053C</td>
<td>General Physics I &amp; II</td>
<td>4-4</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>III AMH 1091</td>
<td>African-American History and Culture</td>
<td>3</td>
</tr>
<tr>
<td>IV G ** AML 2010, 2020</td>
<td>American Literature I, II</td>
<td>5-5</td>
</tr>
<tr>
<td>IV G ** AML 2600</td>
<td>African-American Literature</td>
<td>3</td>
</tr>
<tr>
<td>III G * ANT 2000</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>III G * ANT 2410</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>IV ARH 2000</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>IV G * ARH 2050</td>
<td>Introduction to History of Art I</td>
<td>3</td>
</tr>
<tr>
<td>IV G * ARH 2051</td>
<td>Introduction to History of Art II</td>
<td>3</td>
</tr>
<tr>
<td>III CPO 2002</td>
<td>Comparative Government</td>
<td>3</td>
</tr>
<tr>
<td>III ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>III GEA 2000</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>IV FRE 2200, 2201</td>
<td>Intermediate French I, II</td>
<td>3</td>
</tr>
<tr>
<td>IV G * HUM 2210, 2220, 2225</td>
<td>Intercultural Humanities I, II</td>
<td>3-5</td>
</tr>
<tr>
<td>III G * INR 2002</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>IV G ** LIT 2012</td>
<td>The Novel</td>
<td>3</td>
</tr>
<tr>
<td>IV G ** LIT 2020</td>
<td>Short Story</td>
<td>3</td>
</tr>
<tr>
<td>IV G ** LIT 2030</td>
<td>Introduction to Poetry</td>
<td>3</td>
</tr>
<tr>
<td>IV G ** LIT 2090</td>
<td>Contemporary Literature</td>
<td>3</td>
</tr>
<tr>
<td>IV G ** LIT 2110, 2120</td>
<td>World Literature I, II</td>
<td>3</td>
</tr>
<tr>
<td>IV G ** LIT 2310</td>
<td>Horror, Fantasy and Science Fiction</td>
<td>3</td>
</tr>
<tr>
<td>IV G ** LIT 2380</td>
<td>Women in Literature</td>
<td>3</td>
</tr>
<tr>
<td>IV G * MUH 2110</td>
<td>Introduction to Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>IV G * MUH 2050</td>
<td>Folk and Traditional Music of World Cultures</td>
<td>3</td>
</tr>
<tr>
<td>IV PHI 2001, 2002</td>
<td>Introduction to Philosophy I, II</td>
<td>3</td>
</tr>
<tr>
<td>IV G * PHI 2070</td>
<td>Introduction to Eastern Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>IV REL 2300</td>
<td>Introduction to World Religions</td>
<td>3</td>
</tr>
<tr>
<td>IV G * REL 2121</td>
<td>Religion in America</td>
<td>3</td>
</tr>
<tr>
<td>IV SPN 2200, 2201</td>
<td>Intermediate Spanish I, II</td>
<td>3</td>
</tr>
<tr>
<td>IV G * THE 2000</td>
<td>History and Appreciation of Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses fulfill general education requirements for the A.A. degree in areas I, III or IV.

continued
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:

- ** + American Literature I
- ** + American Literature II
- ** + African-American Literature
- ** + Intro to Anthropology
- ** + Introduction to History of Art I
- ** + Introduction to History of Art II
- ** Creative Writing I
- ** Creative Writing II
- ENC 1101 Written Communication I
- ENC 1102 Written Communication II
- ENC 2110 Technical Communication
- ** English Literature I
- ** English Literature II
- FIL 1007 Foundations of Story
- ** Intercultural Humanities I
- ** Intercultural Humanities II
- ** Intercultural Humanities III
- ** International Relations
- JOU 1100 Basic Reporting
- ** The Novel
- ** Short Story
- ** Introduction to Poetry
- ** Contemporary Literature
- ** World Literature I
- ** World Literature II
- ** World Literature III
- ** Horror, Fantasy and Science Fiction
- ** Women in Literature
- ** Writing for Mass Communications
- ** Folk/Traditional Music of World Cultures
- ** Introduction to Music History and Literature
- PGY 2000 History of Photography
- PGY 2101C Visual Literacy: Photography

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 four or better on the AP exam, will meet the ENC 1101-1102 portion of this requirement.
3. Students may be exempt if they enrolled prior to January 1983 and have maintained continuous enrollment.

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
- MAC 1114 Trigonometry
- MAC 1140 Precalculus Algebra
- MAC 2147 Precalculus Algebra/Trigonometry
- MAC 2233 Applied Calculus
- MAC 2311 Calculus with Analytic Geometry I
- MAC 2312 Calculus with Analytic Geometry II
- MAC 2313 Calculus with Analytic Geometry III
- MAD 2104 Discrete Mathematics
- MAP 2302 Differential Equations
- MAS 2103 Linear Algebra
- MGF 1106 Topics in Mathematics
- MGF 1107 Liberal Arts Mathematics
- STA 2023 Elementary Statistics

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 four or better on the AP exam will meet this requirement.
ASSOCIATE IN ARTS DEGREE 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 baccalaureate degree in a specific area of study. Students are encouraged to include their university pre-major 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, www.facts.org.

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 www.facts.org, 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/
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

continued
ASSOCIATE IN ARTS DEGREE REQUIREMENTS SUMMARY

1. Satisfactory completion, a grade of “C” or better, of the general education requirements for the A.A. degree (36 credits minimum from among the five areas)

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 college preparatory courses and courses applicable only to an Associate in Science (A.S.) degree or to an Associate in Applied Science (A.A.S.) degree

5. 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.
A.S. and A.A.S.+ Degree Programs
Certificate Programs
Linkage Programs

+Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.


**Associate in Science and Associate in Applied Science Degrees and Certificate Programs**

Career education programs at State College of Florida, Manatee-Sarasota (SCF) have been designed to prepare students for immediate employment in their chosen careers.

Students in a career program should follow the program outline with great care; otherwise, they may find themselves out of sequence and deficient in graduation requirements.

Graduates of these programs combine the advantages of a college education with specialized training that enables them to become technically competent for jobs in engineering industries, government, health-related services and business. Because of their special abilities, these students typically find positions with salaries comparable to four-year college graduates.

Complete programs designed to meet the needs of the society, as well as the interests of students, are offered on the following pages. Each program is designed specifically to provide the knowledge and skills fundamentally appropriate for application in one field of study. The student should choose wisely regarding interests, aptitudes, scholastic preparation and future career plans. Once the choice of a program is made, the student should follow the program carefully to avoid sequencing and scheduling problems. A program manager thoroughly familiar with that particular program will be assigned to the student for guidance. No substitution of courses can be made without approval of the program manager, department chair, dean or the appropriate administrator(s).

It is the intent of SCF to provide courses leading to the fulfillment of associate degrees and certificate programs in a timely manner. Such provision is accomplished by courses being offered at SCF campuses and at numerous off-campus sites throughout the two-county service district. It may be necessary for students to enroll in classes at more than one location for the total fulfillment of degree requirements.

**CERTIFICATE PROGRAMS**

One-year certificate programs are available in various disciplines for students needing training in specific skills areas. These programs are designed so that the student may continue toward an associate’s degree in the same field.

**ADVANCED TECHNICAL CERTIFICATE PROGRAMS**

Several Advanced Technical Certificate (ATC) programs are offered. An ATC program is an extension of a specific Associate in Science (A.S.) and/or Associate in Applied Science (A.A.S.) degree and is limited to students who have completed the related A.S. and/or A.A.S. degree. The ATC programs, which vary in length depending upon the specific area, offer customized training that will upgrade and add to those skills learned in the A.S. and/or A.A.S. degree program.

**ASSOCIATE IN SCIENCE DEGREE (A.S.) ACADEMIC PROGRAMS AND ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)*

Students earn a State College of Florida, Manatee-Sarasota (SCF) A.S. degree in the following programs unless they elect to earn an A.A.S. degree* (nontransferable) by completing the A.A.S. degree program’s minimum math requirement in place of the A.S. Gordon Rule level mathematics course requirement. Exceptions are noted. Admissions criteria have been established for all A.S. and A.A.S. degree programs. Please contact the appropriate program manager or department chair for details.

These programs have been designed for the student who may wish to enter employment at the end of two years.

- **Biotechnology**
  - Biotechnology
- **Business**
  - Automotive Service Management Technology
  - Business Administration and Management*
  - Business Administration Specializations:
    - Accounting
    - Management
    - Marketing
  - Industrial Management Technology/Hospitality Management/Culinary Arts **
- **Computer Science**
  - Computer Information Technology Specializations:
    - Computer Programming and Analysis
    - Information Technology Support Specialist
    - Network Administration and Security
- **Construction Management**
  - Construction Management Technology
- **Criminal Justice**
  - Criminal Justice Technology
- **Education**
  - Early Childhood Education
- **Emergency Services**
  - Emergency Medical Services***
- **Engineering**
  - Engineering Technology

*continued
Film Production
   Film Production Technology

Fire Science
   Fire Science Technology

Graphic Design
   Graphic Design Technology

Health Professions****
   Dental Hygiene (A.S. only)
   Nursing* (A.S. only)
   Nursing Transition* (A.S. only)
   Occupational Therapy Assistant
   Physical Therapist Assistant
   Radiography*
   Radiography, ARRT++

Legal Assisting
   Paralegal/Legal Assisting

* Based on the provision of Rule 6A-10.024-
   Articulation between universities, community colleges,
   and school districts, and the career ladder agreements,
   this program is eligible to receive advanced placement
   credit toward a baccalaureate degree in designated uni-
   versity programs for students who choose to pursue a
   baccalaureate degree. Career opportunities still are
   available for students who choose to enter the workforce
   with an A.S. degree.

** This program is an articulated program between
   Manatee Technical Institute (MTI), Sarasota County
   Technical Institute (SCTI), SCF and USF -
   Sarasota/Manatee.

*** This program is an articulated program between
   MTI, SCTI and SCF.

**** SCF and its Health Professions programs reserve
   the right to make changes in the regulations, offerings,
   requirements and any provisions announced in this
   Catalog at any time as circumstances require.

+ The Associate in Applied Science (A.A.S.) degree cur-
   rently is being reviewed at the state level with the prob-
   ability that it will no longer be available effective Fall
   2013.

++ This program is an articulated program between SCF
   and the American Registry of Radiologic Technologist
   (ARRT).

ASSOCIATE IN SCIENCE DEGREE
GENERAL EDUCATION REQUIREMENTS

A grade of "C" or better shall be considered suc-
cessful completion in general education courses that are
part of an Associate in Arts (A.A.), Associate in Science
(A.S.) or Associate in Applied Science* (A.A.S.) degree.
Students must complete 15 or more hours from the five
areas listed below.

AREA I - ENGLISH 3 Hours
   ENC 1101   Written Communication I

AREA II - MATHEMATICS + 3 Hours
   Students are required to take one mathematic course:
   MAC 1105   College Algebra
   MAC 1114   Trigonometry
   MAC 1140   Precalculus Algebra
   MAC 2147   Precalculus Algebra/Trigonometry
   MAC 2233   Applied Calculus
   MAC 2311   Calculus with
   2312, 2313 Analytic Geometry I, II, III
   MAD 2104   Discrete Mathematics
   MAP 2302   Differential Equations
   MAS 2103   Linear Algebra
   MGF 1106   Topics in Mathematics
   MGF 1107   Liberal Arts Mathematics
   STA 2023   Elementary Statistics

AREA III - SOCIAL AND BEHAVIORAL
SCIENCES 3 Hours
   All courses that meet the A.A. general education Area
   III social and behavioral sciences requirements will
   meet the A.S. general education Area III requirements.
   Certain programs in health professions and education,
   which are accredited through external agencies, 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.

AREA V - SCIENCE AND
TECHNOLOGY 3 Hours
   CGS 1000   Computer Information Systems, or
   EME 2040   Intro to Technology for Educators, or
   any higher course in discipline with
   prerequisite of CGS 1000, or
   Natural    All courses that meet A.A. general
   Science    education Area V natural science
   requirements will meet the A.S.
   education Area V requirements

+ Students may elect to earn an SCF A.A.S. degree if
   they complete MAT 1033 Intermediate Algebra in
   place of the A.S. degree program’s mathematics
   requirement. Different mathematics requirements apply
   to some of the A.A.S. degrees. Individual program
   pages and/or program managers should be consulted.

Note: The A.A.S. degree currently is being reviewed
at the state level with the probability that it will no
longer be available effective Fall 2013.
Biotechnology

Associate in Science Degree in
BIOTECHNOLOGY [2042]
(61 Term Hours)

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.

Program Entrance Requirements
To be admitted to the Biotechnology Degree Program, a student must have:
1. Achieved a level of English and reading proficiency that qualifies the student for entry into ENC 1101 or higher as demonstrated by the standard placement criteria currently in use at SCF;
2. Achieved a level of mathematics proficiency that qualifies the student for entry into MAC 1105 or higher as demonstrated by the standard placement criteria currently in use at SCF;
3. Achieved a level of chemistry and biology content proficiency equivalent to that covered in CHM 1025C and BSC 1007C as demonstrated by the standard placement criteria currently in use at SCF

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

Associate in Science Degree in
AUTOMOTIVE SERVICE MANAGEMENT TECHNOLOGY [2002]
(68 Term Hours)

Program Goal:
To prepare students for employment in mid-management positions in the automotive service business environment or to provide supplemental training for persons previously or currently employed in automotive occupations.

The program goal includes instruction to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision-making and the knowledge and understanding necessary for managing people and functions in the automotive service industry.

Program Entrance Requirements
To be admitted to the Automotive Service Management Technology Degree Program, a student must have:
1. Achieved mathematics proficiency at the level of grade 11 or better, as demonstrated by the TABE Test (form A) currently in use at SCTI and MTI;
2. Achieved language arts proficiency at the level of grade 11 or better, as demonstrated by the TABE Test (form A) currently in use at SCTI and MTI;
3. Taken one of the standard placement exams currently in use at SCF; and
4. Taken the ASE-formatted testing instrument designed to the eight automotive curriculum areas.

Technical Courses
(Conducted by SCTI and MTI)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 1081</td>
<td>Introduction to Automotive Technology</td>
<td>3</td>
</tr>
<tr>
<td>AER 2498</td>
<td>Steering and Suspension Systems</td>
<td>2</td>
</tr>
<tr>
<td>AER 1198</td>
<td>Automotive Engine Diagnosis and Repair</td>
<td>3</td>
</tr>
<tr>
<td>AER 1298</td>
<td>Transmission and Drive Systems</td>
<td>6</td>
</tr>
<tr>
<td>AER 1690</td>
<td>Automotive Electrical Systems</td>
<td>2</td>
</tr>
<tr>
<td>AER 2794C</td>
<td>Heating and Air Conditioning Theory</td>
<td>1</td>
</tr>
<tr>
<td>AER 1694C</td>
<td>Automotive Electronics</td>
<td>4</td>
</tr>
<tr>
<td>AER 2840C</td>
<td>Computer Engine Control and Driveability</td>
<td>6</td>
</tr>
<tr>
<td>AER 2850C</td>
<td>Engine Tuneup and Emission Control</td>
<td>3</td>
</tr>
<tr>
<td>AER 2598</td>
<td>Brake Systems and Chassis Repair</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 32

Cooperative Education
(Supervised by SCTI and MTI)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 2943</td>
<td>Cooperative Dealership Training I</td>
<td>3</td>
</tr>
<tr>
<td>AER 2944</td>
<td>Cooperative Dealership Training II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 6

General Education Courses
(Conducted by State College of Florida, Manatee-Sarasota)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101**</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000**</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.**</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities**</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+**</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 15

Additional Coursework
(Conducted by State College of Florida, Manatee-Sarasota)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 2210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Management</td>
<td>Choose any two from MAN 2021,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MNA 1345, MAN 2241 or MAN 2300</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 15

Program Managers

James Dieter  
ATEP Program Manager, SCTI  
941-361-6531

Gary DeNoon  
ASE Program Manager, MTI  
941-751-7900, ext. 2116

www.careerscape.org

This program is offered through SCF in conjunction with Sarasota County Technical Institute (SCTI) and Manatee Technical Institute (MTI).

** A grade of "C" or better must be attained for each core course and the courses meeting the general education requirements for this degree.

+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 in place of the A.S. degree program's minimum mathematics requirement (2502).
# Business

## Associate in Science Degree in BUSINESS ADMINISTRATION

(64 Term Hours)

**Program Goal:**
The purpose of this program is to prepare students for employment in the areas of specialization for these job titles:

1. **Accounting:** To be prepared immediately after graduation from this program to enter the accounting profession in a variety of positions.
2. **Management:** To prepare students for employment in mid-management positions in a variety of business environments as managers or to provide supplemental training for persons previously or currently employed in management occupations.
3. **Marketing:** This program prepares students for employment in the field of marketing. This includes working as a marketing manager in small and medium-sized businesses, as a sales representative for a variety of businesses, working in the field of advertising and in management of retail establishments.

## Program Specializations:

**Accounting A.S. [2005] A.A.S. [2505]**  
**Management A.S. [2006] A.A.S. [2506]**  
**Marketing A.S. [2007] A.A.S. [2507]**

## Academic Core Courses: All Specializations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Integrated Business Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACG 2071*</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2210</td>
<td>Business Presentation and Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2131</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management and Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Business Course</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>49</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Program Director: Management/Marketing

Douglas Scott  
941-752-5514 Bradenton  
941-408-1300, ext. 65514 Venice  
scottd@scf.edu

## Program Director: Accounting

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

* Prerequisite may be required  
** A grade of “C” or better must be attained for each core course and the courses meeting the general education requirements for this degree.  
+ Students may elect to earn an SCF A.A.S. degree if they complete QMB 1001 in place of the A.S. degree program’s minimum mathematics requirement. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.
**Area of Specialization**
All students must complete the academic courses and general business courses. A student then will specialize by completing the specialization courses as noted.

### Accounting **

#### Program Specialization Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2100*</td>
<td>Intermediate Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2360*</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>APA 2141*</td>
<td>Computers for Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2001*</td>
<td>Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal 15  
TOTAL 64

### Management **

#### Program Specialization Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA 1345</td>
<td>Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Management and Personnel</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2241</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2933*</td>
<td>Management Seminar</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2001*</td>
<td>Financial Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal 15  
TOTAL 64

### Marketing **

#### Program Specialization Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKA 2021</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2041</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2241</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2933*</td>
<td>Management Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Subtotal 15  
TOTAL 64

---

* Prerequisite may be required  
** A grade of “C” or better must be attained for each core course and the courses meeting the general education requirements for this degree.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.

A related certificate also is offered. See certificate listing.
**Business**

**Associate in Science Degree (Articulated to B.S. Degree) in BUSINESS ADMINISTRATION AND MANAGEMENT [1706]**

*(67 Term Hours)*

---

**Program Goal:**
Designed for students who want a foundation in business principles and practices, but who aspire to matriculate to a four-year university.

**Program Entrance Requirements**
To be admitted to the Associate in Science Degree Program in Business Administration a student must:
1. Achieve a level of mathematics proficiency which qualifies the student for entry into MAC 1105 or higher; and
2. Achieve a level of English and reading proficiency which qualifies the student for entry into ENC 1101 or higher.

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 will provide all students with a thorough foundation of fundamental business principles and practices. Through flexibility in this program of study, students will have the opportunity to transfer to the university system to pursue a bachelor's degree. Students exiting the program also will be able to utilize general education skills which are necessary for success in the modern world of work. By choosing this program of study, students will ensure that their education will prepare them for immediate employment and the opportunity to pursue a bachelor's degree.

### General Academic Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Written Communication II</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233</td>
<td>Applied Calculus</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>Humanities &amp; Select any from Area IV, A.S.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 1570*</td>
<td>Integrated Business Applications Software</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>24</strong></td>
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### Program Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
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<tbody>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
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<td>ACG 2071*</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
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<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023*</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2131</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>25</strong></td>
</tr>
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</table>

Select 6 courses from the list below for a total of 18 term hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 2210</td>
<td>Technical Communication</td>
<td></td>
</tr>
<tr>
<td>INP 1390</td>
<td>Human Relations</td>
<td></td>
</tr>
<tr>
<td>PHI 2600</td>
<td>Applied Ethics</td>
<td></td>
</tr>
<tr>
<td>A.A. General Ed. Area II - any course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.A. General Ed. Area III - any course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.A. General Ed. Area IV - any course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.A. General Ed. Area V - any course</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

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This A.S. Business Administration Program leads to a B.S. in business administration and management at eight of the 11 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
** A grade of "C" or better must be attained for all courses taken for this degree.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.

A related certificate also is offered. See certificate listing.
Business

Associate in Science Degree in
INDUSTRIAL MANAGEMENT TECHNOLOGY, HOSPITALITY
MANAGEMENT/CULINARY ARTS [2035]
Articulated with the Culinary Arts Program, Manatee Technical Institute and
Sarasota County Technical Institute, and the Bachelor of Science in Applied
Science Degree with a Concentration in Hospitality Management, University of
South Florida Sarasota-Manatee
(63 Term Hours)

Program Goal:
To enable students, who have gained competency in the technical institute post-secondary adult vocational level, to acquire an
Associate in Science degree and to provide the prerequisites for matriculating into a Bachelor of Science in Applied Science degree.

This is an articulated program between Manatee Technical Institute (MTI), Sarasota County Technical Institute (SCTI), State College
of Florida, Manatee-Sarasota (SCF) and the University of South Florida Sarasota-Manatee (USF). Students who have completed the
post-secondary adult vocational certificate (PSAV) in commercial foods and culinary arts at MTI and the courses listed below at SCF
will be awarded an Associate in Science degree. Upon completion of this A.S. degree, students will have the required 62 transfer-
able hours, overall GPA of 2.0 and the prerequisites for matriculating to USF Sarasota-Manatee for the Bachelor of Science in
Applied Science Program with a concentration in hospitality management.

Program Entrance Requirements
To be admitted to the Industrial Management Technology Program, a student must:
1. Present a copy of the PSAV certificate of completion awarded by MTI to SCF’s director of career and technical education; and
2. Complete one of the required courses listed below with a grade of “C” or better.

General Academic Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Written Communication II</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Topics in Mathematics OR</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Liberal Arts Mathematics OR</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
<td>9</td>
</tr>
<tr>
<td>Behav. Sci.</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

Program Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACG 2071*</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023*</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>19</td>
</tr>
</tbody>
</table>

Credit from MTI and SCTI Industrial Program in Commercial
Foods and Culinary Arts:
Basic soups, stocks and sauces; fruit and vegetable
preparations; meat, fish and poultry operations; desserts and
bread-baking; menu-planning, food costs and catering; dining
room operations; sanitation and equipment safety operation;
customer relations, employability and entrepreneurship skills;
and On-the-Job Training (OJT).
Total 20

* Prerequisite may be required
** A grade of “C” or better must be attained for all courses taken for this degree.
**Computer Science**

**Associate in Science Degree in**

**COMPUTER INFORMATION TECHNOLOGY**

**(63-64 Term Hours)**

**Program Goal:**
The purpose of this program is to prepare students for employment in the areas of specialization for these job titles:

1. Computer Programming and Analysis: entry level programmer, programming specialist, program analyst, system analyst trainee;
2. Information Technology Support Specialist: microcomputer hardware support specialist, consultant or trainer, hardware or software salesperson, technical support specialist, Web master, Web designer;

**Program Entrance Requirements**
To be admitted to the Computer Information Administrator Program, a student must have:

1. Achieved a level of mathematics proficiency which qualifies the student for entry into MAC 1105 or higher, as demonstrated by the standard placement criteria currently in use at State College of Florida, Manatee-Sarasota (SCF);
2. Achieved a level of English and reading proficiency which qualifies the student for entry into ENC 1101 or higher, as demonstrated by the standard placement criteria currently in use at SCF; and
3. Successfully completed Computer Information Systems (CGS 1000) with a grade of “C” or better.

**Program Specializations:**

**Computer Programming and Analysis A.S. [2013] A.A.S. [2513]**


**Network Administration and Security A.S. [2027] A.A.S. [2527]**

**Program Director**
Stephanie Cook
941-752-5281 Bradenton
941-408-1471 Venice
cooks@scf.edu

**Academic Core Courses: All Specializations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics OR</td>
<td></td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business OR</td>
<td></td>
</tr>
<tr>
<td>APA 1111</td>
<td>Introduction to Accounting or higher</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102*</td>
<td>Written Communication II OR</td>
<td></td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.</td>
<td>Choose from Area III, A.S.</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1543</td>
<td>Database Design and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>COP 2510</td>
<td>Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1300</td>
<td>Networking and Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>COP 2170*</td>
<td>Visual BASIC Programming</td>
<td>4</td>
</tr>
<tr>
<td>CET 1600</td>
<td>Network Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1150</td>
<td>Microcomputer Hardware and Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Introduction to Systems Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal 43**

* Prerequisite may be required.
** A grade of “C” or better must be attained for all courses for this degree/specializations.
+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 or MAD 2104 in place of the A.S. degree program’s minimum mathematics requirement. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

*Computer Information Technology—continued next page*
**Computer Programming and Analysis**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1355</td>
<td>Security Engineering</td>
<td>3</td>
</tr>
<tr>
<td>COP 2250C</td>
<td>Java Programming I</td>
<td>4</td>
</tr>
<tr>
<td>COP 2805C</td>
<td>Java Programming II (3) OR</td>
<td></td>
</tr>
<tr>
<td>COP 2224C</td>
<td>C++ Programming I (4)</td>
<td>3-4</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose from COP, CET 1610, CIS 2931, CTS 2433, CGS 2820</td>
<td>9</td>
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</table>

Subtotal 19-20

TOTAL 62-63

**Network Administration and Security**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 2792*</td>
<td>Support Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>CET 2794*</td>
<td>Support Active Directory Services in a Windows Server Network</td>
<td>3</td>
</tr>
<tr>
<td>CET 1610</td>
<td>Router Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1355</td>
<td>Security Engineering</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2352</td>
<td>Ethical Hacking</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose from CIS 2931, CTS 1437, CTS 2433, CGS 1543, CGS 2820C, CGS 1949, CTS 2330, and/or any Networking CET, Networking CEN, Networking CIS or Networking CTS course</td>
<td>6</td>
</tr>
</tbody>
</table>

Subtotal 21

TOTAL 64

---

**Information Technology Support Specialist**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1570*</td>
<td>Integrated Business Applications Software</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2820C</td>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2931</td>
<td>Current Issues in Computing OR</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1949</td>
<td>Internship in Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1355</td>
<td>Security Engineering</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose from CAP, CDA, CGS, CEN, CET, CIS, COP, CTS, EET, GRA 1100C, OST 1110, OST 1100, SLS 1350</td>
<td>9</td>
</tr>
</tbody>
</table>

Subtotal 21

TOTAL 64

---

* Prerequisite may be required.
** A grade of "C" or better must be attained for all courses for this degree/specializations.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.

A related certificate also is offered. See certificate listing.
Construction Management

Associate in Science Degree in
CONSTRUCTION MANAGEMENT TECHNOLOGY ARTICULATED [1739]
(67 Term Hours)

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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Written Communication II</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>AML 2010</td>
<td>American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Liberal Arts Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1007C</td>
<td>Introduction to Biology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 34

Program Core Courses, all specializations**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1251C</td>
<td>Construction Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Building Construction Materials and Methods</td>
<td>4</td>
</tr>
<tr>
<td>BCT 2760</td>
<td>Building Codes and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770</td>
<td>Building Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1720</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>EET 1033C</td>
<td>Fundamentals of DC/AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2001</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2930C</td>
<td>Selected Topics in Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 33

Program Director
Adrienne Gould-Choquette
941-752-5000, ext. 61417 Bradenton
941-408-1417 Venice
gouldca@scf.edu

** A grade of "C" or better must be attained for each core course and the courses meeting the general education requirements for this degree.
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: 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; with an environmentally conscientious, sustainable, “green” building perspective.

Program Entrance Requirements
To be admitted to the Construction Management Technology Degree Program, a student must have:

1. Achieved a level of mathematics proficiency that qualifies the student for entry into +MAC 1105 or higher, as demonstrated by the standard placement criteria currently in use at SCF; and
2. Achieved a level of English and reading proficiency that qualifies the student for entry into ENC 1101 or higher, as demonstrated by the standard placement criteria currently in use at SCF.

General Academic Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Introduction to Accounting</td>
<td>3</td>
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</tbody>
</table>

Total 18

Program Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1251C</td>
<td>Construction Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Building Construction Materials and Methods</td>
<td>4</td>
</tr>
<tr>
<td>BCT 2770</td>
<td>Building Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>BCT 1720</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2760</td>
<td>Building Codes and Specifications</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2131</td>
<td>Legal Environments of Business</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1701</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2100C</td>
<td>Topographic Drafting and Surveying</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 27

Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from BCN 1512C, BCN 1227, BCN 1554, BCN 1592, BCN 1597, BCN 2046, ETP 1511, ETP 2322</td>
<td>6 minimum</td>
<td></td>
</tr>
<tr>
<td>Any MAN</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>Any ACG</td>
<td>3-6</td>
<td></td>
</tr>
<tr>
<td>Remaining credits from: BCN, BCT, EET, EGS, ETC, ETD, ETI, ETG, ETS, ISC, SUR, CET 1600 or COP 2510</td>
<td>0-10</td>
<td></td>
</tr>
</tbody>
</table>

Total 22

** A grade of "C" or better must be attained for all courses taken for this degree.
+ Students may elect to earn an SCF A.A.S. degree if they complete MTB 1321 in place of the A.S. degree program's minimum mathematics requirement (2539). Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director or career and technical education for more information.

Note: This degree articulates to SCF’s Energy Technology Management for a Bachelor of Applied Science degree.
Criminal Justice

Associate in Science Degree in
CRIMINAL JUSTICE TECHNOLOGY [2014]
(64 Term Hours)

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

Program Entrance Requirements
To be admitted into the Criminal Justice Technology Program, a student must have:
1. A standard high school diploma.
2. Achieved a level of mathematics proficiency which qualifies the student for entry into +MAC 1105 or higher, as demonstrated by the standard placement criteria currently in use at State College of Florida, Manatee-Sarasota (SCF); and
3. Achieved a level of English and reading proficiency which qualifies the student for entry into ENC 1101 or higher, as demonstrated by the standard placement criteria currently in use at SCF.

General Academic Courses
Students may take these courses at any time during their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101**</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2000</td>
<td>General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 1000**</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.**</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities**</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics++</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>SLS 1350</td>
<td>Job Marketing Skills</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>22</strong></td>
</tr>
</tbody>
</table>

Program Core Courses**
Please consult the course description section of the Catalog for any prerequisites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 1020</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1300</td>
<td>Police Administration and Organization</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2010</td>
<td>Introduction to Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2600</td>
<td>Criminal Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1600</td>
<td>Deviant Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1000</td>
<td>Introduction to Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJC 1000</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2640</td>
<td>Criminalistics I</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2130</td>
<td>Criminal Evidence and Procedures</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

Program Electives
Choose from outside Criminal Justice area

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.

** A grade of “C” or better must be attained for each core course and the courses meeting the general education requirements for this degree.

+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 or QMB 1001 in place of the A.S. degree program’s minimum mathematics requirement [2514]. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Students must take the Major Field Test for Criminal Justice as a requirement for graduation.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.
Education

Associate in Science Degree in
EARLY CHILDHOOD EDUCATION [2009]
(63 Term Hours)

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.

Program Entrance Requirements
To be admitted into the Early Childhood Education Degree Program*, a student must have:
1. A standard high school diploma.
2. Achieved a level of mathematics proficiency which qualifies the student for entry into +MAC 1105 or higher, as demonstrated by the standard placement criteria currently in use at State College of Florida, Manatee-Sarasota (SCF);
3. Achieved a level of English and reading proficiency which qualifies the student for entry into ENC 1101 or higher, as demonstrated by the standard placement criteria currently in use at SCF; and
4. Successfully completed Introduction to Early Childhood Education (EEC 1000) with a grade of "C" or better.

General Academic Courses**
Students may take these courses at any time during their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040</td>
<td>Intro. to Technology for Educators (Area V, A.S.)</td>
<td>3</td>
</tr>
<tr>
<td>HSC 2401</td>
<td>Emergency First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
<td></td>
</tr>
</tbody>
</table>

Plus One Specialization Area
12 credits must be completed from courses within one specialization area.

<table>
<thead>
<tr>
<th>Preschool Teacher</th>
<th>Family Child Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1312</td>
<td>EEC 1312</td>
</tr>
<tr>
<td>EEC 2217</td>
<td>EEC 2217</td>
</tr>
<tr>
<td>EDF 1005 or EEC 2226</td>
<td>EEC 2527, EEC 2520 or EEC 2202</td>
</tr>
<tr>
<td>EEC 2002</td>
<td>EEC 2002</td>
</tr>
<tr>
<td><strong>12 credits</strong></td>
<td><strong>12 credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child Development Center Management</th>
<th>After School Teachers &amp; Paraeducators</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2202</td>
<td>EEC 1004</td>
</tr>
<tr>
<td>EEC 2520</td>
<td>EDF 1001</td>
</tr>
<tr>
<td>EEC 2527</td>
<td>EDE 2221</td>
</tr>
<tr>
<td>EEC 2002</td>
<td>EEC 2226</td>
</tr>
<tr>
<td><strong>12 credits</strong></td>
<td><strong>12 credits</strong></td>
</tr>
</tbody>
</table>

Program Core Courses**
Please consult the course description section of the Catalog for any prerequisites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 1000</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEE 1601</td>
<td>Observing and Recording Children's Behavior</td>
<td>3</td>
</tr>
<tr>
<td>EDF 1030</td>
<td>Effective Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Intro. to Diversity for Educators + Field Exp.</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2401</td>
<td>Family Interactions and Cultural Continuity</td>
<td>3</td>
</tr>
<tr>
<td>EXK 2010</td>
<td>Introduction to Exceptional Learners</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1001</td>
<td>Early Childhood Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Choose from EDF, EDG, EEC program courses</td>
<td>6</td>
</tr>
<tr>
<td>EEC 1319</td>
<td>Portfolio Development and Performance Obs.</td>
<td>3</td>
</tr>
<tr>
<td>EDG 2949</td>
<td>Internship in Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
<td></td>
</tr>
</tbody>
</table>

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

* A related certificate also is offered. See certificate listing.

** A grade of "C" or better must be attained for each course taken for this degree.
+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 in place of the A.S. degree program’s minimum mathematics requirement (2509). Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.
Emergency Services

Associate in Science Degree in
EMERGENCY MEDICAL SERVICES [2038]
(73 Term Hours)

Program Goal:
To prepare students who have gained competency in the technical institute’s Applied Technology Diploma (ATD) in Basic Emergency Medical Technology and the Paramedic Certificate to acquire an Associate in Science degree in Emergency Medical Services (EMS). The EMS degree is designed to provide a career option that includes work in an administrative, advanced clinical or educational setting. Workplace environments for degree completers include: EMS services, hospital emergency departments, industrial health and safety departments, and public safety agencies.

This is an articulated program between Manatee Technical Institute (MTI), Sarasota County Technical Institute (SCTI) and State College of Florida, Manatee-Sarasota (SCF). Students who have completed the Basic Emergency Technician ATD consisting of 250 hours and the Paramedic Certificate consisting of 1,100 hours, at MTI or SCTI, and the required general academic courses and the emergency medical services core courses at SCF, will be awarded an Associate in Science degree.

Program Entrance Requirements
In addition to the general admission requirements of the College, the student must:
1. Present copies of the ATD and certificates of completion to the SCF director of career and technical education; and
2. Complete 15 term hours of the general academic courses listed below with a grade of “C” or better.

General Academic Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085C</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Anatomy and Physiology Lab</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

Emergency Medical Services Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2086C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2086L</td>
<td>Anatomy and Physiology Lab</td>
<td>0</td>
</tr>
<tr>
<td>EMT</td>
<td>ATD Certificate</td>
<td>11</td>
</tr>
<tr>
<td>Paramedic</td>
<td>Certificate</td>
<td>39</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>54</strong></td>
</tr>
</tbody>
</table>

Program Co-Directors

Dr. Idelia Phillips, Director, Career and Technical Education
941-363-7230, Lakewood Ranch
941-408-1300, ext. 67230, Venice
941-752-5000, ext. 67230, Bradenton
philli@scf.edu

Jane Pfeilsticker, Natural Science
941-752-5271, Bradenton
941-408-1300, ext. 65271, Venice
pfeilsj@scf.edu

** A grade of “C” or better must be attained for the courses meeting general education requirements for this degree.

+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 in place of the A.S. degree program’s minimum mathematics requirement [2538]. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.
### Engineering Technology

**Associate in Science Degree in**

**ENGINEERING TECHNOLOGY [2040]**

**(60 Term Hours)**

**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 support specialist, alternative energy, electronics, and digital design and modeling. Fifteen hours of the engineering technology core have been aligned with the Manufacturing Skills Standard Council’s (MSSC) industry certification.

**Program Entrance Requirements**
To be admitted to the Engineering Technology Degree Program, a student must have:

1. Achieved a level of mathematics proficiency that qualifies the student for entry into +MAC 1105 or higher, as demonstrated by the standard placement criteria currently in use at SCF; and
2. Achieved a level of English and reading proficiency that qualifies the student for entry into ENC 1101 or higher, as demonstrated by the standard placement criteria currently in use at SCF.

**General Academic Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.</td>
<td>Choose from Area III, A.S</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2600</td>
<td>Applied Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 18**

**Engineering Technology Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETI 1130C</td>
<td>Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1110</td>
<td>Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2411</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>CAD Course</td>
<td>Choose one of the following:</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320C</td>
<td>Introduction to AutoCAD OR</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1390C</td>
<td>Introduction to Revit OR</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2364C</td>
<td>Introduction to Solid Works</td>
<td>3</td>
</tr>
<tr>
<td>EET 1084</td>
<td>Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1701</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1597</td>
<td>Introduction to Solar Energy</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2046</td>
<td>Sustainable Florida</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 27**

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Energy/Sustainability Courses: BCN 1512C, BCN 1554, BCN 1592, BCN 1227, ETP 1511, ETP 2322</td>
<td>3 minimum</td>
<td></td>
</tr>
<tr>
<td>Select remaining credits from: BCN, BCT, EET, EGS, ETD, ETG, ETI, ETS, SUR 2100, CET 1600 OR COP 2510</td>
<td>3-12</td>
<td></td>
</tr>
</tbody>
</table>

**Total 15**

**Program Director**
Adrienne Gould-Choquette
941-752-5000, ext. 61417 Bradenton
941-408-1417 Venice
gouldca@scf.edu

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

**+ Students may elect to earn an SCF A.A.S. degree if they complete MTB 1321 in place of the A.S. degree program’s minimum mathematics requirement (2540).**

**Note:** The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.

Related certificates also are offered. See certificate programs listing.

**Note:** This degree articulates to SCF’s Energy Technology Management for a Bachelor’s in Applied Science degree. An A.S. degree in this field will transfer to Daytona State College toward the B.S. in Engineering Technology.
Associate in Science Degree in
FILM PRODUCTION TECHNOLOGY [2031]
(64 Term Hours)

Program Goal:
To prepare qualified artists, journalists and communicators who can manipulate the latest technology and procedures for media presentations. Skills learned include components and construction of narrative and documentary video/film production, digital audio/video design, broadcasting and Internet programming; with special applications for outlets utilizing multimedia components for display and sales.

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

1. Mathematics proficiency which qualifies the student for entry into +MAC 1105 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 better.

General Academic Courses
Students may take these courses at any time during their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101**</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+**</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.**</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities**</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000**</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MMC 2700</td>
<td>Mass Media and Pop Culture</td>
<td>3</td>
</tr>
<tr>
<td>MMC 2100</td>
<td>Writing for Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1420</td>
<td>Introduction to Film Production I</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1030</td>
<td>History of Motion Pictures</td>
<td>3</td>
</tr>
<tr>
<td>MMC 2000</td>
<td>Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>MMC 1949</td>
<td>Career Decision Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1949</td>
<td>Career Decision Work Experience in Film</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any course with GRA prefix</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 36

Program Core Courses**
Please consult the course description section of the Catalog for any prerequisites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIL 1007</td>
<td>Foundations of Story</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1000</td>
<td>Introduction to Film and Television</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1100C</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2949</td>
<td>Internship in Film OR</td>
<td>3</td>
</tr>
<tr>
<td>MMC 2949</td>
<td>Internship in Mass Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2571</td>
<td>Post Production</td>
<td>3</td>
</tr>
<tr>
<td>FIL 1537</td>
<td>Audio Design</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2920</td>
<td>Business Applications for Film</td>
<td>1</td>
</tr>
<tr>
<td>FIL 2580</td>
<td>Film Style Production OR</td>
<td>3</td>
</tr>
<tr>
<td>FIL 2423</td>
<td>Foundations of Production</td>
<td>3</td>
</tr>
<tr>
<td>RTV 1241</td>
<td>Basic Television Production</td>
<td>3</td>
</tr>
<tr>
<td>Recommended Electives:</td>
<td>Choose 3 credits: GRA 2160C, 2826C, FIL 2100, 2835</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 28

An A.S. degree in Film Production Technology requires successful completion of 64 credit hours and a final GPA of 2.5 or higher.

** A grade of “C” or better must be attained for each core course and the courses meeting the general education requirements for this degree.

+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 in place of the A.S. degree program’s minimum mathematics requirement [2531]. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.
Fire Science

Associate in Science Degree in
FIRE SCIENCE TECHNOLOGY (*FESHE Model) [2016]
(63 Term Hours)

Program Goal:
To meet the needs of those just starting careers in fire science as well as those currently employed and interested in expanding their career opportunities. Students desiring to transfer into the University of Florida Fire and Emergency Services Bachelor of Science Degree Program, should contact the University of Florida for required prerequisites.

This is an articulated program between Manatee Technical Institute (MTI), Sarasota County Technical Institute (SCTI) and State College of Florida, Manatee-Sarasota (SCF). Students who have completed the fire science (FFP) courses at MTI or SCTI, and the required general academic courses at SCF, will be awarded an SCF Associate in Science degree.

*FESHE = Fire and Emergency Services Higher Education

Working with coordinators of two- and four-year academic fire and emergency medical services (EMS) degree programs, the U.S. Fire Administration’s National Fire Academy (NFA) has established the FESHE network of emergency services-related education and training providers. The FESHE mission is to: Establish an organization of post-secondary institutions to promote higher education and to enhance the recognition of the fire and emergency services as profession to reduce loss of life and property from fire and other hazards.

Program Entrance Requirements
To be admitted into the Fire Science Technology Degree Program, a student must have:
1. Achieved a level of mathematics proficiency which qualifies the student for entry into +MAC 1105 or higher, as demonstrated by the standard placement criteria currently in use at State College of Florida, Manatee-Sarasota (SCF); and
2. Achieved a level of English and reading proficiency which qualifies the student for entry into ENC 1101 or higher, as demonstrated by the standard placement criteria currently in use at SCF.

General Academic Courses**
(Conducted by SCF)
Students may take these courses at any time during their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2600</td>
<td>Applied Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Program Core Courses**
(Conducted by SCTI and MTI)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 1000</td>
<td>Introduction to Fire Science</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1505</td>
<td>Principles of Fire Prevention</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2510</td>
<td>Codes and Standards</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1793</td>
<td>Fire and Life Safety Educator</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2540</td>
<td>Private Fire Protection Systems I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2780</td>
<td>Fire Department Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1720</td>
<td>Company Officer</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2740</td>
<td>Fire Service Instructor Training</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2610</td>
<td>Fire Investigation: Cause and Origin</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2120</td>
<td>Building Construction and Fire Codes</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2521</td>
<td>Construction Documents and Plans Review</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2810</td>
<td>Fire Fighting Tactics and Strategy I</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2811</td>
<td>Fire Fighting Tactics and Strategy II</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2111</td>
<td>Fire Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1770</td>
<td>Ethical and Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>

** A grade of “C” or better must be attained for all courses taken for this degree.
+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 or QMB 1001 in place of the A.S. degree program’s minimum mathematics requirement [2516]. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

A related certificate also is offered. See certificate listing.
Associate in Science Degree in
GRAPHIC DESIGN TECHNOLOGY [2033]
(64 Term Hours)

Program Goal:
The graphic design technology program offers a curriculum based on a combination of basic design principles and the latest technology. Instruction is distributed between both print and Web design and their respective industry applications. Focus is placed on preparing the student for immediate employment in the field of graphic design.

Program Entrance Requirements
In addition to the admission requirements of the College, the following are requirements for admission to the Graphic Design Technology Program:
1. Mathematics proficiency which qualifies the student for entry into +MAC 1105 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 with a grade of “C” or better.

General Academic Courses
Students may take these courses at any time during their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101**</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+***</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.+**</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities+**</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
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<tr>
<td>CGS 1000**</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1203C</td>
<td>Digital Pre-Press OR</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2820C</td>
<td>Web Page Development</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1800C</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>ART 1205C</td>
<td>Color Fundamentals</td>
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<tr>
<td>Electives</td>
<td>Choose 6 credits—any combination of courses</td>
<td>6</td>
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</table>

Program Core Courses**
Please consult the course description section of the Catalog for any prerequisites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA 1100C</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2190C</td>
<td>Graphic Design Basics</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1206C</td>
<td>Typography</td>
<td>3</td>
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<tr>
<td>GRA 2152C</td>
<td>Computer Image Making</td>
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<tr>
<td>GRA 2121C</td>
<td>Communication Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2122C</td>
<td>Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2425</td>
<td>Business Applications for Graphic Designers</td>
<td>1</td>
</tr>
<tr>
<td>GRA 2950C</td>
<td>Professional Practices</td>
<td>3</td>
</tr>
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<td>GRA 2949</td>
<td>Graphic Design Internship</td>
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<tr>
<td>GRA 2721C</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2160C</td>
<td>Web Interactivity</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

** A grade of "C" or better must be attained for each core course and the courses meeting the general education requirements for this degree.
+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 in place of the A.S. degree program’s minimum mathematics requirement [2533]. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.

Program Manager
Sherri Hill
941-752-5560 Bradenton
941-408-1300, ext. 65560 Venice
hills@scf.edu
DENTAL HYGIENE
Associate in Science Degree [2029]
(88 Term Hours)

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 back of 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 1022C Chemistry for 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2085C*</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2086C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 1022C*</td>
<td>Chemistry for Everyday Life</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Choose from Area II, A.S.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(MAC 1105*, College Algebra or STA 2023, Elementary Statistics preferred)</td>
<td>3</td>
</tr>
<tr>
<td>MCB 2010C</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
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<td>SYG 2000</td>
<td>General Sociology</td>
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<tr>
<td>HUN 2201</td>
<td>Fundamentals of Nutrition</td>
<td>3</td>
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<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
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<td><strong>Total</strong></td>
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### Dental Hygiene Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
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</thead>
<tbody>
<tr>
<td>DES 1020C</td>
<td>Dental Anatomy</td>
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<tr>
<td>DES 1010</td>
<td>Head and Neck Anatomy</td>
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</tr>
<tr>
<td>DES 1200C</td>
<td>Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1002C</td>
<td>Introduction to Clinical Procedures</td>
<td>6</td>
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<tr>
<td>DEH 1720</td>
<td>Preventive Dentistry</td>
<td>1</td>
</tr>
<tr>
<td>DEH 1000</td>
<td>Introduction to Dental Hygiene</td>
<td>2</td>
</tr>
<tr>
<td>DES 1100C</td>
<td>Dental Materials</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1130</td>
<td>Oral Embryology and Histology</td>
<td>1</td>
</tr>
<tr>
<td>DEH 1800C</td>
<td>Clinical Dental Hygiene I</td>
<td>5</td>
</tr>
<tr>
<td>DEH 2822</td>
<td>Dental Office Emergencies</td>
<td>1</td>
</tr>
<tr>
<td>DEH 2802C</td>
<td>Clinical Dental Hygiene II</td>
<td>4</td>
</tr>
<tr>
<td>DEH 2602</td>
<td>Periodontology</td>
<td>2</td>
</tr>
<tr>
<td>DEH 2300</td>
<td>Pharmacology and Pain Control</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2400</td>
<td>General and Oral Pathology</td>
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</tr>
<tr>
<td>DEH 2804C</td>
<td>Clinical Dental Hygiene III</td>
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<tr>
<td>DEH 2702C</td>
<td>Community Dental Health</td>
<td>3</td>
</tr>
<tr>
<td>DEH 2806C</td>
<td>Clinical Dental Hygiene IV</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

*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.A.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.
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 National League for Nursing Accrediting Commission located at 3343 Peachtree Rd., NE, Suite 500, Atlanta, GA 30326. NLNAC's phone number is (404) 975-5000.

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 with lab
   - BSC 2086C Anatomy and Physiology II with lab
   - ENC 1101 Written Communication I
   - Mathematics Any Area II, A.A. mathematics course, MAC 1105 College Algebra OR STA 2023 Elementary Statistics preferred

Additional General Academic Requirements
2. In addition to the program entrance requirements (prerequisites and testing), students are strongly encouraged to complete as many of the general academic requirements, listed below, PRIOR to entry into the nursing program to ease their academic load. An overall and cumulative 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 Nursing Program.
   Additional General Academic Courses:
   - DEP 2004 Human Development: Life Span
   - ENC 1102 Written Communication II
   - Humanities Any Area IV, A.A. humanities course
   - MCB 2010C Microbiology with lab
   - PSY 2012 General Psychology

3. A completed 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 Nursing Program.

Nursing—continued next page
Nursing Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
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<td>NUR 1023</td>
<td>Nursing Process I</td>
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<tr>
<td>NUR 1141</td>
<td>Pharmacology I</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1730</td>
<td>Nursing Process II</td>
<td>10</td>
</tr>
<tr>
<td>NUR 1142</td>
<td>Pharmacology II</td>
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<tr>
<td>NUR 2731C</td>
<td>Nursing Process III</td>
<td>10</td>
</tr>
<tr>
<td>NUR 2732C</td>
<td>Nursing Process IV</td>
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<tr>
<td>NUR 2813</td>
<td>Nursing Seminar</td>
<td>2</td>
</tr>
<tr>
<td></td>
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<td><strong>42</strong></td>
</tr>
</tbody>
</table>

Program Chair

Dr. Sue Garland
941-752-5209 Bradenton
941-408-1300, ext. 65209 Venice

Applications and additional information are available on the Nursing website: scf.edu/Nursing.

Students seeking transfer into the Associate in Science Nursing Program who have completed nursing courses at another accredited institution, should contact the nursing department at scfnursing@scf.edu.

For RN to B.S.N. information, please contact rn2bsn@scf.edu or refer to page 112.

**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.
NURSING TRANSITION PROGRAM
Associate in Science Degree (Articulated to B.S. Degree) [2025]
(72 Term Hours)

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 National League for Nursing Accrediting Commission located at 3343 Peachtree Rd., NE, Suite 500, Atlanta, GA 30326. NLNAC's phone number is (404) 975-5000.

Transition Program for Licensed Practical Nurses
The Transition Program is specifically for qualified Licensed Practical Nurses (LPN). It is designed to allow the LPN who demonstrates current knowledge and skills so that advanced standing may be attained without unnecessary duplication of course content and experiences. Upon successful completion of the transition course (NUR 2703C), a six (6) credit hour course, and Pharmacology II (NUR 1142), students will be given advanced placement credit for the first year of the Associate in Science 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 with lab
   - BSC 2086C  Anatomy and Physiology II with lab
   - ENC 1101  Written Communication I
   - Mathematics Any Area II, A.S. mathematics course, MAC 1105 College Algebra OR STA 2023 Elementary Statistics preferred

Additional General Academic Requirements
2. In addition to the program entrance requirements (prerequisites and testing), students are strongly encouraged to complete as many of the general academic requirements, listed below, PRIOR to entry into the Nursing Program to ease their academic load. An overall and cumulative 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 Nursing Program.

Additional General Academic Courses:
   - DEP 2004  Human Development: Life Span
   - ENC 1102  Written Communication II
   - Humanities Any Area IV, A.S. humanities course
   - MCB 2010C Microbiology with lab
   - PSY 2012  General Psychology

3. The following are additional requirements for entry into the LPN Transition program:
   a. A current Florida license as a Practical Nurse.
   b. An OFFICIAL transcript from the practical nursing program.
   c. Proof of CURRENT work in acute or extended care medical/surgical inpatient settings OR Graduation from practical nursing (PN) school within the past three years.

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 Nursing Program.

Nursing Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2703C</td>
<td>Nursing Transition</td>
<td>6*</td>
</tr>
<tr>
<td>NUR 1142</td>
<td>Pharmacology II</td>
<td>1</td>
</tr>
<tr>
<td>NUR 2731C</td>
<td>Nursing Process III</td>
<td>10</td>
</tr>
<tr>
<td>NUR 2732C</td>
<td>Nursing Process IV</td>
<td>9</td>
</tr>
<tr>
<td>NUR 2813</td>
<td>Nursing Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 42**

*NUR 2703C Nursing Transition, is taken in lieu of NUR 1023 Nursing Process I, NUR 1141 Pharmacology I and NUR 1730 Nursing Process II.

**The LPN transition student is awarded an additional 14 credit hours upon successful completion of the Nursing Program.

Program Chair
Dr. Sue Garland
941-752-5209 Bradenton
941-408-1300, ext. 65209 Venice

Applications and additional information are available on the Nursing website: scf.edu/Nursing.

Students seeking transfer into the Associate in Science Nursing Program who have completed nursing courses at another accredited institution should contact the nursing department at scfnursing@scf.edu.

For RN to B.S.N. information, please contact rn2bsn@scf.edu or refer to page 112.

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.
OCCUPATIONAL THERAPY ASSISTANT
Associate in Applied Science Degree [2520] (70 Term Hours)+
Associate in Science Degree [2020] (70 Term Hours)

Program Goal:
The program will prepare 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, P. O. Box 31220, Bethesda, Maryland 20824-1220. AOTA's phone number is (301) 652-AOTA.

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
   - **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

Occupational Therapy Assistant—continued next page
### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2085C*</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2086C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics**</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012*</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Human Development: Life Span</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Written Communication II OR</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
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**Total 26

### Occupational Therapy Assistant Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>OTH 1001C</td>
<td>Introduction to Occupational Therapy</td>
<td>3</td>
</tr>
<tr>
<td>OTH 1014C</td>
<td>Functional Anatomy and Kinesiology</td>
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</tr>
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<td>OTH 1114C</td>
<td>Occupational Therapy Skills and Techniques I</td>
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</tr>
<tr>
<td>OTH 1520C</td>
<td>Occupational Therapy During the Growing Years</td>
<td>5</td>
</tr>
<tr>
<td>OTH 1410</td>
<td>Introduction to Human Disease</td>
<td>3</td>
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<tr>
<td>OTH 2261C</td>
<td>Occupational Therapy Skills and Techniques II</td>
<td>3</td>
</tr>
<tr>
<td>OTH 2420C</td>
<td>Occupational Therapy for the Physically Disabled</td>
<td>3</td>
</tr>
<tr>
<td>OTH 2300C</td>
<td>Occupational Therapy in Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>OTH 2802L</td>
<td>Occupational Therapy Practicum</td>
<td>4</td>
</tr>
<tr>
<td>OTH 2933C</td>
<td>Seminar for Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>OTH 2840L**</td>
<td>Supervised Clinical Practice I</td>
<td>5</td>
</tr>
<tr>
<td>OTH 2841L**</td>
<td>Supervised Clinical Practice II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total 44

* These courses MUST be completed at the time of application to the Occupational Therapy Assistant Program.
+ Students who complete MAT 1033 will receive the associate in applied science, a nontransfer degree (2520).
+ MAC 1105 or any Gordon Rule mathematics course is required to receive the SCF associate in science degree (2020).
+ Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

** All Occupational Therapy Assistant students must complete Level II Fieldwork within 18 months following completion of academic preparation.
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
- 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2085C*</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2086C</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Human Development: Life Span</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101*</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Written Communication II OR</td>
<td></td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics*+</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012*</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 26

### Physical Therapist Assistant Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHT 1007C</td>
<td>Introduction to Physical Therapy and Patient Care</td>
<td>5</td>
</tr>
<tr>
<td>PHT 1124C</td>
<td>Applied Anatomy and Kinesiology</td>
<td>6</td>
</tr>
<tr>
<td>PHT 1211C</td>
<td>Disabilities and Physical Therapy Procedures I</td>
<td>6</td>
</tr>
<tr>
<td>PHT 1800L</td>
<td>Clinical Experience I</td>
<td>4</td>
</tr>
<tr>
<td>PHT 2337C</td>
<td>Disabilities and Physical Therapy Procedures II</td>
<td>5</td>
</tr>
<tr>
<td>PHT 2321C</td>
<td>Disabilities and Physical Therapy Procedures III</td>
<td>5</td>
</tr>
<tr>
<td>PHT 2810L</td>
<td>Clinical Experience II</td>
<td>6</td>
</tr>
<tr>
<td>PHT 2931</td>
<td>Trends in Physical Therapy</td>
<td>3</td>
</tr>
<tr>
<td>PHT 2820L</td>
<td>Clinical Experience III</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total** 48

* These courses **MUST** be completed **PRIOR** to entry into the Physical Therapist Assistant Program.
+ Students who complete MAT 1033 will receive the associate in applied science, a nontransfer degree [2522].
+ MAC 1105 or any Gordon Rule mathematics course is required to receive the SCF associate in science degree [2022].
+ Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Program Director
Matthew Connell, MPT, PT, MHS
941-752-5346 Bradenton
941-408-1300, ext. 65346 Venice
connelm@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
   - MAT 1033+ Intermediate Algebra (A.A.S.) OR
   - MAC 1105 College Algebra (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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology OR</td>
<td>3</td>
</tr>
<tr>
<td>INP 1390</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics++*</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085C*</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2086C*</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PHI 2600</td>
<td>Applied Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
<td></td>
</tr>
</tbody>
</table>

Radiography Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTE 1001</td>
<td>Medical Terminology for Radiographers</td>
<td>1</td>
</tr>
<tr>
<td>RTE 1002</td>
<td>Introduction to Radiologic Technology</td>
<td>5</td>
</tr>
<tr>
<td>RTE 1308</td>
<td>Radiation Protection and Safety</td>
<td>2</td>
</tr>
<tr>
<td>RTE 1503C</td>
<td>Radiographic Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>RTE 1418</td>
<td>Radiographic Exposures I</td>
<td>5</td>
</tr>
<tr>
<td>RTE 1804L</td>
<td>Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1458</td>
<td>Radiographic Exposures II</td>
<td>5</td>
</tr>
<tr>
<td>RTE 1513C</td>
<td>Radiographic Procedures II</td>
<td>4</td>
</tr>
<tr>
<td>RTE 1814L</td>
<td>Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>RTE 1824C</td>
<td>Practicum III</td>
<td>4</td>
</tr>
<tr>
<td>RTE 2523C</td>
<td>Radiographic Procedures III</td>
<td>4</td>
</tr>
<tr>
<td>RTE 2834L</td>
<td>Practicum IV</td>
<td>4</td>
</tr>
<tr>
<td>RTE 2563</td>
<td>Radiographic Procedures IV</td>
<td>4</td>
</tr>
<tr>
<td>RTE 2844L</td>
<td>Practicum V</td>
<td>4</td>
</tr>
<tr>
<td>RTE 2762</td>
<td>Cross-Sectional Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>RTE 2061</td>
<td>Radiologic Review</td>
<td>1</td>
</tr>
<tr>
<td>RTE 2931</td>
<td>Radiographic Image Analysis</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57</strong></td>
<td></td>
</tr>
</tbody>
</table>

Program Director

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

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.
+ Students who complete MAT 1033 will receive the Associate in Applied Science degree, a nontransfer degree [2523].
+ MAC 1105 or any Gordon Rule mathematics course is required to receive the SCF Associate in Science degree [2023].
+ Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.
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 Applied Science or 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 director of career and technical education.
2. Complete 32 semester hours of general academic courses listed below with a grade of “C” or better.

General Academic Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>REA 1105</td>
<td>College Reading Techniques</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics+</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>PSY 20121</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>INP 1390</td>
<td>Human Relations OR SYG 2000</td>
<td>General Sociology</td>
</tr>
<tr>
<td>Humanities</td>
<td>Choose from Area IV, A.A.S.</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2600</td>
<td>Applied Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any course with CGS, CDA, CET, CIS prefix</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085C, L</td>
<td>Anatomy and Physiology I and lab</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2086C, L</td>
<td>Anatomy and Physiology II and lab</td>
<td>4</td>
</tr>
<tr>
<td>Radiography AART Certificate</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

Total 60

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

+ Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 in place of the A.S. degree program’s minimum mathematics requirement [2541]. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Program Co-Managers
Patrick Patterson, Program Director, Radiography  
941-752-5556 Bradenton  
941-408-1300, ext. 65656 Venice  
patterp@scf.edu

Dr. Idelia Phillips, Director, Career and Technical Education  
941-752-5218 Bradenton  
941-408-1300, ext. 65218 Venice  
phillii@scf.edu

2012 - 2013  |  State College of Florida, Manatee-Sarasota
**Paralegal/ Legal Assisting**

**Associate in Science Degree in**

**PARALEGAL/Legal Assisting [2018]**

**(64 Term Hours)**

**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.

**Program Entrance Requirements**
To be admitted to the Legal Assisting Program, a student must have:
1. A standard high school diploma.
2. Achieved a level of mathematics proficiency which qualifies the student for entry into +MAC 1105 or higher, as demonstrated by the standard placement criteria currently in use at State College of Florida, Manatee-Sarasota (SCF);
3. Achieved a level of English and reading proficiency which qualifies the student for entry into ENC 1101 or higher, as demonstrated by the standard placement criteria currently in use at SCF; and
4. Successfully completed Introduction to Legal Systems (PLA 1003) with a grade of "C" or better.
5. The successful completion of Microsoft Office Specialist Certification in Microsoft Word 2007 or higher version.

**General Academic Courses**
Students may take these courses at any time during their program of study.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101**</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>Math**</td>
<td>Choose from Area II, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>POS 1041</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1570</td>
<td>Integrated Business Apps Software</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1608</td>
<td>Fundamentals of Speech Comm. OR</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1300</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>Behav. Sci.**</td>
<td>Choose from Area III, A.S.</td>
<td>3</td>
</tr>
<tr>
<td>Humanities**</td>
<td>Choose from Area IV, A.S.</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 21**

**Program Core Courses**
Please consult the course description section of the Catalog for any prerequisites. Students should take these courses in sequence if possible.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA 1003</td>
<td>Introduction to Legal Systems</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2001</td>
<td>General Law</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2800</td>
<td>Introduction to Family Law</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2763</td>
<td>Law Office Management</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2303</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1104</td>
<td>Legal Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>LIS 2004</td>
<td>Introduction to Internet Research</td>
<td>1</td>
</tr>
<tr>
<td>PLA 2433</td>
<td>Corporations and Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2600</td>
<td>Wills, Trusts and Probate Administration</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2732</td>
<td>Law Office Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1610</td>
<td>Real Property Law and Transactions</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2203</td>
<td>Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2223</td>
<td>Civil Litigation II</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2949</td>
<td>Capstone: Internship in Paralegal/Legal Assisting</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Choose one from PLA 2114, PLA 2612, PLA 1949, PLA 2950, ACG 2021C, APA 1111, BSC 2085C, BUL 2131, CCJ 1600, GEB 2210, HSC 2531, SOP 1602</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 43**

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.

**** A grade of "C" or better must be attained for each core course and the courses meeting the general education requirements for this degree.

**+** Students may elect to earn an SCF A.A.S. degree if they complete MAT 1033 or QMB 1001 in place of the A.S. degree program’s minimum mathematics requirement [2518]. Note: The Associate in Applied Science (A.A.S.) degree currently is being reviewed at the state level with the probability that it will no longer be available effective Fall 2013.

Articulated credit from a technical institute/secondary school may be applicable. Contact the SCF director of career and technical education for more information.

A related certificate also is offered. See certificate listing.
Certificate Programs

One-year certificate programs in the areas listed below are available to students. Each program is designed so that the student also may continue toward an associate’s degree in the same or a related field. Advanced technical certificate programs also are available as extensions of specific Associate in Science (A.S.) and/or Associate in Applied Science (A.A.S.) degrees and are limited to students who have completed the related A.S. and/or A.A.S. degree.

Certificates:
- Accounting Applications
- Alternative Energy
- Business Management
- Computer Programming and Analysis
- Digital Design and Modeling
- Early Childhood Education and Early Intervention
- Electronics
- Engineering Technology Support Specialist
- Information Technology Support Specialist
- Marketing
- Network Administration and Security

Advanced Technical Certificates:
- Fire Science Administration
- Paralegal/Legal Assisting
- Teacher Certification Program

Certificate Program in
ACCOUNTING APPLICATIONS [3001]
(31 Term Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2210</td>
<td>Business Presentations and Communications</td>
<td>3</td>
</tr>
<tr>
<td>APA 2141</td>
<td>Computers for Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Tax Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

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).

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

Certificate Program in
ALTERNATIVE ENERGY [3002]
(18 Term Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCN 1597</td>
<td>Introduction to Solar Energy</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2046</td>
<td>Sustainable Florida</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives BCN, BCT, EET, EGS, ETD, ETI, ETG, ETP, SUR, EST

Program Director: Adrienne Gould-Choquette
941-752-5000, ext. 61417, Bradenton
941-408-1417, Venice
gouldca@scf.edu

Certificate Program in
BUSINESS MANAGEMENT [3010]
(31 Term Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>QMB 1001</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1345</td>
<td>Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2131</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2933</td>
<td>Management Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

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).

Program Director: Douglas Scott
941-752-5514, Bradenton
941-408-1300, ext. 65514, Venice
scottd@scf.edu

Certificate Program in
COMPUTER PROGRAMMING AND ANALYSIS [3004]
(29-30 Term Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra or any Higher Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>COP 2510</td>
<td>Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP 2170*</td>
<td>Visual BASIC Programming</td>
<td>4</td>
</tr>
<tr>
<td>CGS 1543*</td>
<td>Database Design and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>COP 2250C</td>
<td>Java Programming I</td>
<td>4</td>
</tr>
<tr>
<td>COP 2805C</td>
<td>Java Programming II (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>COP 2224C</td>
<td>C++ Programming I (4)</td>
<td>3-4</td>
</tr>
</tbody>
</table>

continued
Certificate Program in DIGITAL DESIGN AND MODELING [3017]
(24 Term Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGS 1110C</td>
<td>Engineering Drawing OR</td>
<td>3</td>
</tr>
<tr>
<td>BCN 1251</td>
<td>Construction Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2364C</td>
<td>Introduction to Solid Works</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>BCN, BCT, EET, EGS, ETD, ETI, ETG, ETP, SUR, EST</td>
<td>12-24</td>
</tr>
</tbody>
</table>

Program Director: Adrienne Gould-Choquette
941-752-5000, ext. 61417, Bradenton
941-408-1417, Venice
gouldca@scf.edu

Certificate Program in ELECTRONICS [3018]
(12 Term Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1033C</td>
<td>Fundamentals of DC/AC Circuits OR</td>
<td>3-4</td>
</tr>
<tr>
<td>EET 1108</td>
<td>Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>CET 1600</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>COP 2510</td>
<td>Programming Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>BCN, BCT, EET, EGS, ETD, ETI, ETG, ETP, SUR, EST</td>
<td>2-3</td>
</tr>
</tbody>
</table>

Program Director: Adrienne Gould-Choquette
941-752-5000, ext. 61417, Bradenton
941-408-1417, Venice
gouldca@scf.edu

Certificate Program in ENGINEERING TECHNOLOGY SUPPORT SPECIALIST [3016]
(18 Term Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETI 1110</td>
<td>Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1110</td>
<td>Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1320C</td>
<td>Introduction to AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>EET 1084</td>
<td>Introduction to Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ETI 1701</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>ETI 2411C</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Director: Adrienne Gould-Choquette
941-752-5000, ext. 61417, Bradenton
941-408-1417, Venice
gouldca@scf.edu

Students who want the Florida Child Care Professional certification must successfully complete EEC 1000, EEC 1001, EEC 1601 and EEC 1319 and then register with SCF's Corporate and Community Development at 941-363-7203.

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.)

Students who need to meet the Department of Children and Families requirement for the Foundation Level Director Credential must successfully complete EEC 2202, EEC 2527 and EEC 2520.

Program Director: Dr. Kathryn Stuckey
941-363-7265, Lakewood Ranch
941-408-1300, ext. 67265, Venice
stuckek@scf.edu
Certificate Program in
INFORMATION TECHNOLOGY
SUPPORT SPECIALIST [3015]
(27 Term Hours)

Course | Description | Term Hours
--- | --- | ---
MAT 1033 | Intermediate Algebra or any Higher Mathematics | 3
CGS 1000 | Computer Information Systems | 3
CGS 1570* | Integrated Business Applications Software | 3
CGS 2820C | Web Page Development | 3
CGS 1543* | Database Design and Implementation | 3
CTS 1150 | Microcomputer Hardware and Maintenance | 3
CET 1600 | Networking Fundamentals | 3
Electives | Choose from CAP, CDA, CGS, CEN, CET, CIS, COP, CTS, EET, GRA 1100C, OST 1100, OST 1110, SLS 1350 | 6

NOTE: A grade of “C” or better must be attained for each course taken for this certificate. It is also recommended that job-seeking students complete SLS 1350 Job Marketing Skills (1 credit).

Program Director: Stephanie Cook
941-752-5281, Bradenton
941-408-1476, Venice
cooks@scf.edu

Certificate Program in
NETWORK ADMINISTRATION AND SECURITY [3006]
(30 Term Hours)

Course | Description | Term Hours
--- | --- | ---
MAT 1033 | Intermediate Algebra or any Higher Mathematics | 3
CGS 1000 | Computer Information Systems | 3
CET 1600 | Networking Fundamentals | 3
CTS 1150 | Microcomputer Hardware and Maintenance | 3
CTS 1300 | Networking and Operating Systems | 3
CET 2792* | Support Windows Server | 3
CET 2794* | Support Active Directory Services in a Windows Server Network | 3
CET 1610 | Router Technology | 3
CIS 1355 | Security Engineering | 3
Electives | Choose from CIS 2931, CTS 1437, CIS 2433, CGS 1543, CGS 2820C, CGS 1949, CTS 2330, and/or any Networking CET, Networking CEN, Networking CIS or Networking CTS course | 3

Program Director: Stephanie Cook
941-752-5281, Bradenton
941-408-1476, Venice
cooks@scf.edu

Certificate Program in
MARKETING [3011]
(31 Term Hours)

Course | Description | Term Hours
--- | --- | ---
GEB 1011 | Introduction to Business | 3
QMB 1001 | Business Mathematics | 3
ACG 2021C | Principles of Financial Accounting | 4
MAR 2011 | Principles of Marketing | 3
MKA 2511 | Principles of Advertising | 3
ECO 2013 | Principles of Macroeconomics | 3
GEB 2210 | Business Presentations and Communications | 3
MAN 2021 | Principles of Management and Organization | 3
MAN 2241 | Organizational Behavior | 3
MKA 2021 | Personal Selling | 3

NOTE: A grade of “C” or better must be attained for each course taken for this certificate. It is also recommended that job-seeking students complete SLS 1350 Job Marketing Skills (1 credit).

Program Director: Douglas Scott
941-752-5514, Bradenton
941-408-1476, Venice
scotttd@scf.edu
ADVANCED TECHNICAL CERTIFICATES

Advanced Certificate Program in
TEACHER CERTIFICATION PROGRAM [4005]
(21 Term Hours)

The Alternative Certification Program provides a quality teacher training option for baccalaureate 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. Students who complete the alternative certification program will receive credit toward the minimum 60 hour Florida Department of Education English for Speakers of Other Language (Empowering) requirement for content area teachers.

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 baccalaureate 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 0001</td>
<td>Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0002</td>
<td>Instructional Strategies</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0003</td>
<td>Technology</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0004</td>
<td>The Teaching and Learning Process</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0010</td>
<td>Foundations of Research-based Practices in Reading</td>
<td>3</td>
</tr>
<tr>
<td>EPI 0020</td>
<td>Professional Foundations</td>
<td>2</td>
</tr>
<tr>
<td>EPI 0940</td>
<td>Field Experience for Professional Foundations</td>
<td>1</td>
</tr>
<tr>
<td>EPI 0030</td>
<td>Diversity in the Classroom</td>
<td>2</td>
</tr>
</tbody>
</table>

Continue:

EPI 0945 | Field Experience for Diversity in the Classroom | 2

NOTE: A grade of “C” or better must be attained for each course taken for this certificate. 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.

Program Director: Dr. Susan Sheffield
941-752-5000, ext. 67274, Bradenton
941-363-7274, Lakewood Ranch
941-408-1300, ext. 67274, Venice
sheffis@scf.edu

Advanced Certificate Program in
FIRE SCIENCE ADMINISTRATION [4003]
(12 Term Hours)

Students must have graduated and received an A.A.S./A.S. degree from an approved program of Fire Science Technology or have graduated with a related Associate in Science or Associate in Arts degree and be employed in the fire science field to be admitted into this advanced certificate program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN 2021</td>
<td>Principles of Management and Organization</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2241</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Management and Personnel OR</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1345</td>
<td>Management and Supervision</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose one of the following courses (offered at SCTI/MTI):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 2741</td>
<td>Fire Service Course Design OR</td>
<td>3</td>
</tr>
<tr>
<td>FFP 1706</td>
<td>Public Information Officer OR</td>
<td>3</td>
</tr>
<tr>
<td>FFP 2541</td>
<td>Private Fire Protection Systems II</td>
<td>3</td>
</tr>
</tbody>
</table>

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).

This program is offered through SCF in conjunction with Sarasota County Technical Institute (SCTI) and Manatee Technical Institute (MTI).

Program Manager: Robert Stuckey
941-752-5302, Bradenton
941-408-1300, ext. 65302, Venice
stucke10@scf.edu

Advanced Technical Certificate Program in
PARALEGAL/LEGAL ASSISTING [4004]
(25 Term Hours)

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./A.A.S. degree) 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA 1003</td>
<td>Introduction to Legal Systems</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2001</td>
<td>General Law</td>
<td>3</td>
</tr>
<tr>
<td>PLA 1104</td>
<td>Legal Research and Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2433</td>
<td>Corporations and Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PLA 2732</td>
<td>Law Office Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>LIS 2004</td>
<td>Introduction to Internet Research</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA 1610</td>
<td>Real Property Law and Transactions</td>
</tr>
<tr>
<td>PLA 2114</td>
<td>Legal Research and Writing II</td>
</tr>
<tr>
<td>PLA 2203</td>
<td>Civil Litigation I</td>
</tr>
</tbody>
</table>

continued
PLA 2223 Civil Litigation II
PLA 2303 Criminal Law and Procedures
PLA 2600 Wills, Trusts and Probate Administration
PLA 2763 Law Office Management
PLA 2800 Introduction to Family Law
APA 1111 College Accounting
ACG 2021 Principles of Financial Accounting OR
Higher Level Accounting Course
BUL 2131 Legal Environments of Business
GEB 2210 Business Presentations and Communications
PLA 2612 Real Estate II: From Contract to Closing
PLA 2950 Professional Responsibilities
PLA 2949 Career Decision Work Experience in Legal Assisting
PLA 2949 Internship in Paralegal/Legal Assisting

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).

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

Linkage Programs

The Linkage Program is a cooperative agreement among four community/state colleges in the Tampa Bay Area — Hillsborough Community College (HCC), State College of Florida, Manatee-Sarasota (SCF), Polk State College (PSC) and St. Petersburg College (SPC).

The Linkage Program offers students in the SCF district the opportunity to enter certain highly specialized career/technical programs which are offered only at other Linkage Colleges through a quota-based arrangement. Some courses appropriate to the respective programs may be taken at SCF, but students selected for admission to a Linkage Program will be required to conform to all program requirements and to institutional policies and procedures of the Linkage Colleges.

Students who wish to enter a Linkage Program must meet all program requirements, institutional policies and procedures of both SCF and the Linkage College. Linkage Colleges admit students once a year and only on the recommendation of the director.

The following institutions are the designated colleges to provide limited access Linkage Programs in the respective disciplines.

Cardiovascular Technology .................PSC
Diagnostic Medical Sonography ..........HCC
Nuclear Medicine Technology ...............HCC
Radiation Therapy ............................HCC
Respiratory Care (1+1) ......................SPC

For information on limited access as well as other nonlimited access programs, contact the office of career and technical education, 941-363-7231.
Baccalaureate Degrees

Bachelor of Applied Science in Energy Technology Management
Bachelor of Applied Science in Health Services Administration
  Gerontology Concentration
  Nutrition Concentration
Bachelor of Applied Science in Homeland Security
Bachelor of Applied Science in International Business and Trade
Bachelor of Applied Science in Public Safety Administration
Bachelor of Applied Science in Technology Management
Bachelor of Science in Early Childhood Education
Bachelor of Science in Nursing
Baccalaureate Program

State College of Florida, Manatee-Sarasota (SCF) is offering an expanded number of baccalaureate programs and the most current information is available at the college website, scf.edu/Bachelors.

The program-specific requirements are listed on the subsequent pages, but the following requirements are true for all of the programs:

Second Baccalaureate Degree

Students may be eligible to receive a second SCF baccalaureate degree provided that:

1. The requirements for both the first and second degrees are satisfied.
2. An additional thirty (30) upper division semester hours are completed at SCF after the first SCF baccalaureate degree has been awarded.

Double Major

Students may elect to graduate with two majors. The student must meet all requirements of each major separately and must be certified for graduation. It is expected the student pursue both majors concurrently and both degrees have to be conferred at the same time.

Graduation Requirements for Baccalaureate 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. Credit awarded for college-preparatory instruction may not be counted toward fulfilling the total number of credits 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.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale for all work at SCF.
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 hours) of 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 such degrees.
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 of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
   b. successful completion of two semesters (6-8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
   c. validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.

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.
Bachelor of Applied Science in
ENERGY TECHNOLOGY MANAGEMENT [8001]
(120 Term Hours)

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.

Admission Requirements
Admission requirements to the Bachelor of Applied Science in Energy Technology Management Program 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 prerequisite courses (with a grade of C or better).

Prerequisite Courses:
Course Description Term Hours
MAC 1140* Precalculus Algebra 3
MAC 1114* Trigonometry 3
STA 2023* Elementary Statistics 3
CHM 2045C* General Chemistry I (with lab) 5
PHY 2053C* General Physics I (with lab) 4

Note: Higher level mathematics courses can be used for any mathematics courses listed as program prerequisites.

Courses marked with an asterisk (*) currently meet part of SCF’s general education requirements.

Program Director
Adrienne Gould-Choquette
941-408-1417 Venice
941-752-5000, ext. 61417 Bradenton
gouldca@scf.edu

Program Courses

Technical Courses, Lower Level (1000-2000)
Course Description Term Hours
BCN 1057 Energy Efficient HVAC Engineering 3
BCN 1592 Energy Efficient Building Construction 3
BCN 2046 Sustainable Florida 3
BCN 1597 Introduction to Solar Energy 3
BCT 1720 Project Management 3
ETI 1110 Quality Assurance 3

Technical Courses, Upper Level (3000-4000)
Course Description Term Hours
ETP 3320 Introduction to Energy Technology Management 3
EVR 3315 Introduction to Renewable Energy 3
ETP 3240 Modern Electric Power Systems 3
ETS 4515 Building Automation Systems 3
ETS 4536 Control Systems and Networking 3
ETP 3300 Energy Policy and Regulations 3
ETS 4950 Senior Capstone Project in Energy Technology Management 3

Management Courses, Upper Level (3000-4000)
Course Description
ETI 4448 Applied Project Management 3
MAN 3303 Management and Leadership Practices 3
MAN 4520 Quality Management 3
MAN 3504 Operations Management 3
BUL 3564 Legal Aspects of Managing Technology 3
COM 3405 Organizational Communication 3
ETI 3647 Supply Chain Management 3
FIN 3400 Financial Management 3
MAN 3240 Applied Organizational Behavior 3
MAN 3503 Managerial Risk Analysis and Decision Making 3

Degree Total = 120 credits

Students must have completed Florida’s foreign language requirement prior to the completion of the bachelor’s degree. Students may meet this competency by:
• successful completion of two years of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
• successful completion of two semesters (6-8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
• validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.
Bachelor of Applied Science in HEALTH SERVICES ADMINISTRATION [8002] (120 Term Hours)

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.

Admission Requirements
Admission requirements to the Bachelor of Applied Science in Health Services Administration Program include:
1. A 2.0 GPA on a scale of 4.0;
2. Completion of 45 semester hours.
3. Completion of the prerequisite courses (with a grade of C or better).

Prerequisite Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101*</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102*</td>
<td>Written Communication II</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023*</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085C*</td>
<td>Anatomy and Physiology with lab</td>
<td>4</td>
</tr>
<tr>
<td>PHI 2600*</td>
<td>Applied Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Courses marked with an asterisk (*) currently meet part of SCF’s general education requirements.

Health Services Administration Program Common Core
Students in the Bachelor of Applied Science in Health Services Administration Program can pursue the health services administration (HSA) degree or complete core courses in health services administration with a concentration. The areas of concentration help prepare graduates wishing to work in related health care programs and/or facilities and include the areas of gerontology or nutrition.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSA 3111</td>
<td>Health Care Delivery in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3113</td>
<td>Contemporary Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3170</td>
<td>Health Care Finance</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3383</td>
<td>Quality Management in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3430</td>
<td>Health Care Economics</td>
<td>3</td>
</tr>
<tr>
<td>HSA 3502</td>
<td>Health Care Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4169</td>
<td>Evidence Based Practice: Research</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4850</td>
<td>Health Care Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Health Services Administration - HSA Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3826</td>
<td>Ethical and Legal Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3870</td>
<td>Informatics in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>HSA 4180</td>
<td>Health Care Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Health Services Administration HSA Electives - Choose 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 4837</td>
<td>Health Care Policy and Economics</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4636</td>
<td>Community and Public Health</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3895</td>
<td>Teaching and Learning for the Health Care Professional</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3289</td>
<td>Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>GEY 3000 - 4000</td>
<td>Any upper level GEY course</td>
<td>3</td>
</tr>
<tr>
<td>HUN 3000 - 4000</td>
<td>Any upper level HUN course</td>
<td>3</td>
</tr>
<tr>
<td>Upper level course approved by program director</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total (Common Core, HSA Concentration and Electives) = 39 credits

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

Health Services Administration continued next page
Health Services Administration

Health Services Administration - Gerontology Concentration [8011]

The concentration in gerontology focuses on issues involved with an aging population. Course content concentrates on the bio/social/spiritual aspects of aging, as well as physical changes, learning and memory, death and dying concerns, communication, nutritional concerns and aging in special population. Students complete the Health Services Administration Program common core courses and gerontology concentration courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3289</td>
<td>Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>GEY 3001</td>
<td>Aging and Special Populations</td>
<td>3</td>
</tr>
<tr>
<td>GEY 3045</td>
<td>Nutrition and Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>GEY 3402</td>
<td>Communicating with Older Adults</td>
<td>3</td>
</tr>
<tr>
<td>GEY 4601</td>
<td>Biology of Aging</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total (Common Core and Gerontology Concentration)</strong> = 39 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Health Services Administration - Nutrition Concentration [8012]

The concentration in nutrition is a broad concentration. Course content concentrates on such issues as nutrition across the lifecycle and health. In addition special emphasis is placed on nutrition as it relates to sports, diversity of cultures and community health. Students complete the Health Services Administration Program common core courses and nutrition concentration.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUN 3403</td>
<td>Health Cycle Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HUN 3205</td>
<td>Dietary Influences on Disease</td>
<td>3</td>
</tr>
<tr>
<td>HUN 4296</td>
<td>Nutrition and Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HUN 3500</td>
<td>Community Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HUN 3126</td>
<td>Food and Culture</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total (Common Core and Nutrition Concentration)</strong> = 39 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Degree Total = 120 credits

Students must have completed Florida’s foreign language requirement prior to the completion of the bachelor’s degree. Students may meet this competency by:

- successful completion of two years of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
- successful completion of two semesters (6–8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
- validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.
Bachelor of Applied Science in Homeland Security [8003]
(120 Term Hours)

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 and emergency management with an educational pathway that leads to a bachelor’s degree with workforce skills that are 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.

Admission Requirements
Admission requirements to the Bachelor of Applied Science in Homeland Security Program 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.

Students must have completed Florida’s foreign language requirement prior to the completion of the bachelor’s degree. Students may meet this competency by:
- successful completion of two years of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
- successful completion of two semesters (6-8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
- validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.

Program Courses, Upper Level (3000-4000):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD 3820</td>
<td>Foundations of Public Safety Administration/Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>PAD 4393</td>
<td>Critical Incident Management</td>
<td>3</td>
</tr>
<tr>
<td>DSC 3013</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>FES 4014</td>
<td>Evolution of Emergency Management</td>
<td>3</td>
</tr>
<tr>
<td>CJE 3361</td>
<td>Management of Specialized Law Enforcement Units</td>
<td>3</td>
</tr>
<tr>
<td>FES 3833</td>
<td>Emerging Issues in Environmental Disaster Management</td>
<td>3</td>
</tr>
<tr>
<td>CJE 4668</td>
<td>Computer Crime</td>
<td>3</td>
</tr>
<tr>
<td>DSC 3214</td>
<td>Catastrophic Event Response Planning</td>
<td>3</td>
</tr>
<tr>
<td>DSC 3554</td>
<td>Critical Infrastructure and Risk Analysis</td>
<td>3</td>
</tr>
<tr>
<td>DSC 4038</td>
<td>Terrorism and Emergency Management</td>
<td>3</td>
</tr>
<tr>
<td>DSC 3243</td>
<td>Industrial Security</td>
<td>3</td>
</tr>
<tr>
<td>DSC 4594</td>
<td>Intelligence Analysis</td>
<td>3</td>
</tr>
<tr>
<td>PAD 4878</td>
<td>Public Safety Administration/Homeland Security Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives
- Fire science, criminal justice and emergency medical services degrees from regionally accredited colleges and universities
- Any A.A. designated elective courses over and above the A.A. general education requirements
- Any B.A.S. courses from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 3564</td>
<td>Legal Aspects of Managing Technology</td>
<td>3</td>
</tr>
<tr>
<td>COM 3405</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3647</td>
<td>Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>ETI 4448</td>
<td>Applied Project Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3400</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>Applied Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3303</td>
<td>Management and Leadership Practices</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3503</td>
<td>Managerial Risk Analysis and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3504</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4520</td>
<td>Quality Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Degree Total = 120 credits

Program Director
Barry Puett
941-752-5656 Bradenton
941-408-1300, ext. 65656 Venice
puettb@scf.edu
Bachelor of Applied Science in INTERNATIONAL BUSINESS AND TRADE [8006] (120 Term Hours)

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. Additionally, there is an optional concentration in maritime management.

Admission Requirements
Admission to the Bachelor of Applied Science in International Business and Trade includes:
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 prerequisite courses (with a grade of C or better).

Prerequisite Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2021C</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013*</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2023</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2233*</td>
<td>Applied Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023*</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Higher level mathematics courses can be used for any mathematics courses listed as program prerequisites.

Courses marked with an asterisk (*) currently meet part of SCF’s general education requirements.

Note: Substantive change prospectus for this new program has been submitted in May 2012 for SACS for their approval.

Program Courses, Upper Level (3000-4000):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 3400</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3303</td>
<td>Management and Leadership Practices</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3503</td>
<td>Managerial Risk Analysis and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4102</td>
<td>Managing Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3647</td>
<td>Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3504</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>Applied Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4520</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>ETI 4448</td>
<td>Applied Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BUL 3322</td>
<td>Legal Issues in International Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR 4413</td>
<td>Sales, Negotiating and Customer Relationship Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4934</td>
<td>Senior Capstone Project in International Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Foreign language courses at the intermediate level (a total of four semesters in a sequential language)

In addition to the program courses above, students take electives from the following to complete 120 hours of coursework:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 2100</td>
<td>Intermediate Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2360</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>APA 1111</td>
<td>Introduction to Accounting</td>
<td>3</td>
</tr>
<tr>
<td>APA 2141</td>
<td>Computers for Accounting Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2131</td>
<td>Legal Environments of Business</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2001</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2210</td>
<td>Business Presentations and Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2241</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2300</td>
<td>Management and Personnel</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2111</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2141</td>
<td>International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2021</td>
<td>Personal Selling</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2041</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1345</td>
<td>Management and Supervision</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Tax Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

Degree Total = 120 credits

Students must have completed Florida’s foreign language requirement prior to the completion of the bachelor’s degree. Students may meet this competency by:
- successful completion of two years of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
- successful completion of two semesters (6-8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
- validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.
Bachelor of Applied Science in
PUBLIC SAFETY ADMINISTRATION [8004]
(120 Term Hours)

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 and emergency management with an educational pathway that leads to a bachelor's degree with workforce skills that are 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, and planning and utilities departments.

Admission Requirements
Admission requirements to the Bachelor of Applied Science in Public Safety Administration Program 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.

Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by:
• successful completion of two years of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
• successful completion of two semesters (6-8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
• validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.

Program Courses, Upper Level (3000-4000):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAD 3820</td>
<td>Foundations of Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>PAD 3821</td>
<td>Contemporary Issues in Public Safety Administration/Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>PAD 3311</td>
<td>Program Planning and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>PAD 3874</td>
<td>Community Relations Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>PAD 4204</td>
<td>Public Finance</td>
<td>3</td>
</tr>
<tr>
<td>PAD 4414</td>
<td>Teaching Human Resource Management Skills</td>
<td>3</td>
</tr>
<tr>
<td>PAD 4393</td>
<td>Critical Incident Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD 4603</td>
<td>Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>DSC 3013</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>DSC 3554</td>
<td>Critical Infrastructure and Risk Analysis</td>
<td>3</td>
</tr>
<tr>
<td>FES 4014</td>
<td>Evolution of Emergency Management</td>
<td>3</td>
</tr>
<tr>
<td>CJE 3361</td>
<td>Management of Specialized Law Enforcement Units</td>
<td>3</td>
</tr>
<tr>
<td>FES 3833</td>
<td>Emerging Issues in Environmental Disaster Management</td>
<td>3</td>
</tr>
<tr>
<td>PAD 4878</td>
<td>Public Safety Administration/Homeland Security Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives
- Fire science, criminal justice and emergency medical services degrees from regionally accredited colleges and universities
- Any A.A. designated elective courses over and above the A.A. general education requirements
- Any B.A.S. courses from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL 3564</td>
<td>Legal Aspects of Managing Technology</td>
<td>3</td>
</tr>
<tr>
<td>COM 3405</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3647</td>
<td>Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>ETI 4448</td>
<td>Applied Project Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 3400</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>Applied Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3303</td>
<td>Management and Leadership Practices</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3503</td>
<td>Managerial Risk Analysis and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3504</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4520</td>
<td>Quality Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Degree Total = 120 credits

Program Director
Barry Puett
941-752-5656 Bradenton
941-408-1300, ext. 65656 Venice
puettb@scf.edu
Bachelor of Applied Science in TECHNOLOGY MANAGEMENT [8007] (120 Term Hours)

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.

Admission Requirements
Admission to the Bachelor of Applied Sciences in Technology Management includes:
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.

Note: Substantive change prospectus for this new program has been submitted in May 2012 for SACS for their approval.

Program Courses, Upper Level (3000-4000):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 3400</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3303</td>
<td>Leadership and Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3503</td>
<td>Managerial Risk Analysis and Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4102</td>
<td>Managing Cultural Diversity</td>
<td>3</td>
</tr>
<tr>
<td>ETI 3647</td>
<td>Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3504</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4382</td>
<td>Global Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAN 3240</td>
<td>Applied Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4480</td>
<td>Electronic Commerce Systems and Strategies</td>
<td>3</td>
</tr>
<tr>
<td>ETI 4448</td>
<td>Applied Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4570</td>
<td>International Procurement and Outsourcing</td>
<td>3</td>
</tr>
<tr>
<td>ISM 3324</td>
<td>Applications in Information Security</td>
<td>3</td>
</tr>
<tr>
<td>ISM 4212</td>
<td>Database Design and Administration</td>
<td>3</td>
</tr>
<tr>
<td>MAN 4915</td>
<td>Senior Capstone Project in Technology Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Degree Total = 120 credits

Students must have completed Florida’s foreign language requirement prior to the completion of the bachelor’s degree. Students may meet this competency by:
• successful completion of two years of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
• successful completion of two semesters (6-8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
• validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.

Program Director
David Auxier
941-363-7218 Lakewood Ranch
941-408-1300, ext. 67218 Venice
auxierd@scf.edu
IBTan#TM@scf.edu
Bachelor of Science in
EARLY CHILDHOOD EDUCATION [8005]
(120 Term Hours)

Program Description/Employment Options for Graduates:
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.

Admission Requirements
Admission requirements to the Bachelor of Science in Early Childhood Education Program 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 prerequisite courses (with a grade of C or better).

Prerequisite Courses:
Prerequisite courses for all applicants for admission (21 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 1005</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators + Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>EME 2040</td>
<td>Education Technology</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1000</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1001</td>
<td>Early Childhood Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1601</td>
<td>Observing and Recording</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1319</td>
<td>Portfolio Development and Supervision Work Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Courses, Upper Level (3000-4000):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 3214</td>
<td>EC Education Learning Environments</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3401</td>
<td>Special Needs of Children and Families</td>
<td>3</td>
</tr>
<tr>
<td>EEC 3731</td>
<td>Health, Nutrition and Safety of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4402</td>
<td>Cultural and Family Systems</td>
<td>3</td>
</tr>
<tr>
<td>EEX 3226</td>
<td>Assessment of All Young Children and Field Exp</td>
<td>3</td>
</tr>
<tr>
<td>EEX 4701</td>
<td>Blending Early Childhood Methods and Field Exp</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4400</td>
<td>Parents as Teachers and Field Exp</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4204</td>
<td>Infant/Toddler Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDF 3430</td>
<td>Education Measurement and Evaluations</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4267</td>
<td>Curriculum Programs, Infants/Tods/Preschool</td>
<td>3</td>
</tr>
<tr>
<td>EEX 4603</td>
<td>Behavior Management in Preschool and Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4268</td>
<td>Curriculum Activities in Early Childhood (Child Dev.)</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4613</td>
<td>Assessment and Evaluation for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4706</td>
<td>Language and Emerging Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4661</td>
<td>Theory and Practice in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>EEC 4940</td>
<td>Internship: Early Childhood Education</td>
<td>9</td>
</tr>
</tbody>
</table>

Degree Total = 120 credits

Students must have completed Florida’s foreign language requirement prior to the completion of the bachelor’s degree. Students may meet this competency by:
- successful completion of two years of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
- successful completion of two semesters (6-8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
- validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.

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

2012 - 2013 | State College of Florida, Manatee-Sarasota
Bachelor of Science in Nursing
RN - B.S.N., Nursing [8019]
(120 Term Hours)

Registered Nurse to Bachelor of Science in Nursing Program
(RN to B.S.N.):
The 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. 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 NLNAC accreditation (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. NLNAC’s phone number is (404) 975-5000.)

Program Goal:
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.

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 45 semester hours.
4. Completion of the prerequisite courses (with a grade of C or better).

Application Requirements:
1. Applied and accepted to SCF, all students must be administratively and academically in good standing.
2. A current, unencumbered, unrestricted Florida RN license or eligible for Florida RN licensure.
3. An application fee may be required.
4. Completion of the following prerequisite courses with a letter grade of “C” or better.

Prerequisite Courses:
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 2085C*</td>
<td>Human Anatomy and Physiology I with lab</td>
<td>4</td>
</tr>
<tr>
<td>BSC 2086C*</td>
<td>Human Anatomy and Physiology II with lab</td>
<td>4</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Human Development: Life Span</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101*</td>
<td>Written Communication I</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102*</td>
<td>Written Communication II</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>Any Area IV, A.A. – Literature or Arts and Humanities, category A or B</td>
<td></td>
</tr>
<tr>
<td>Mathematics*</td>
<td>Any Area II, A.A.</td>
<td></td>
</tr>
<tr>
<td>MCB 2010C*</td>
<td>Microbiology with lab</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2012*</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CHM 1025C*</td>
<td>Introductory Chemistry with lab (preferred)</td>
<td>5</td>
</tr>
<tr>
<td>HUN 2201</td>
<td>Fundamentals of Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023*</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Completion of all or part of the academic courses required does not guarantee acceptance into the RN to B.S.N. Program.

Additional Requirements (Needed Prior to Graduating with B.S.N.):
- SPC 1608* Fundamentals of Speech Communication (category C; PHI 2600 - Applied Ethics is preferred)
- Social Science* (Historical), Any Area III, A.A., category A
- Humanities

(Courses marked with an asterisk (*) currently meet part of SCF’s general education requirements.)

For more information about the program contact:
Terri Hanlon, RN to B.S.N. Program Coordinator
941-363-7268 Lakewood Ranch
941-408-1300, ext. 67268 Venice
scf.edu/bsnursing
rn2bsn@scf.edu

Nursing continued next page
Nursing continued

Upper Level Nursing Courses - Core

Method of instruction (for most courses below)
- Blended courses (combination of online and face-to-face coursework)
- Online

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Term Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3805</td>
<td>Dimensions of Professional Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3066C</td>
<td>Health Assessment and Physical Appraisal</td>
<td>4</td>
</tr>
<tr>
<td>NUR 3125</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3145</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3826</td>
<td>Ethical and Legal Issues in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3870</td>
<td>Informatics in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4169</td>
<td>Evidence Based Practice: Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4636</td>
<td>Community and Public Health: Population Based</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4636L</td>
<td>Community and Public Health: Practicum</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4827</td>
<td>Leadership and Management in Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4925</td>
<td>Colloquiums/Symposiums/Workshops</td>
<td>1</td>
</tr>
<tr>
<td>NUR 3289</td>
<td>Gerontology – Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3895</td>
<td>Teaching and Learning for the Health Care Professional</td>
<td>3</td>
</tr>
<tr>
<td>NUR 4837</td>
<td>Health Care Policy and Economics</td>
<td>3</td>
</tr>
<tr>
<td>NSP 3276**</td>
<td>Basic Arrhythmia Interpretation</td>
<td>1</td>
</tr>
<tr>
<td>NSP 4275C**</td>
<td>Adult Critical Care</td>
<td>8</td>
</tr>
</tbody>
</table>

** Not available online

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 throughout their study in the RN to B.S.N. Program.

Degree Total = 120 credits

Students must have completed Florida’s foreign language requirement prior to the completion of the bachelor’s degree. Students may meet this competency by:
- successful completion of two years of a single foreign language while in high school (official high school transcripts must be submitted to educational records), or
- successful completion of two semesters (6-8 credit hours) of a single foreign language in college (or through corresponding College Level Examination Program CLEP exams), or
- validation of foreign language competence for languages not available through CLEP as deemed appropriate by the vice president of baccalaureate programs.
Course Descriptions

Florida’s Statewide Course Numbering System
Course Prefix Guide by Department Code
Course Numbers/Titles, Listed Alphabetically by Course Prefix
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 25 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://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

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

English Composition Lower (Freshman) level at this institution
Freshman Composition Freshman Composition Skills Freshman Composition Skills I No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC.101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college 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 the semester-term system. 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 subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, 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 facul-
ty 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 excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
D. College preparatory and vocational preparatory courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions
The SCNS makes available on its home page (http://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 http://scns.fldoe.org.

KEY TO COURSE DESCRIPTIONS
(3) = Number of credit hours. Number of hours per week in a 16-week term.
(A.A.) = May be used to meet the credit requirements of the associate in arts (A.A.) degree, and may also be credited to an associate in science (A.S.) degree, and associate in applied science (A.A.S.) degree, or a certificate.
(A.S.) = Only creditable to an associate in science (A.S.) degree, an associate in applied science (A.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.
(A.A.S.) = Only creditable to an associate in applied science (A.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.
(C.P.) = Carries college preparatory credit only. No credit toward any degree or certificate. Used for college preparatory courses. Counts in a student’s time status (e.g., part-time) and financial aid except the Bright Futures scholarships.
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.

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 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.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>PREFIXES</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACG APA TAX</td>
<td>B</td>
</tr>
<tr>
<td>Anatomy</td>
<td>BSC</td>
<td>NS</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANT</td>
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**Initials Department Building - Room**

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**For ALL upper division courses, 3000 and 4000 level, contact the respective program director or scf.edu/bachelors.**

2012 - 2013 | State College of Florida, Manatee-Sarasota
ACG, Accounting: General

ACG 2021C
Principles of Financial Accounting (4) (A.A.)
Three hours lecture per week. Prerequisite: MAT 0012 or MAT 0018 and REA 0002 or REA 0017, or equivalent. A corporate view that provides students with an understanding of concepts that are fundamental to the use of accounting data for decision-making. Emphasis is on financial statements, ratio analysis, the accounting cycle and capital structure through the issuing of stock and bonds. Study of accounting principles from a user and a preparer approach.

ACG 2071
Principles of Managerial Accounting (3) (A.A.)
Prerequisite: 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 (3) (A.A.S./A.S.)
Prerequisite: ACG 2071. Review of the accounting model and statement preparation, concepts, standards and principles underlying the measurement and reporting of financial position.

ACG 2360
Cost Accounting (3) (A.A.S./A.S.)
Prerequisite: 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 (1-3 variable) (A.A.S./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)

AER, Automotive Mechanics

AER 1081
Introduction to Automotive Technology (3) (A.A.S./A.S.)
This course is designed to introduce students to the field of automotive service. Topics include auto service careers, shop safety, fuels, lubricants, fasteners, tools and equipment. It also includes an introduction to the systems and instruction in fundamental service procedures.

AER 1198
Auto Engine Diagnostics and Repair (3) (A.A.S./A.S.)
This course is designed to teach the principles and procedures necessary to rebuild an automotive engine. Topics include engine diagnosis, engine removal, engine disassembly, engine rebuilding, engine reassembly, engine installation, valve adjustment and road test procedures. Special emphasis will be given to safety procedures and specific tools, fasteners and equipment to be used.

AER 1298
Transmission and Drive Systems* (6) (A.A.S./A.S.)
Prerequisite: AER 1081. This course is designed to teach the principles and operations of transmissions and drive systems. Topics include manual and automatic transmissions, transaxles, clutches, propeller shafts, electronic controls, overdrive systems, differentials and axles. Special emphasis will be given to safety procedures and the specific tools and instruments used in diagnosis and repair.

AER 1690
Automotive Electrical Systems* (2) (A.A.S./A.S.)
Prerequisite: AER 1081. This course is designed to teach the principles and operations of the basic electrical circuits found in automobile systems and to provide practical experience in the service and repair of these systems. Topics include starting and charging systems, ignition and fuel systems, chassis electrical circuits and electrical accessory circuits. Special emphasis will be given to safety procedures and the specific tools and equipment to be used.

AER 1694C
Automotive Electronics* (4) (A.A.S./A.S.)
Prerequisites: AER 1081 and AER 1692. This course is designed to teach the fundamental principles of electronics and to introduce the application of electronics in the modern automobile. Topics include solid-state devices, sensors and actuators, computer inputs and outputs, logic circuits and electronic control circuits. Special emphasis will be given to safety procedures and the specific tools and equipment used in diagnosis.

AER 2498
Steering and Suspension Systems* (2) (A.A.S./A.S.)
Prerequisite: AER 1081. This course is designed to teach the theory and design of steering systems, suspension systems and wheel alignment. Topics include wheel balancing, wheel angles, rack-and-pinion and power-assisted steering systems. Special emphasis will be given to safety procedures and the specific tools and instruments used in diagnosis and repair.

AER 2598
Brake Systems and Chassis Repair* (2) (A.A.S./A.S.)
Prerequisite: AER 1081. This course is designed to teach the theory, design and operation of braking systems. Topics include drum brake systems, disc brake systems, hydraulics, power assist systems and anti-lock braking systems. Special emphasis will be given to safety procedures and the specific tools and instruments used in diagnosis and repair.

AER 2794C
Heating and Air-Conditioning Theory* (1) (A.A.S./A.S.)
Prerequisites: AER 1081 and AER 1692. This course is designed to teach the principles and operations of automobile heating and air-conditioning systems, including refrigeration, controls, and safety procedures.
erant recovery and recycling techniques. Special emphasis will be given to safety procedures and the testing, diagnosis and repair of heating and air-conditioning systems.

**AER 2840C**
**Computer Engine Control** *(6) (A.A.S./A.S.)*
Prerequisites: AER 1081, AER 1692, AER 1694C. This course is designed to teach the latest in computerized transmission and engine controls, electronic fuel and ignition systems, emission controls and instrumentation systems. Special emphasis will be given to safety procedures, theory of operations, system design and the specific tools and instruments used in diagnosis and repair.

**AER 2850C**
**Engine Tune-up and Emission** *(3) (A.A.S./A.S.)*
Prerequisites: AER 1081, AER 1692, AER 1694C, AER 2840C. This course is designed to teach the fundamentals and diagnostic procedures of engine performance and emission control systems. Special emphasis will be given to safety procedures and the practical applications of oscilloscopes, scan tools, electronic test equipment and exhaust gas analysis.

**AER 2943**
**Cooperative Dealership Training** *(3) (A.A.S./A.S.)*
This course provides for a minimum of 320 hours of work experience in a supervised setting.

**AER 2944**
**Cooperative Dealership Training** *(3) (A.A.S./A.S.)*
This course provides for a minimum of 320 hours of work experience in a supervised setting.

* Course taught at Sarasota County Technical Institute
** Course taught at automobile dealership

**AMH, American History**

**AMH 1010**
**History of the United States I** *(3) (A.A.)*
This course meets Area III of the A.A./A.A.S./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**
**History of the United States II** *(3) (A.A.)*
This course meets Area III of the A.A./A.A.S./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) (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. 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** *(1-4 variable) (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, American Literature**

**AML 2010**
**American Literature I** *(3) (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. 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 2020**
**American Literature II** *(3) (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. 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 2600**
**African-American Literature** *(3) (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, Anthropology**

**ANT 2000**
**Introduction to Anthropology (3) (A.A.)**
Prerequisite: ENC 1101 with a grade of "C" or better. This course meets Area III of the A.A./A.A.S./A.S. general education requirements, the Gordon Rule requirement and part of the International/Intercultural 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.

**ANT 2100**
**Introduction To Archaeology (3) (A.A.)**
This course meets Area III of the A.A./A.A.S./A.S. general education requirements. This course highlights the basic concepts and fundamental principles of method and theory in modern archaeology. The history of archaeology is traced from its origins to its emergence as a scientific discipline within anthropology. Students are familiarized with the concepts and methods of modern archaeology, and with the scientific goals of archaeological research. A survey of the latest advances in the field such as remote sensing and non-intrusive techniques is included. As a writing intensive course, ANT 2100 will allow 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) (A.A.)**
This course meets part of the International/Intercultural requirement. This course introduces the student to the study of human cultures 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.

**ANT 2930**
**Special Topics in Anthropology (1-3 variable) (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, Applied Accounting**

**APA 1111**
**Introduction to Accounting (3) (A.A.S./A.S.)**
Three hours per week. A general survey course for non-business majors whose program only requires three hours of accounting. A study of the accounting equation, commonly used accounting statements including income measurement, financial condition, cash flow and retained earnings and how they meet the needs of stakeholders including owners, creditors, government agencies, providers of capital, managers and employees. This course is neither a prerequisite nor substitute for ACG 2021C.

**APA 2141**
**Computers for Accounting Applications (3) (A.A.S./A.S.)**
Prerequisites: ACG 2021C and CGS 1570. This course provides a realistic approach to computerized, integrated accounting principles. Accounting systems commonly found in business environments will be examined. Standards, capability, limitations and flexibility of computerized accounting systems will be discussed and implemented. Additional special fees are required. (Spring)

**ARH, Art History**

**ARH 2000**
**Art Appreciation (3) (A.A.)**
This course meets Area IV of the A.A./A.A.S./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 will be 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) (A.A.)**
Prerequisite: ENC 1101 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. 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) (A.A.)**
Prerequisite: ENC 1101 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. 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.

ART, Art

ART 1201C
Two-Dimensional Design (3) (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) (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) (A.A.)
Three hours studio/lecture per week. This course will explore color mixing and the effective use of color theory in the visual arts. Additional special fees are required.

ART 1300C
Drawing I (3) (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) (A.A.)
Three hours studio/lecture per week. Prerequisite: 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 2330C
Figure Drawing I (3) (A.A.)
Three hours studio/lecture per week. Prerequisites: ART 1300C-1301C 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) (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 2400C
Printmaking I (3) (A.A.)
Three hours studio/lecture per week. This course introduces the materials, creative processes and development of individual concepts in woodcut, intaglio and screen printing. Additional special fees are required.

ART 2401C
Printmaking II (3) (A.A.)
Three hours studio/lecture per week. Prerequisite: ART 2400C or permission of instructor. This course is an advanced study in relief printing, intaglio, silkscreen, lithography and the development of individual concepts. Additional special fees are required.

ART 2500C
Painting I (3) (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) (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 2600C
Digital Illustration I (3) (A.A.)
Prerequisite: ART 1201C, ART 1300C or permission of instructor. This course is an exploration of various forms of computer-generated and photographic imagery, and the processes used to digitally alter, edit, and enhance that imagery including still image capture, editing and compositing, vector and raster drawing, and an introduction to virtual 3D forms and modeling. The course also acquaints the student with the artist critique, involving presentation, discussion, and analysis of electronic media.
ART 2701C  
Sculpture (3) (A.A.)
Three hours studio/lecture per week. In this class, concentration will be on aesthetic principles, techniques and materials used in the medium. Materials used will be 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) (A.A.)
Three hours studio/lecture per week with the expectation that students will put in additional hours for time-consuming projects. Prerequisite: 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) (A.A.)
Three hours studio/lecture per week. Prerequisite: 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) (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) (A.A.)
Three hours lecture/studio per week. Prerequisite: ART 2750C - Ceramics I. 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) (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 will 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) (A.A.)
Three hours studio/lecture per week plus a minimum of three additional hours involving advanced throwing techniques. Prerequisite: ART 2752C. The students are responsible for making their own clay and assisting with the loading of gas and electric fired kilns. Students will 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) (A.A.)
Three hours studio/lecture per week. Prerequisites: Either 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 2930  
Special Topics: Art (1-3 variable) (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) (A.A.)
Three hours lecture per week. Prerequisite: ART 1300C or ART 2750C or ART 2752C or ART 2701C or 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, American Sign Language - Interpreting

ASL 1140C  
American Sign Language I (4) (A.A.)
Four hours per week. Includes one hour of laboratory work. 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 2150C  
American Sign Language II (4) (A.A.)
Four hours per week. Includes one hour of laboratory work. Prerequisite: ASL 1140C. This course expands knowledge and vocabulary introduced in American Sign Language I by emphasizing increasingly complex grammatical structure and conversational skills.
**AST, Astronomy**

**AST 1002**  
**Descriptive Astronomy (3) (A.A.)**

The course meets Area V requirements for the A.A./A.A.S./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, Biochemistry**

**BCH 3023**  
**Introduction to Biochemistry (3) (B.S.)**

This class meets for three hours of lecture per week. Prerequisite: 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, Building Construction**

**BCN 1227**  
**Building Envelope Science (3) (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) (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 will be on developing accuracy, line quality, construction vocabulary and understanding the design process.

**BCN 1512C**  
**Energy Efficient HVAC Engineering (3) (A.A.S./A.S.)**

This course is an introduction to heating, ventilation and air conditioning systems installed in residential home building. The systems will be studied for code requirements, system design, HVAC safety and working principles. Offered as BCN 1057 prior to Fall 2012.

**BCN 1592**  

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) (A.A.S./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 1592**  

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**BCN 1597**  
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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) (A.S.)**

Through lectures, readings, class discussions and a term paper, the 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) (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 (1-3 variable) (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, Building Construction Trades

BCT 1720
Project Management (3) (A.A.S./A.S.)
This course is a study of the orderly flow of steps from start to finish in a construction project. The basic concepts and techniques of the PERT and CPM methods of network planning and scheduling will be covered. This course will develop the skills necessary to successfully apply the critical path method to the construction industry and answer the critical path problems found on the Florida State Certification Exam.

BCT 2760
Building Codes and Specifications (3) (A.A.S./A.S.)
This course will cover 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 will be covered. The student will also study questions similar to those found on the Florida State Certification Exam.

BCT 2770
Building Construction Estimating (3) (A.A.S./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, Biological Sciences

<table>
<thead>
<tr>
<th>Students already with credit for:</th>
<th>Cannot subsequently get credit for:</th>
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<tbody>
<tr>
<td>BSC 2010C</td>
<td>BSC 1005, 1005C, 1007C</td>
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<tr>
<td>BSC 2011C</td>
<td>BSC 1005C, 1007C, 1008</td>
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<tr>
<td>BSC 2085C, 2093C</td>
<td>BSC 1005C</td>
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<tr>
<td>BSC 2086C, 2094C</td>
<td>BSC 1008, 2085C, 2093C</td>
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<tr>
<td>MCB 2003C, 2010C</td>
<td>BSC 1005C, 1007C</td>
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BSC 1005C
Diversity of Life (3) (A.A.)
Four hours lecture/lab per week. The course meets Area V requirements for the A.A./A.A.S./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 will be taught through contemporary issues such as endangered species and threatened habitats. This course is appropriate for nonscience majors. Students already with credit for MCB 2003 or BSC 2011C cannot subsequently get credit for BSC 1005C. Additional special fees are required.

BSC 1007C
Introduction to Biology (4) (A.A.)
Three hours lecture, two hours laboratory per week. The course meets Area V requirements for the A.A./A.A.S./A.S. general education requirements. It is designed to give the student an understanding of the unifying principles governing life. The course is appropriate for nonscience majors and it is a recommended prerequisite for BSC 2010C, BSC 2085C and MCB 2010C. Students already with credit for BSC 2010C or MCB 2010C cannot subsequently receive credit for this course. 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) (A.A.)
Companion laboratory to BSC 1007C. Additional special fees are required.

BSC 1008
Human Body (3) (A.A.)
The course meets Area V requirements for the A.A./A.A.S./A.S. general education requirements. In this class the student will be 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 will learn the functions of the major organs of the integumentary, nervous, endocrine, circulatory, respiratory, digestive and genitourinary systems. Students already with credit for BSC 2011C, 2085C or 2086C cannot subsequently get credit for BSC 1006 or 1008.

BSC 1421
Introduction to Biotechnology (1) (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 will include an emphasis on current applications in medicine, agriculture, forensics and the environment. Additional special fees are required.

BSC 1949
Co-op Work Experience I (1-3 variable) (A.A.)
A total of 160 hours of work experience is required. Prerequisite: 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 spe-
cific 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) (A.A.)**

Three hours lecture, three hours laboratory per week. Prerequisite: 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.A.S./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) (A.A.)**

Companion laboratory to BSC 2010C. Additional special fees are required.

**BSC 2011C**  
**Fundamentals of Biology II (5) (A.A.)**

Three hours lecture and three hours laboratory per week. Prerequisite: BSC 2010C with a grade of “C” or better. This course meets Area V of the A.A./A.A.S./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) (A.A.)**

Companion laboratory to BSC 2011C. Additional special fees are required.

**BSC 2031**  
**Topics in Biology- Bioethics (1) (A.S.)**

One hour of discussion per week based on reading assignments. Prerequisite: successful completion of BSC 1421 and BSC 2010 with a grade of “C” or better. 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) (A.A.)**

Three hours lecture, three hours laboratory per week. Prerequisite: 83 or higher on the Postsecondary Education Readiness Test (PERT) in reading. This course meets Area V requirements for the A.A./A.A.S./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 tissues and the following organ systems: integumentary, skeletal, muscular and nervous. The remaining organ systems (endocrine, cardiovascular, respiratory, immune, digestive, urinary and reproductive) are covered in BSC 2086C, for which successful completion of BSC 2085C is a prerequisite. It is strongly recommended that students without recent coursework in biology take BSC 1007C.

**BSC 2085L**  
**Anatomy and Physiology I Laboratory (0) (A.A.)**

Companion laboratory to BSC 2085C. Additional special fees are required.

**BSC 2086C**  
**Anatomy and Physiology II (4) (A.A.)**

Three hours lecture, three hours laboratory per week. Prerequisite of BSC 2085C with a grade of "C" or better. This course meets Area V requirement for the A.A./A.A.S./A.S. general education requirements. This course studies the anatomy and physiology of the human body beginning with basic definitions and including the integumentary, skeletal, muscular, nervous, respiratory, digestive, reproductive, endocrine, immune, and circulatory systems.

**BSC 2086L**  
**Anatomy and Physiology II Laboratory (0) (A.A.)**

Companion laboratory to BSC 2086C. Additional special fees are required.

**BSC 2419C**  
**Plant and Animal Cell Culture (4) (A.S.)**

Prerequisite: successful completion of BSC 1421 and BSC 2010 with a grade of “C” or better. 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) (A.S.)**

Four hours lecture/laboratory per week. Prerequisites: successful completion of BSC 1421 and BSC 2010 with a grade of “C” or better. 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; laboratory mathematics and measuring; preparing solutions; and basic techniques used for the separation of biomolecules. Emphasis will be on DNA manipulation techniques. Students develop confidence in their ability to work safely with proficiency in the use of basic biotech lab instruments. Additional special fees are required.

**BSC 2426C**  
**Biotechnology Methods I (3) (A.S.)**

Prerequisite: successful completion of BSC 2420C. This course introduces students to modern concepts of molecu-
lar 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) (A.S.)**

Four hours lecture/laboratory per week. Prerequisite: successful completion of BSC 1421 and BSC 2010 with a grade of “C” or better. This course explores methods for analyzing proteins within the context of biotechnology applications. Additional special fees are required.

**BSC 2435C**
**Introduction to Bioinformatics (3) (A.S.)**

Three hours lecture/laboratory per week. Prerequisite: successful completion of BSC 1421, BSC 2010 and STA 2023 with a grade of “C” or better. 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 and scripting, methods for high throughput data collection, storing and accessing biological data, and algorithms used to analyze data. Additional special fees are required.

**BSC 2822C**
**Introduction to Astrobiology (3)**

Four hours lecture/laboratory per week. This course meets Area V of the A.A./A.A.S./A.S. general education requirements. This course will explore the possibility of extraterrestrial life through scientific comparisons of life forms and ecosystems here on Earth and in outer space. Past and current discoveries, including ongoing research, in planetary science, astronomy, and the origin of life will be discussed. Additional special fees are required.

**BSC 2930**
**Special Topics in Bioscience (1-4 variable) (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**
**Internship in Biotechnology (3) (A.S.)**

A total of 160 hours of work experience is required. Prerequisite: 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 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 special credit information.

**BSC 2949**
**Internship in Biological Science (1-3 variable) (A.A.)**

Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements. Prerequisite: 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, Business Law**

**BUL 2131**
**Legal Environments of Business (3) (A.A.S./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) (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 3564**
**Legal Aspects of Managing Technology (3) (B.A.S.)**

This course describes the use, application and principles of common law, administrative law and procedures relating to the use of technology in business. The course focuses on the use of patents and trademarks in business that utilize the Internet and how they affect the conduct of business.
CAP, Computer Applications

CAP 2930
Special Topics in Computer Science (1-3 variable) (A.A.S./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, Criminology and Criminal Justice

Also see CJC, CJE, CJJ, CJL

CCJ 1020
Introduction to Criminal Justice (3) (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 will include 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) (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) (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.

CET, Computer Engineering Technology

CET 1114C
Digital Fundamentals (4) (A.A.S./A.S.)
Prerequisite: EET 1033. 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) (A.A.S./A.S.)
Prerequisite: CGS 1000 or CGS 1570 or permission of instructor. This course is the first of two courses designed to provide students with classroom 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) (A.A.S./A.S.)
Prerequisite: CET 1600 or permission of instructor. This course is the second of two courses designed to provide students with classroom and laboratory experience in current and emerging networking technology. This course focuses on router configuration and the use of key routing protocols. Students develop skills in configuring a router and managing Cisco IOS Software. After the successful completion of CET 1600 and CET 1610, students will have a solid foundation to pursue the Cisco CCENT exam, which is one of two exams leading to CCNA certification. Additional special fee is required.

CET 2123C
Microprocessor Fundamentals (4) (A.A.S./A.S.)
Prerequisite: 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) (A.A.S./A.S.)
Two hours lecture, four hours laboratory per week. Prerequisite: CET 1127C or 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 2792
Supporting Microsoft Windows Server (3) (A.A.S./A.S.)
Prerequisite: CTS 1300. This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Server on computers that are part of a work-group or a domain. In addition, this
course provides the skills and knowledge necessary to install and configure Microsoft Windows Server to create file, print and use terminal servers. Additional special fees are required.

**CET 2794**
**Supporting Active Directory Services in a MS Windows Server Network (3) (A.A.S./A.S.)**
Prerequisite: CTS 1300. This course is designed to provide students with the knowledge and skills necessary to design, install, configure and administer Microsoft Windows Directory Services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Additional special fees are required.

**CGS, Computer General Studies**

**CGS 1000**
**Computer Information Systems (3) (A.A.)**
Three hours lecture per week, plus laboratory as assigned by instructor. This course meets Area V requirement for the A.A.S/A.S. general education requirements. 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, e-mail, the Internet and productivity software using an integrated software package. Additional special fees are required.

**CGS 1543**
**Database Design and Implementation (3) (A.A.S./A.S.)**
Three hours of lecture per week, plus laboratory as assigned by instructor. Prerequisite: CGS 1000 or CGS1570 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) (A.A.)**
Three hours lecture per week, plus laboratory as assigned by instructor. Prerequisite: CGS 1000. This course will build on the study of integrated business software begun in CGS 1000 with intermediate work in word processing, spreadsheeting, 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**
**Internship in Computer Science (1-3 variable) (A.A.S./A.S.)**
A total of 160 hours of work experience is required. Prerequisite: 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 2820C**
**Web Page Development (3) (A.A.S./A.S.)**
Three hours lecture per week plus laboratory as assigned by instructor. 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, video, Java applets), frames, forms and JavaScript. Dynamic HTML is introduced to create interactive Web pages. Additional special fees are required.

**CHM, Chemistry**

**CGS 1025C or CHM 1025L**

**CHM 1020C or 1022C**

**CHM 1025C or 1026C**

**CHM 1025C**
**The Chemistry of Everyday Life (3) (A.A.)**
Four hours lecture/laboratory per week. The course meets Area V of the A.A./A.A.S./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) (A.A.)**
Three hours lecture, three hours laboratory per week. Prerequisite: MAT 1033 with a grade of "C" or better. This course meets Area V of the A.A./A.A.S./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) (A.A.)**
Companion laboratory to CHM 1025C. Additional special fees are required.

**CHM 1032C**
**Chemistry for Health Professionals (4) (A.A.)**
Three hours lecture, three hours laboratory per week. Prerequisite: MAT 1033 or higher with a grade of "C" or
better. This course meets Area V of the A.A./A.A.S./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) (A.A.)

Companion laboratory to CHM 1032C. Additional special fees are required.

**CHM 1083C**
Chemistry for the Consumer (3) (A.A.)

Four hours lecture/lab per week. This course meets Area V of the A.A./A.A.S./A.S. general education requirements. This course teaches basic chemical concepts from the aspect of the human consumers. This course assumes no prior knowledge of chemistry and is designed primarily for the liberal arts student who is interested in an understanding of chemistry in consumer products such as food, medications, cosmetics, etc. Additional special fees are required.

**CHM 2045C**
General Chemistry I (5) (A.A.)

Three hours lecture, three hours laboratory per week. Prerequisites: Completion of or concurrent enrollment in MAC 1105. Completion of CHM 1025C with a grade of "C" or better or one year of high school college preparatory chemistry within last three years. This course meets Area V for the A.A./A.A.S./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) (A.A.)

Companion laboratory to CHM 2045C. Additional special fees are required.

**CHM 2046C**
General Chemistry II (5) (A.A.)

Three hours lecture, three hours laboratory per week. Prerequisite: CHM 2045C with a grade of "C" or better. This course meets Area V of the A.A./A.A.S./A.S. general education requirements. A rigorous study of chemistry principles for students for whom regularly described courses in chemistry may not be available.

**CHM 2046L**
General Chemistry II Laboratory (0) (A.A.)

Companion laboratory to CHM 2046C. Additional special fees are required.

**CHM 2210C**
Organic Chemistry I (5) (A.A.)

Three hours lecture, three hours laboratory per week. Prerequisites: CHM 2045C-2046C with grades of "C" or better. This course meets Area V of the A.A./A.A.S./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) (A.A.)

Companion laboratory to CHM 2210C. Additional special fees are required.

**CHM 2211C**
Organic Chemistry II (5) (A.A.)

Three hours lecture, three hours laboratory per week. Prerequisite: CHM 2210C with a grade of "C" or better. This course meets Area V of the A.A./A.A.S./A.S. general education requirements. This course includes a study of the structure, synthesis and reactions phenols, aromatics, ketones, aldehydes, esters, amines, carboxydrates 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) (A.A.)

Companion laboratory to CHM 2211C. Additional special fees are required.

**CHM 2930**
Special Topics in Chemistry (1-4 variable) (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, Computer Science and Information Systems**

**CIS 1355**
Security Engineering (3) (A.A.S./A.S.)

Three hours lecture per week. Prerequisite: CET 1600. This course addresses the basics of security engineering technology, including concepts of security protocols, human-computer interface issues, 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) (A.A.)

Prerequisite: 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, develop-
ment and implementation of new or replacement systems. Additional special fees are required.

**CIS 2352**  
Ethical Hacking (3) (A.A.S.)

Three hours lecture per week. Prerequisites: CIS 1355 and CET 2792 or CET 2794. 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, cyber-terrorism 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  
(1-3 variable) (A.A.S./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.

**CIS 2931**  
Current Issues in Computing (3) (A.A.S./A.S.)

Prerequisite: 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 will include artificial intelligence, career development, managing technology, social responsibility, privacy and ethics.

**CJC, Criminal Justice - Corrections**

**CJC 1000**  
Introduction to Corrections (3) (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, Criminal Justice - Law Enforcement**

**CJE 1000**  
Introduction to Law Enforcement (3) (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) (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) (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) (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) (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) (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, Criminal Justice - Juvenile**

**CJJ 2002**  
**Juvenile Delinquency and Rehabilitation (3) (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.

**CJJ 2100**  
**Criminal Law (3) (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.

**CJJ 2130**  
**Criminal Evidence and Procedures (3) (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.

**CNT, Computer Network Technology**

**CNT 2930**  
**Special Topics in Networking (1-3 variable) (A.A.S./A.S.)**  
A total of 15-48 hours of instruction. Prerequisite: CET 1600 with a grade of “C” or better or permission of instructor. A network administrator needs to be prepared for a full range of opportunities. This course will cover topics that go beyond what is covered in other networking classes. Such topics could include upgrading to a new network operating version, integrating Novell Netware and Windows NT, establishing SNA services and implementing Microsoft Proxy Server.

**COM, Communication**

**COM 3405**  
**Organizational Communication (3) (B.A.S.)**  
This course is a study in exploring assumptions and postulates comprising theories of communication. In projecting hypotheses into practical application, topics such as these are investigated: general systems and information theory, communication patterns utilized by social groups, professional collectives, interest group organizations and socialization processes. Communication practices between the genders and among various age groups are analyzed. Various research methodologies are examined as communication theory is confirmed and modified.

**COP, Computer Programming**

**COP 2170**  
**Visual Basic Programming (4) (A.A.S./A.S)***  
Four hours lecture per week, plus laboratory as assigned by instructor. 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, subprogram, parameter passing, arrays, and files). Application development techniques are stressed. Additional special fee is required.

**COP 2224C**  
**C++ Programming I (4) (A.A.)**  
Four hours lecture per week, plus laboratory as assigned by instructor. Prerequisite: 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 OO concepts such as encapsulation, inheritance, polymorphism through user-defined classes.

**COP 2228C**  
**C++ Programming II (3) (A.A.)**  
Three hours lecture per week, plus laboratory as assigned by instructor. Prerequisite: 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 (4) (A.A.)
Four hours lecture per week, plus laboratory as assigned by instructor. Prerequisite: 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) (A.A.S./A.S.)
Three hours lecture per week, plus laboratory as assigned by instructor. Prerequisite: 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) (A.A.)
This course is an introduction to object-oriented programming. The main focus is general object-oriented and programing concepts from a software engineering perspective. This course is intended for students who are transferring from SCF into USF Sarasota/Manatee’s B.S.-Applied Science with a concentration in Information Technology.

COP 2805C  
Java Programming II (3) (A.A.)
Three hours lecture per week, plus laboratory as assigned by instructor. Prerequisite: COP 2250C with a grade of “C” or better. This course offers expanded topics in object-oriented programming and the Java language including file handling, abstract data types, threads, security and database connectivity.

CPO, Comparative Politics

CPO 2002  
Comparative Government (3) (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. 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, Creative Writing

CRW 2001  
Creative Writing I (3) (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) (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, Computer Technology & Skills

CTS 1150  
Microcomputer Hardware and Maintenance (3) (A.A.S./A.S.)
Three hours class per week with a combination of lecture and hands-on laboratory experience. Strongly recommended prerequisite: a fundamental knowledge of Windows. This course examines 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 1300  
Networking & Operating Systems (3) (A.A.S./A.S.)
Three hours lecture per week. Prerequisite: CET 1600. This course provides students with the knowledge and skills necessary to install and configure desktop operating systems on stand-alone computers and on client computers that are part of a work-group or a domain. In addition, this course provides the skills and knowledge necessary to configure and troubleshoot on the user’s desktop. Additional special fees are required.

CTS 1437  
SQL Administration (3) (A.A.S./A.S.)
Prerequisite: 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 2330
Installing and Administering Microsoft Exchange Server (3) (A.A.S./A.S.)
Prerequisite: CET 2792 with a grade of "C" or better or permission of instructor. Microsoft Exchange Server is a robust e-mail 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 2433
SQL Implementation (3) (A.A.S./A.S.)
Prerequisite: CET 1600 with a grade of “C” or better or permission of the 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.

DAA, Dance

DAA 1000
Introduction to Dance I (3) (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) (A.A.)
Prerequisite: 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 2101B
Contemporary and Traditional Dance IB (3) (A.A.)
Prerequisite: 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, theatre and music majors for audition preparation and 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 (1-3 variable) (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, Dental Hygiene

DEH 1000
Introduction to Dental Hygiene (2) (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)

DEH 1002C
Introduction to Clinical Procedure (6) (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) (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) (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) (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) (A.S.)**
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 2300  
**Pharmacology and Pain Control (3) (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) (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) (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) (A.S.)**
Prerequisites: Satisfactory completion of or concurrent enrollment in ENG 1101 and SYG 2000. Corequisite: 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) (A.S.)**
This is a mandatory laboratory that accompanies DEH 2702C.

DEH 2802C  
**Clinical Dental Hygiene II (4) (A.S.)**
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 to perform complete 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) (A.S.)**
This is a mandatory laboratory that accompanies DEH 2802C.

DEH 2804C  
**Clinical Dental Hygiene III (7) (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) (A.S.)**
This is a mandatory laboratory that accompanies DEH 2804C.

DEH 2806C  
**Clinical Dental Hygiene IV (7) (A.S.)**
Prerequisites: Satisfactory completion of DEH 2804C, DEH 2400, DEH 2300, ENC 1101 and SYG 2000. Corequisites: DEH 2702C and completion or concurrent enrollment in ENC 1102 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) (A.S.)
This is a mandatory laboratory that accompanies DEH 2806C.

DEH 2822
Dental Office Emergencies (1) (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 (1-3 variable) (A.S.)
One to three hours of didactic instruction per week or four to 12 hours per week of clinical practice. Prerequisite: 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 (1-3 variable) (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, Developmental Psychology

DEP 2002
Child Development (3) (A.A.)
Prerequisite: 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) (A.A.)
Prerequisite: 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, Dental Hygiene Support

DES 1010
Head and Neck Anatomy (1) (A.S.)
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, tempromandibular joint and the spread of infection. Offered as DES 1010C prior to Fall 2012. (Fall)

DES 1020C
Dental Anatomy (2) (A.S.)
Corequisite: 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) (A.S.)
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) (A.S.)
Prerequisites: Satisfactory completion of DEH 1000, DES 1010C, DES 1200C and DEH 1002C. Corequisites: DEH 1800 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) (A.S.)
This is a mandatory laboratory that accompanies DES 1100C.

DES 1200C
Dental Radiography (2) (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)
DSC, Domestic Security

DSC 3013
Introduction to Homeland Security (3) (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) (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) (B.A.S.)
Prerequisites: DSC 3013 and PAD 3821. 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) (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) (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) (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, English for Academic Purposes

EAP 0100
Speech/Listening I (3) (C.P.)
Placement by ESL Accuplacer and writing sample. An introductory listening/speaking course in which EAP students develop the ability to understand and participate in brief conversations on familiar topics and begin to develop their pronunciation. A grade of “C” or better is necessary to move to EAP 0200 Speech/Listening II.

EAP 0120
Reading I (3) (C.P.)
Placement by ESL Accuplacer and writing sample. This is an introductory-level reading course in which EAP students develop their ability to comprehend limited written materials and build basic vocabulary. A grade of “C” or better is necessary to move to EAP 0220 Reading II.

EAP 0140
Writing I (3) (C.P.)
Prerequisite: Concurrent registration in EAP 0100, EAP 0120 and EAP 0160 and/or successful completion of EAP 0100, EAP 0120 and EAP 0160. Placement by ESL Accuplacer and writing sample. This is an introductory-level writing course in which EAP students develop the ability to write grammatically correct sentences and learn basic organizational skills for paragraph writing. A grade of “C” or better is necessary to move to EAP 0240 Writing II.

EAP 0160
Grammar I (3) (C.P.)
Prerequisite: Concurrent registration in EAP 0100, EAP 0120 and/or successful completion of EAP 0100, EAP 0120 and EAP 0160. Placement by ESL Accuplacer and writing sample. This is an introductory-level grammar course in which EAP students develop their ability to understand and use basic verb tenses and sentence patterns appropriately. A grade of “C” or better is necessary to move to EAP 0260 Grammar II.
EAP 0200
Speech/Listening II (3) (CP)
Placement by ESL Accuplacer and writing sample or the successful completion of EAP 0100. This is a high introductory-level listening and speaking course in which EAP students continue to develop their ability to understand and participate in brief conversations on familiar topics and to develop their pronunciation skills. A grade of “C” or better is necessary to move to EAP 0300 Speech/Listening III.

EAP 0220
Reading II (3) (C.P.)
Placement by ESL Accuplacer and writing sample or successful completion of EAP 0120. This is a high introductory-level reading course in which EAP students continue to develop their ability to comprehend text with emphasis on developing reading skills and vocabulary. A grade of “C” or better is necessary to move to EAP 0320 Reading III.

EAP 0240
Writing II (3) (C.P.)
Prerequisite: Concurrent registration in EAP 0200, EAP 0220 and EAP 0260 and/or successful completion of EAP 0200, EAP 0220 and EAP 0260. Placement by ESL Accuplacer and writing sample. This is a high introductory-level writing course in which EAP students continue to develop their writing skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics. A grade of “C” or better is necessary to move to EAP 0340 Writing II.

EAP 0260
Grammar II (3) (C.P.)
Placement by ESL Accuplacer and writing sample or successful completion of EAP 0160. This is a high introductory-level grammar course in which EAP students continue to develop their control of basic grammatical structures and statement/question patterns. A grade of “C” or better is necessary to move to EAP 0360 Grammar III.

EAP 0300
Speech/Listening III (3) (C.P.)
Placement by ESL Accuplacer and writing sample or successful completion of EAP 0200. 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) (C.P.)
Placement by ESL Accuplacer and writing sample or successful completion of EAP 0220. 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) (C.P.)
Prerequisite: concurrent registration in and/or successful completion of EAP 0300, EAP 0320 and EAP 0360. Placement by ESL Accuplacer and writing sample or successful completion of EAP 0240. 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) (C.P.)
Placement by ESL Accuplacer and writing sample or successful completion of EAP 0260. 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 0400
Speech/Listening IV (3) (C.P.)
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) (C.P.)
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 speaking and listening skills necessary for participation in classroom discussions with an introduction to oral presentations and critical listening skills. A grade of “C” or better is necessary to pass the course.

EAP 0440
Writing IV (3) (C.P.)
Prerequisite: 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) (C.P.)
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 1520
Reading V (3) (A.A.)
Prerequisite: 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) (A.A.)
Prerequisite: 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) (A.A.)
Prerequisite: 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) (A.A.)
Prerequisite: 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) (A.A.)
Prerequisite: 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.

ECO, Economics

ECO 2013
Principles of Macroeconomics (3) (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) (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, Education: Elementary

EDE 2221
Integrating Art, Music and Health Education Across the Curriculum (3) (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, Education: Foundation and Policy Studies

EDF 1001
After School Teachers and Paraeducators in Special and General Education Classrooms (3) (A.A.S./A.S.)

This course is an introduction to the role of paraeducators in the public schools. Topics include 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) (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) (A.A.S./A.S.)

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) (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) (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, Education: General

EDG 2949
Final Internship in Education (3) (A.A.S./A.S.)

Prerequisite: 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, Education: Early Childhood

EEC 1000
Introduction to Early Childhood Education (3) (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, para-professionals 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) (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) (A.A.S./A.S.)**

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) (A.A.S./A.S.)**

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) (A.A.)**

Prerequisite: 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) (A.A.S./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) (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 One 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) (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 an Advanced 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) (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. FS 1002.59.

**EEC 2226**  
**Introduction to Principles of Mathematics and Science for Young Children (3) (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 2401**  
**Family Interaction and Cultural Continuity (3) (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) (A.S./A.A.S.)**  
This course is designed to provide potential and current child care administrators the opportunity to satisfy one of the educational requirements for the Advanced 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) (A.A.S./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 (1-3 variable) (A.A.)**  
This course is designed to meet the special individuals or groups for whom regular, described courses may not be available.

**EEC 3214**  
**Early Childhood Education Learning Environment (3) (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) (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) (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) (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 content 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) (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) (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) (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) (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) (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) (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 4940**  
Internship: Early Childhood Education & Field Experience (9) (B.S.)  
Field experience required. This is a full-day, full-semester internship, with field placement in a childcare center or pre-Kindergarten class where teacher candidates demonstrate the ability to apply knowledge, skills and dispositions in authentic situations. 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.)

**EET, Electronic Engineering Technology**

**EET 1033C**  
Fundamentals of DC/AC Circuits (3) (A.A.S./A.S.)  
Prerequisite: CGS 1000. This course examines principles of direct and alternating current circuits, Ohm’s Law, energy and power, Kirchhoff’s Law, inductance, capacitance, reactance and impedance. Emphasis is placed on the application of these concepts in industry. Additional special fee is required.

**EET 1084C**  
Introduction to Electronics (3) (A.S./A.A.S.)  
The course provides an overview of electronics to acquaint the student with the principles upon which modern electronic devices operate. The course includes an introduction to the basic concepts of electricity and magnetism, electronic circuits and digital electronics.

**EET 1141C**  
Electronic Devices and Circuits I (4) (A.A.S./A.S.)  
Prerequisite: 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) (A.A.S./A.S.)  
Prerequisite: 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 2525**  
Programmable Logic Controllers (3) (A.S.)  
Students gain an understanding of the operation, installation, design and troubleshooting of AC electric motor control circuits for many common applications. They develop skills in interpreting schematics, system design, motor start/stop circuits, motor sequence control, reversing motor control and motor jogging. Safety is emphasized throughout, highlighting motor safety, lockout/tagout and safety interlocks.

**EET 2930**  
Special Topics: Electronics (1-6 variable) (A.A.S./A.S.)  
This course is designed to meet specific needs which existing courses cannot meet. Prerequisites vary and depend on the topics covered.

**EEX - Education: Exceptional Child-Core**

**EEX 2010**  
Introduction to Exceptional Learners  
(3) (A.A.S./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 and Field Experience (3) (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) (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) (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 prosocial 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) (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.)

EGS, Engineering: Support

EGS 1110C  
Engineering Drawing (3) (A.A.S./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, Education: Technology and Media

EME 2040  
Introduction to Technology for Educators (3) (A.A.)

This course meets Area V of the A.S. general education requirements. This course is designed to introduce preservice and in-service 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, English Communication

ENC 0015C
College Preparatory Writing I
College Preparatory (4) (C.P.)
Three hours per week and a required online laboratory component. 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 0025C.

ENC 0025C
College Preparatory Writing II
College Preparatory (4) (C.P.)
Three hours per week and a required online laboratory component. Prerequisite: ENC 0010 or ENC 0015C 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) (A.A.)
Prerequisite: ENC 0020 or ENC 0025C and REA 0002 or REA 0017 or appropriate score on English and reading placement test. This course meets Area I of the A.A./A.A.S./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) (A.A.)
Prerequisite: 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
(1-3 variable) (A.A.)
Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisite: 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) (A.A.)
Prerequisite: 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 (1-3 variable) (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 (1-3 variable) (A.A.)
Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisite: 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, English Literature

ENL 2010
English Literature I (3) (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 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) (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 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.

EPI, Education: Alternative Certification Core

For ACP Participants Only

EPI 0001
Classroom Management (3) (I.C.) 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.

EPI 0002
Instructional Strategies (3) (I.C.) 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) (I.C.) 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, and Professional 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.

EPI 0004
The Teaching and Learning Process (3) (I.C.)
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. This course focuses on the foundation of American schools and what new teachers need to know and expect during their careers. 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.

EPI 0010
Foundations of Research-Based Practices in Reading (3) (I.C.) 45 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 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. 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.

EPI 0020
Professional Foundations (2) (I.C.) 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...
EPI 0030
Diversity in the Classroom (2) (I.C.) 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, #3, #7 and #14 are covered.

EPI 0940
Field Experience for Professional Foundations (1) (I.C.) 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, #13, #14, #15 and #18 are covered.

EPI 0945
Field Experience for Diversity in the Classroom (1) (I.C.) 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.

ETD, Engineering Technology: Drafting

ETD 1320C
Introduction to AutoCAD (3) (A.S./A.S.)
Prerequisites: CGS 1000 and EGS 1110C 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.

ETD 1340C
AutoCAD II (3) (A.S./A.S.)
Prerequisite: 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) (A.S./A.S.)
Prerequisite: 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) (A.A.S./A.S.)
Prerequisite: CGS 1000 and EGS 1110C 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) (A.A.S./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) (A.A.S./A.S.)
Prerequisite: 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) (A.S./A.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) (A.S./A.A.S.)
Prerequisite: 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 3D 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) (A.S./A.A.S.)
Prerequisite: 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) (A.A.S./A.S.)
Prerequisites: MTB 1321 and SUR 2100C. 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) (A.A.S./A.S.)
One hour lecture, four hours laboratory per week. Prerequisite: EGS 1110C. 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 (1-6 variable) (A.A.S./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 (1-4 variable) (A.A.S./A.S.)
Prerequisite: 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. 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.

ETG, Engineering Technology: General

ETG 2502
Engineering Mechanics-Statics (3) (A.A.)
Prerequisite: 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, friction.

ETG 2530C
Strength of Materials (3) (A.A.)
Prerequisite: 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, Engineering Technology, Industrial

ETI 1110
Quality Assurance (3) (A.A.S./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 1130C
Instrumentation (3) (A.A.S./A.S.)
This course provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. The course integrates the concepts, principles and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gages and other types of measuring equipment. The course also introduces students to the basic measurement techniques employing electronic test equipment including the operation and usage of digital multimeters, function generators and oscilloscopes.

ETI 1701
Industrial Safety (3) (A.A.S./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 2411C
Manufacturing Processes (3) (A.A.S./A.S.)
This course provides an introduction to various materials of industry and fundamental manufacturing methods. In this course, students encounter manufacturing processes, production systems and techniques, mechanisms, materials and their properties that are used in a modern manufacturing environment.

ETI 3647
Supply Chain Management (3) (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.

ETI 4448
Applied Project Management (3) (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.

ETP, Engineering Technology: Power

ETP 1511
Introduction to Biofuels (3) (A.S./A.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 agricultural residues and biowastes. The students learn to analyze and design processes for biofuel production.

ETP 2322
Smart Grid Technology (3) (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) (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) (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
Introduction to Energy Technology (3) (B.A.S.)
This course introduces the student to various energy generation, transmission and use technologies. Energy efficiency in new and existing buildings, 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 (1-3 variable) (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, Engineering Technology: Specialty

ETS 2364
Introduction to Nanotechnology (3) (A.S./A.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) (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) (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) (B.A.S.)
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) (B.A.S.)
Prerequisites: ETP 3320, EVR 3315, ETP 3300. This capstone course provides students an opportunity to apply their knowledge of energy technology management through teaching, internship, observation or work experience. This course uses selected sites on and off campus to develop the expanding role of the energy technology manager.

EUH, European History
EUH 1000  
Western Civilization I (3) (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. 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 II (3) (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. This survey course emphasizes the political, social, economic, religious and cultural aspects of the modern world from approximately 1600 to the present.

EUH 2930  
Special Topics in Western Civilization (1-4 variable) (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, Environmental Studies
EVR 3315  
Introduction to Renewable Energy (3) (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, Fire and Emergency Services
FES 3833  
Emerging Issues in Environmental Disaster Management (3) (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) (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.

FFP, Fire Fighting and Protection
FFP 1000  
Introduction to Fire Science (3) (A.A.S./A.S.)
This course provides an overview of the fire protection field, with emphasis on fire protection agencies, equipment, building design and construction and fire fighting tactics. Topics include fire suppression and equipment, characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents and public relations.
**FFP 1505**  
Principles of Fire Prevention (3) (A.A.S./A.S.)  
This course provides a study of the structure and organization of fire-prevention principles, application of codes, laws and ordinances, methods of developing fire-prevention programs, recognition and elimination of fire hazards, problems of public relations, public education, inspection practices and fire “risk” analysis and practices.

**FFP 1706**  
Public Information Officer (3) (A.A.S./A.S.)  
This course provides the information and training necessary for the Public Information Officer position within an emergency services organization. Students will learn to perform as an organizational spokesperson. Emphasis will be placed on emergency communications to elements of the public, as well as the network of television, print and radio news media at the local, regional and national levels.

**FFP 1720**  
Company Officer (3) (A.A.S./A.S.)  
This course explores the broad concepts of supervision and leadership that enable students to analyze the kinds of effective leadership needed in the fire service. It also provides instruction on how these roles and attitudes change in the high-stress conditions to which firefighters are routinely exposed. Use of case studies and individual goal setting are stressed.

**FFP 1770**  
Ethical and Legal Issues (3) (A.A.S./A.S.)  
This course deals with various legal and ethical issues affecting the fire service today. These issues include but are not limited to: human and employee rights, lying, conflict of interest, labor decisions and ethical decisions. The student will participate in class and lectures that will bring about discussion as to how these areas affect and are affected by the fire service today, and how to deal with them. The student will be familiar with simple legal terms as outlined in the reference text and in class.

**FFP 1793**  
Fire and Life Safety Educator (3) (A.A.S./A.S.)  
This course provides the outline and background information necessary for the students to understand the role and responsibilities of a fire and life safety educator. Students will learn how to analyze “at risk” groups within the community, i.e., seniors, children and handicapped, and develop fire and life safety programs specific to those needs. The student will design and deliver both oral and written presentations to members of the public and private sectors of their communities.

**FFP 2111**  
Fire Chemistry (3) (A.A.S./A.S.)  
This course is designed to provide the fire science professional with the basic principles of chemistry as they pertain to the study materials. These are hazardous to the environment because of their flammability, toxicity and reactivity, or pose a threat to living organisms as they are encountered during emergency situations. Emphasis is placed on identification and mitigation procedures.

**FFP 2120**  
Building Construction for the Fire Service (3) (A.A.S./A.S.)  
This course covers construction features of ordinary reinforced concrete and steel buildings, with emphasis placed on the hazards involved under fire conditions. Life safety issues dealing with fire spread, confinement and structural integrity of buildings are related to fire prevention inspection practices.

**FFP 2510**  
Codes and Standards (3) (A.A.S./A.S.)  
This course is designed to prepare the firefighter, fire officer and fire inspector to conduct inspections of private and public occupancies, and understand how to interpret and apply building fire and life safety codes to existing and new construction in accordance with local, state and national fire prevention codes. Use of the Florida Uniform Fire Prevention Codes as adopted by the state Legislature in 2001 and NFPA 1 shall be the foundation of enforcement activities.

**FFP 2521**  
Construction Documents and Plans Review (3) (A.A.S./A.S.)  
The course is designed to provide a fire officer, fire inspector or fire marshal with skills related to reading and reviewing plans for commercial and residential buildings within the authority having jurisdiction. Understanding and application of symbols, building codes and standards, and construction techniques and terminology is essential to applying the appropriate fire and life safety codes to new and existing occupancies.

**FFP 2540**  
Private Fire Protection Systems I (3) (A.A.S./A.S.)  
This is a study of the importance and use of fire protection, detection and suppression systems. An in-depth analysis of a variety of systems and devices including automatic extinguishing systems, functional characteristics of these systems and devices is discussed. Domestic water supply systems also are stressed with relationship to the effectiveness of the systems.

**FFP 2541**  
Private Fire Protection Systems II (3) (A.A.S./A.S.)  
This course is designed as an advanced curriculum for experienced firefighters, fire officers, fire inspectors and fire marshals. The intent is to provide supplemental information in areas of fire systems design and protection, as well as life safety and emergency management issues. Use of the NFPA Fire Protection Handbook, current edition, as the reference text provides in-depth research of all aspects of the senior-level inspector’s areas of responsibility.

**FFP 2610**  
Fire Investigation: Cause and Origin (3) (A.A.S./A.S.)  
This course is a study of the fire department’s purpose and responsibility in fire investigation, including emphasis on proper procedure and practice for arson and other types of fire investigation. Fire causes, inspections,
sources of ignition, origin, spread, speed and directions flow are stressed. A study of applicable laws and pertinent evidence as they relate to illegal fires is examined.

**FFP 2740**
Fire Service Course Delivery (3) (A.A.S./A.S.)
This comprehensive and basic course is designed to meet the needs for efficient and effective instruction and training in the fire science industry. The course provides the student with the appropriate resource material and techniques for developing, reviewing, expanding and strengthening fire science instructional skills.

**FFP 2741**
Fire Service Course Design (3) (A.A.S./A.S.)
This course provides the fire service instructor with the concepts, knowledge and skills necessary to design, schedule and implement fire service training curriculum. The instructor will develop the skills needed to locate resources, coordinate instructors, schedule classes and facilitate courses for a variety of groups within the private and public sectors in order to accomplish the fire service educational mission.

**FFP 2780**
Fire Department Organization and Administration (3) (A.A.S./A.S.)
This course offers a study of managerial and administrative concepts and principles as they pertain to and affect the daily operations of a fire department. Managerial theories and application to planning and organization related to scheduling, budgeting, reporting, personnel, discipline, command leadership, equipment maintenance, training and community relations are stressed.

**FFP 2810**
Firefighting Tactics and Strategies I (3) (A.A.S./A.S.)
This is a basic study of concepts of firefighting strategies and tactics, including the use of firefighting personnel power, placement of apparatus and equipment, prefire planning, fire-ground decisions, firefighting fundamentals and behavior, principles of extinguishing and the proper role for the utilization of various techniques.

**FFP 2811**
Firefighting Tactics and Strategies II (3) (A.A.S./A.S.)
Prerequisite: FFP 2810. This course is designed to acquaint students with the process and procedures necessary for fire departments. The study of fire administration, force organization, training, operations, personnel power distribution and tactical deployment on the fire ground is stressed. Assignments and personnel power grouping in actual field or fire ground simulation are emphasized.

**FIL, Film**

**FIL 1000**
Introduction to Film and Television (3) (A.A.)
Prerequisite: 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. It is the initial production elective in Multimedia A.A.S./A.S. Emphasis in Film and Telecommunication. Additional special fees are required.

**FIL 1007**
Foundations of Story (3) (A.A.)
Prerequisite: 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. "Foundations of Story" 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.

**FIL 1030**
History of Motion Pictures (3) (A.A.)
This course meets Area IV for the A.A./A.A.S./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 filmmaking. 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**
Introduction to Film Production I (3) (A.A.)
Prerequisite: 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 or avant garde film techniques and hands-on production. Students apply the essentials of creative filmmaking in both studio and location settings. Additional special fees are required.

**FIL 1537**
Audio Design (3) (A.A.S./A.S.)
Three hours per week lecture/demonstration and individual laboratory time. Prerequisite: 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, Web site audio, CD, instructional and informational tapes and film soundtracks. Additional special fees are required.

FIL 1949
Career Decision Work Experience In Film/Video (3) (A.A.)
Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisite: 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) (A.A.)
Prerequisite: 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) (A.A.)
Prerequisite: 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 2552
Editing (3) (A.A.)
Prerequisite: 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) (A.A.S./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) (A.A.S./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) (A.A.)
Three hours per week. Prerequisite: ENC 1101. 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 2920
Business Applications for Film and Telecommunications (1) (A.A.S./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 legal and social issues affecting the telecommunications worker. In addition, the sessions cover issues involving industry trends, business communications, professional organizations, marketing and self-promotion, work-estimating and pricing. Other areas to be discussed include copyright law, insurance, liability and work-for-hire implications. Several working professionals will share their experiences and insight with students.

FIL 2930
Special Topics: Film (1-3 variable) (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) (A.A.)
Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements.
FIN, Finance

FIN 2001  
Financial Management (3) (A.A.S./A.S.)  
Prerequisite: ACG 2021C 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 3400  
Financial Management (3) (B.A.S.)  
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, French Language

FRE 1120  
Elementary French I (4) (A.A.)  
Three hours per week and a required online laboratory component. Prerequisite: College-level reading and writing skills are required or consent of the department. This course is a prerequisite of FRE 1121 with a "C" or better. This course includes fundamentals of grammar with emphasis on reading, speaking and listening.

FRE 1121  
Elementary French II (4) (A.A.)  
Three hours per week and a required online laboratory component. Prerequisite: FRE 1120 with a grade of "C" or better. This course includes fundamentals of grammar with emphasis on reading, speaking and listening.

FRE 2200  
Intermediate French I (3) (A.A.)  
Three hours per week and a required online laboratory component. 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) (A.A.)  
Three hours per week and a required online laboratory component. 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, Geography, Regional Areas

GEA 2000  
World Regional Geography (3) (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. 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.

GEB, General Business

GEB 1011  
Introduction to Business (3) (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) (A.A.S./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) (A.A.S./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 (1-3 variable) (A.A.S./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 (1-3 variable) (A.A.S./A.S.)**

Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements. Prerequisite: 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, Geography, Systematic**

GEO 1200  
**Introduction to Physical Geography (3) (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) (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, German**

GER 1120  
**Elementary German I (4) (A.A.)**

Three hours per week and a required online laboratory component. Prerequisite: College-level reading and writing skills are required or consent of the department. This course includes fundamentals of grammar with emphasis upon reading, speaking and listening.

GER 1121  
**Elementary German II (4) (A.A.)**

Three hours per week and a required online laboratory component. Prerequisite: GER 1120 with a grade of "C" or better. This course includes fundamentals of grammar with emphasis upon reading, speaking and listening.

GER 2200  
**Intermediate German I (3) (A.A.)**

Three hours per week and a required online laboratory component. Prerequisites: GER 1120-1121 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) (A.A.)**

Three hours per week and a required online laboratory component. Prerequisite: 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, Gerontology**

GEY 3001  
**Aging and Special Populations (3) (B.A.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) (B.A.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) (B.A.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) (B.A.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.

**GLY, Geology**

**GLY 2010**
**Introduction to Physical Geology (3) (A.A./A.S./A.A.S.)**

Three hours lecture per week. This course meets Area V of the A.A./A.S./A.A.S. general education requirements. The course is designed to give the student an understanding of the Earth. The course is appropriate for non-science majors as well as those who will be majoring in geology, civil engineering, landscaping architecture or other disciplines requiring knowledge of the Earth and Earth materials. Course topics will include plate tectonics, history of the Earth, Earth materials, structures and, surface features of the Earth. Topics also will include Earth processes including sinkholes, glaciers, volcanoes and earthquakes. Natural resources from the Earth such as energy and ores will be covered. Specific geology of Florida will be covered.

**GLY 2100**
**Introduction to Historical Geology (3) (A.A./A.S./A.A.S.)**

Three hours lecture per week. This course meets Area V for the A.A./A.S./A.A.S. general education requirements. Prerequisite: none, however previous science courses are helpful. The course is designed to give the student an understanding of the geological history of Earth. The course is appropriate for non-science majors as well as those who will be majoring in environmental science, marine science geology, hydrology or other disciplines requiring knowledge of the history of Earth, paleontology and earth materials. Course topics include: the development of geology as a science, the scientific methodology of geology, uniformitarianism, history of Earth, geological time, relative and numerical dating of Earth, fossils and their meaning, life through geological time, evolution of life, orogeny and the evolution of mountains, and Pleistocene glaciations and global climate changes. Climate changes effecting Florida also are covered.

**GRA, Graphic Arts**

**GRA 1100C**
**Introduction to Computer Graphics (3) (A.A.S./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 1203C**
**Digital Pre-Press (3) (A.A.S./A.S.)**

Two hours lecture, two hours laboratory per week. Prerequisites: GRA 1100C and GRA 2190C with a grade of "C" or better. This course covers the technical aspects of translating computer-generated designs to printed reproduction: scanning, file preparation and management, color separation, type specification and management. Additional special fees are required.

**GRA 1206C**
**Typography (3) (A.A.S./A.S.)**

Two hours lecture, two hours laboratory per week. Prerequisite: 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) (A.A.S./A.S.)**

Two hours lecture, two hours laboratory 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) (A.A.S./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 2152C**
**Computer Image Making (3) (A.A.S./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 Interactivity (3) (A.A.S./A.S.)
Two hours lecture, two hours laboratory per week. Prerequisites: GRA 1100C, GRA 2190C, and GRA 2152C 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 manipulation of text, capturing and preparing images, production of audio, creating interactivity and simple animation. Additional special fees are required.

GRA 2190C  
Graphic Design Basics (3) (A.A.S./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 2425  
Business Applications for the Graphic Designer (1) (A.A.S./A.S.)
Prerequisites: GRA 1100C, GRA 2190C, GRA 1104C and GRA 2152C with a grade of "C" or better. This course provides the practical information needed to survive in the "real" world: legal issues such as liability, contracts and copyrights, taxes, business plans, resumes and marketing strategies, estimating and pricing. Information will be delivered by experts from the outside as well as by instructor.

GRA 2721C  
Web Design (3) (A.A.S./A.S.)
Two hours lecture, two hours laboratory per week. Prerequisite: GRA 1100C, GRA 2190C and GRA 2152C with a grade of "C" or better. This course provides instruction in the current applications being used in the industry for the production of Web pages. Students will be introduced to a variety of site features including image formats, audio and interactivity. Students will have the opportunity to develop a website from initial concept to completion. Special emphasis will be placed on good design, appropriate use of color and images. Additional special fees are required.

GRA 2930  
Special Topics: Graphic Design (1-3 variable) (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) (A.A.S./A.S.)
One hundred fifty hours of work experience is expected. Prerequisite: 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) (A.A.S./A.S.)
Two hours lecture, two hours laboratory per week. Prerequisites: GRA 1100C, GRA 2190C, GRA 1104C, GRA 2152C, 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, Health, Leisure and Physical Education

HLP 1000C  
Introduction To Physical Education (3) (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) (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 (1-3 variable) (A.A.)
Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirement. Prerequisite: 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 (1-3 variable) (A.A.)
Four, eight or 12 hours of volunteer work experience per week are expected depending on the credit hour requirements. Prerequisite: 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, Health Services Administration

HSA 3111
Health Care Delivery in The United States (3) (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) (B.A.S.)
Prerequisite: HSA 3111. This course is designed to introduce students to a range of issues related to 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) (B.A.S.)
Prerequisite: 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) (B.A.S.)
Prerequisite: 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) (B.A.S.)
Prerequisite: 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) (B.A.S.)
Prerequisite: 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) (B.A.S.)
Prerequisite: 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 4850
Health Care Capstone Course (3) (B.A.S.)
Prerequisites: HSA 3111, 3113, 3170, 3383, 3430, 4180, NUR 3870 and 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, Health and Wellness

HSC 1100
Personal Health (3) (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) (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) (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) (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 2531
Understanding Medical Language (2) (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 (1-3 variable) (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, Humanities

HUM 2210
Intercultural Humanities I: Prehistory to Classical Civilization (3) (A.A.)
Prerequisite: ENC 1101 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. 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 pre-history to classical civilizations which may include Greece, Rome, China, Persia and India.

HUM 2230
Intercultural Humanities II: Byzantium to Enlightenment (3) (A.A.)
Prerequisite: ENC 1101 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. 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 Byzantium to the Enlightenment.

HUM 2250
Intercultural Humanities III: 18th Century to Present (3) (A.A.)
Prerequisite: ENC 1101 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. 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, Human Nutrition

HUM 2201
Fundamentals of Human Nutrition (3) (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.

HUM 3126
Food and Culture (3) (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.

HUM 3205
Dietary Influences on Disease (3) (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.

HUM 3403
Lifecycle Nutrition (3) (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.

HUM 3500
Community Nutrition (3) (B.A.S.)
This course provides students with the knowledge and skills to address food and nutrition issues at the population level. It offers a comprehensive perspective on pub-
lic health issues in food and nutrition, and familiarizes students with strategies used to improve the health of populations.

**HUN 4296**  
**Nutrition and Health Issues (3) (B.A.S.)**  
This course focuses on the interactions between diet/nutrition and health promotion, weight control and management of chronic disease. The synergistic relationship between exercise and diet management are explored. The process of developing strategies and policy relating to food and nutrition are discussed.

**IDS, Interdisciplinary Studies**

**IDS 2930**  
**Special Topics: Interdisciplinary Studies (1-3 variable) (A.A.)**  
This interdisciplinary course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

**INP, Industrial and Applied Psychology**

**INP 1390**  
**Human Relations (3) (A.A.)**  
This course meets Area III of the A.A.S./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) (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, International Relations**

**INR 2002**  
**International Relations (3) (A.A.)**  
Prerequisites: ENC 1101 and three hours from any of the following social sciences courses: AMH 1010/1020, CPO 2002, ECO 2013, EUH 1000/1001, GEA 2000 or POS 1041, with a “C” or better. This course meets Area III of the A.A./A.A.S./A.S. general education requirements, the Gordon Rule requirement and meets part of the International/Intercultural requirement. 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.

**ISC, Interdisciplinary Science**

**ISC 1004C**  
**Interdisciplinary Science I (3) (A.A.)**  
Four hours lecture/laboratory per week. This course meets Area V of the A.A./A.A.S./A.S. general education requirements. There are no prerequisites but a basic science background is helpful. This course is the first of two interdisciplinary science courses designed to meet the Florida Department of Education (or Sunshine State) Science Standards for elementary education majors. ISC 1004C introduces the student to a variety of scientific fields to emphasize the common threads rather than the differences. Emphasis is focused on basic scientific reasoning, observation, measurement, literacy, and applications of the scientific method. Additional special fee is required.

**ISC 1005C**  
**Interdisciplinary Science II (3) (A.A.)**  
This course meets the Sunshine State Science Standards, and Area V of the A.A./A.A.S./A.S. general education requirements. Interdisciplinary Science II is the second part of two foundation courses that each meet for four hours per week. The course includes a laboratory component that emphasizes basic scientific reasoning, observation, measurement, literacy and the application of the scientific method. ISC 1005C has been developed from the basic principles of physics, chemistry, earth science, ecology and biology and organized into a modular format. Additional special fees are required.

**ISC 1141C**  
**Earth and Space Science (3) (A.A.)**  
Four hours lecture/laboratory per week. The course meets Area V of the A.A./A.A.S./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. Additional special fees are required.

**ISC 1143**  
**Introduction to Environmental Science (3) (A.A.)**  
Three hours per week with no laboratory component. The course meets Area V of the A.A./A.A.S./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. Examples from the United States are routinely used.
ISM, Information Systems Management

ISM 3324
Applications in Information Security (3) (B.A.S.)
This course helps develop the important security concepts relative to software application development and access control that provide the knowledge and skills necessary for the successful management of information security in an organization. Students learn 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 3330
Information Security Policy, Administration and Management (3) (B.A.S.)
This course develops the information security knowledge and skills necessary for the successful management of information security technology in an organization. Students understand an organization's information assets. Students also learn how to develop and implement policies, procedures and standards as they relate to an information security plan. The course focuses on information classification, risk assessment, business continuity planning and enterprise security architecture, as well as the key concepts of enterprise information security planning and administration.

ISM 4212
Database Design and Administration (3) (B.A.S.)
This course covers the essentials of database design and administration in a business environment and focuses on the skills and knowledge necessary to develop data models aligned with the requirements of business. This course also covers structured query language (SQL) and the object-oriented approach to data modeling and design.

ISM 4220
Network Technologies for Information Professionals (3) (B.A.S.)
This course gives the student an understanding of the various networking technologies and their practical application in the management of a business. The course also covers the technical issues involved in designing and implementing an efficient network for voice, data and information networks.

ISM 4382
Global Information Systems (3) (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) (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, Interdisciplinary Social Science

ISS 1949
Work Experience I in Interdisciplinary Social Science (1-3 variable) (A.A.)
Four, eight or 12 hours of volunteer or work experience a week are expected depending on the credit hour requirements. Prerequisite: 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 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.

ISS 2949
Work Experience II in Interdisciplinary Social Science (1-3 variable) (A.A.)
Four, eight or 12 hours of volunteer or work experience a week are required depending on the credit hour requirements. Prerequisite: 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 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 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.

JOU, Journalism

JOU 1100
Basic Reporting (3) (A.A.)
Prerequisite: ENC 1101. This course meets the Gordon Rule requirement. This is an introduction to fundamen-
JOU 1103
Advanced Reporting and Editing (3) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: JOU 1100 or MMC 2100. Concurrent okay. 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 (1-3 variable) (A.A.)
Prerequisite: 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 SCF. 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 (1-3) (A.A.)
Prerequisite: 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 SCF. 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) (A.A.)
Three hours per week. Prerequisite: PGY 1801C. 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, Latin American History

LAH 2020
Latin American History (3) (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, Leisure

LEI 1263
Backpacking (2) (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, Library and Information Studies

LIS 2004
Introduction to Internet Research (1) (A.A.)
This course is designed to develop the skills needed to use the Internet as a research tool. The course focuses on methods of accessing relevant information resources through the Internet. Students will learn to create search strategies and retrieve, evaluate and cite Internet resources. One hour weekly via the Internet.

LIT, Literature

LIT 1949
Co-op Work Experience in Literature (1-3 variable) (A.A.)
Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisite: 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 pro-
program may repeat this course for a maximum total of three credits.

LIT 2012  
The Novel (3) (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 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) (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.A.S./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) (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.A.S./A.S. general education requirements, 6,000-word 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) (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. 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) (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. 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) (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. 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) (A.A.)
Prerequisites: ENC 1101 and concurrent registration 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. 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) (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. 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 (1-3 variable) (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 (1-3 variable) (A.A.)
Twelve hours of volunteer or work experience per week are expected based on the credit hour requirements. Prerequisite: 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 proj-
ect. 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.

**MATHEMATICS**

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, Mathematics: Calculus and Precalculus**

<table>
<thead>
<tr>
<th>Students already with credit for:</th>
<th>Cannot subsequently get credit for:</th>
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<tbody>
<tr>
<td>MAC 1102</td>
<td>MAT 1033</td>
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<tr>
<td>MAC 1105</td>
<td>MAT 1033</td>
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<td>MAC 2311</td>
<td>MAC 2233</td>
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<td>MGF 2202</td>
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**MAC 1105**

**College Algebra (3) (A.A.)**

Prerequisite: MAT 1033 or appropriate score on a mathematics placement test. This course meets Area II for both the A.A. and the 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.

**MAC 1114**

**Trigonometry (3) (A.A.)**

Prerequisite: MAC 1105 or equivalent. This course meets Area II for both the A.A. and the 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.

**MAC 1140**

**Precalculus Algebra (3) (A.A.)**

Prerequisite: MAC 1105 or equivalent. This course meets Area II for both the A.A. and the 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, 2147 or 2142, or vice versa.

**MAC 2147**

**Precalculus Algebra/Trigonometry (4) (A.A.)**

Prerequisite: A grade of "A" or "B" in MAC 1105 or equivalent. This course meets Area II for both A.A. and A.S. general education requirements. Topics include the study of the following functions: polynomial, rational, radical, absolute value, exponential and logarithmic. Other topics include matrices and systems of equations and inequalities, trigonometric functions and applications, analytic trigonometry, vectors, trigonometric form of complex numbers, parametric equations, polar coordinates and equations and conic sections. An emphasis will be placed on solving applications by mathematical modeling. This course is intended for students whose major requires the calculus sequence. Use of a graphing calculator is integrated throughout this course. Students who have credit for MAC 2147 cannot subsequently get credit for MAC 1140 or 1114, or vice versa.

**MAC 2233**

**Applied Calculus (3) (A.A.)**

Prerequisite: MAC 1105 or equivalent. This course meets Area II for both A.A. and 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 2147 cannot subsequently get credit for MAC 2233.

**MAC 2311**

**Calculus with Analytic Geometry I (4) (A.A.)**

Prerequisite: MAC 2147 or MAC 1140 and MAC 1114 or placement score and department approval. This course meets Area II for both the A.A. and A.S. general education requirements. This is the first of a three-course sequence consisting of MAC 2311, MAC 2312 and MAC 2313. This course includes the study of limits, differentiation and integration of algebraic, trigonometric and transcendental functions. Students already with credit for MAC 2311 cannot subsequently get credit for MAC 2233.
MAC 2312
Calculus with Analytic Geometry II (4) (A.A.)
Prerequisite: MAC 2311. This course meets Area II for both the A.A. and A.S. general education requirements. This course is a continuation of MAC 2311 and includes the study of area, volume and related application of integration, integration techniques, L'Hospital's rule, polar coordinates, improper integrals and infinite sequences and series.

MAC 2313
Calculus with Analytic Geometry III (4) (A.A.)
Prerequisite: MAC 2312. This course meets Area II for both the A.A. and A.S. general education requirements. This course is a continuation of MAC 2312 and includes the study of vectors in 2 and 3 space and differentiation and integration of functions of several variables.

MAD, Mathematics: Discrete
MAD 2104
Discrete Mathematics (3) (A.A.)
Three hours per week. Prerequisite: MAC 1105. This course meets Area II for both the A.A. and A.S. general education requirements. A proof-oriented approach to and applications of propositional logic, sets, functions, relations, combinatorics, graphs and trees.

MAN, Management
MAN 2021
Principles of Management and Organization (3) (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) (A.A.S./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) (A.A.S./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) (A.A.S./A.S.)
Three hours per week. Prerequisite: 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) (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) (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) (B.A.S.)
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) (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) (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) (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) (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) (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) (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 topics, 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) (B.A.S.)**  
Prerequisites: ETI 3647, FIN 3400, and MAN 3303. This is the capstone course for the Technology Management Program. It provides the opportunity for students to demonstrate that they have learned the material from the program and can apply it in the real world. It should be taken during students’ last semester. It provides students the opportunity to develop a plan to solve a problem dealing with technology management issues today. Students choose one major plan and address the problem in detail.

**MAN 4934**  
**Senior Capstone Project in International Business (3) (B.A.S.)**  
Prerequisites: Completion of intermediate foreign language requirements for all major (core) courses in the International Business B.A.S. Program. This course is the opportunity for students to demonstrate that they have learned the material from the program and can apply it in the real world. It should be taken during students’ last semester. It provides students the opportunity to develop a plan to solve a problem dealing with current international management issues. Students choose one major plan to address the problem in detail. This course is the capstone course before graduation.

**MAP, Mathematics Applied**

**MAP 2302**  
**Differential Equations (3) (A.A.)**  
Prerequisite: MAC 2312. This course meets Area II for both the A.A. and 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, Marketing**

**MAR 2011**  
**Principles of Marketing (3) (A.A.S./A.S.)**  
This course in marketing offers the business student an introduction to the basic problems and practices of marketing management, and gives the student an understanding and a feel for the marketing manager’s job. The class introduces the student to the dynamic social and political environment encountered by the marketing manager; the role of marketing research, pricing and cost analysis; characteristics and buying habits of customers; and suggests methods to develop marketing mixes to reach specific identified target markets.
MAR 2141
International Marketing (3) (A.A.S./A.S.)
Three hours per week. Prerequisite: 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.

MAR 3802
Marketing for Managers (3) (B.A.S.)
This course helps develop the marketing knowledge and skills necessary for the successful manager of a technology organization. Students understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services.

MAR 4413
Sales, Negotiating and Customer Relationship Management (3) (B.A.S.)
This course focuses on addressing the issues, processes and strategies related to professional selling and sales management. This is a comprehensive course in the art of selling, focusing on relationship building, negotiating and sales management. Various techniques are explored, including prospecting, lead management, product introduction, negotiation, closing strategies and relationship management.

MAR 4424
International Sales and Marketing (3) (B.A.S.)
This course focuses on addressing the issues and strategies of managing the sales areas of transnational firms. A comprehensive course in sales focusing on the fundamentals of selling, including team selling, consultative selling, selling techniques, sales planning, selling strategies (including strategic alliances), time management, territory management, sales management, client management, customer relations and options in developing a sales organizational structure in global enterprises.

MAS, Mathematics: Algebraic Structures

MAS 2103
Linear Algebra (3) (A.A.)
Prerequisite: MAC 2311 or permission of instructor. This course meets Area II for both the A.A. and 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, Mathematics

MAT 0018
Pre-algebra
College Preparatory (4) (C.P.)
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
College Preparatory (0) (C.P.)
Companion laboratory to MAT 0018 Pre-algebra. College Preparatory credit is earned by MAT 0018 and this mandatory corequisite.

MAT 0028
Elementary Algebra
College Preparatory (4) (C.P.)
Prerequisite: 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
College Preparatory (0) (C.P.)
Companion laboratory to MAT 0028 Basic Algebra. College Preparatory credit is earned by MAT 0028 and this mandatory corequisite.

MAT 1033
Intermediate Algebra (3) (A.A./A.S./A.A.S.)
Prerequisite: MAT 0024, MAT 0028 or equivalent. This course meets Area II of the A.A.S. general education requirements. This course includes 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, completing the square, complex numbers, absolute value, graphing and applications. Additional special fees are required. Students who have credit for MAC 1102 or 1105 cannot subsequently get credit for MAT 1033.

MAT 2930
Special Topics in Mathematics (1-4 variable) (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, Microbiology

Students already cannot subsequently get credit for:
MCB 2003C/2010C

MCB 2010C
Microbiology (4) (A.A.)
Three hours lecture and three hours laboratory per week.
Prerequisite: BSC 2085C or BSC 1007C or equivalent
with a grade of “C” or better. This course meets Area II
of the A.A./A.A.S./A.S. general education requirements.
This course provides an introduction to the principles
of microbiology, including microscopy, cultivation tech-
niques, control of microbial growth, host resistance
mechanisms and a survey of viral, bacterial, fungal, pro-
tozoal and animal pathogens and parasites. It is strongly
recommended that students without recent coursework
in chemistry take CHM 1025C or equivalent. Students
with credit for MCB 2010C cannot subsequently get
credit for BSC 1005C or BSC 1007C.

MCB 2010L
Microbiology Laboratory (0) (A.A.)
Companion laboratory to MCB 2010C. Additional spe-
cial fees are required.

MET, Meteorology

MET 1010
Elementary Meteorology (3) (A.A.)
The course meets Area V of the A.A./A.A.S./A.S. gener-
el education requirements. This is a study of the atmos-
phere, its elements, movements, systems and the princi-
ples of weather. Familiarization with weather reporting
and forecasting are included.

MGF, Mathematics, General and Finite

MGF 1106
Topics in Mathematics (3) (A.A.)
Prerequisite: MAT 1033 or equivalent. This course
meets Area II for both the A.A. and A.S. general educa-
tion requirements. Topics include set theory, logic,
geometry, counting principles, probability and statistics.
Students who have credit for MGF 2202 cannot subse-
quently get credit for MGF 1106. MGF 1106 does not
serve as a prerequisite to MGF 1107, MAC 1105, STA
2023 or MTB 1321.

MGF 1107
Liberal Arts Mathematics (3) (A.A.)
Prerequisite: MAT 1033 or equivalent. This course
meets Area II for both the A.A. and A.S. general educa-
tion requirements. This course provides an opportunity
for students to see mathematics used in ways not empha-
sized in traditional algebra courses. This course includes
the study of voting strategies, graph theory, sequences
and numerical patterns and financial mathematics. MGF
1107 does not serve as a prerequisite to MGF 1106,
MAC 1105, STA 2023 or MTB 1321.

MKA, Marketing Applications

MKA 2021
Personal Selling (3) (A.A.S./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 salesper-
son. Sales management and operation are studied at the
introductory level to round out the course.

MKA 2041
Retailing (3) (A.A.S./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) (A.A.S./A.S.)
This course is the study of the basic techniques of adver-
tising, the planning and development of advertising pro-
grams and the role of advertising in relation to the mar-
keting objectives in a business firm.

MMC, Mass Media Communication

MMC 1949
Career Decision Work Experience in Mass
Communications (1-3 variable) (A.A.)
Four, eight or 12 hours of volunteer or work experience
per week are expected depending on the credit hour
requirements. Prerequisite: ENC 1101 and/or permis-
sion 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 super-
visor work together to determine specific learning
objectives for each student. The student is then evaluat-
ed based on documentation of satisfactory completion of
the learning objectives and work assignments. With pro-
gram 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.

MMC 2000
Mass Communications (3) (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 newspa-
sers, magazines, radio, television and advertising and to
evaluate their functions in our democratic society.

MMC 2100
Writing for Mass Communications (3) (A.A.)
Prerequisite: 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) (A.A.)
Prerequisite: 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 2949
Internship in Mass Communications (1-3 variable) (A.A.)
Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements. Prerequisite: 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. 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.

MNA, Management: Applied
MNA 1345
Management and Supervision (3) (A.A.S./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, Mathematics, Technical and Business
MTB 1321
Technical Mathematics (3) (A.A.S./A.S.)
Prerequisite: 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.

MUSIC
Only degree-seeking students are eligible to enroll in applied music classes. Students seeking A.A., A.A.S. or A.S. degrees qualify for eligibility. Nondegree-seeking students interested in applied instruction should contact the Center for Corporate and Community Development.

MUC, Music: Composition
MUC 1211
Applied Music Composition I (2) (A.A.)
One hour per week. Prerequisite: 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.

MUC 1211B
Applied Music Composition IB (2) (A.A.)
One hour per week. Prerequisite: 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.

MUC 2221
Applied Music Composition II (2) (A.A.)
One hour per week. Prerequisite: 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.

MUC 2221B
Applied Music Composition IIB (2) (A.A.)
One hour per week. Prerequisite: 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.
MUE, Music Education

MUE 2930
Selected Topics in Music (1-5 variable) (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, Music: History/Musicology

MUH 2018
Jazz History and Literature (3) (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) (A.A.)
Prerequisite: 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.A.S/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) (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.A.S/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, Music Literature

MUL 1019
History of Rock and Popular Music (3) (A.A.)
Three hours per week. 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) (A.A.)
No prerequisite musical skills or knowledge are required. This course meets Area IV of the A.A./A.A.S/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, Music Ensembles

MUN 1120
Symphonic Wind Ensemble I (1) (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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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 1210
College Orchestra I (1) (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) (A.A.)**

Three hours per week. Prerequisite: 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) (A.A.)**

Three hours per week. Prerequisite: 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) (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) (A.A.)**

Three hours per week. Prerequisite: 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) (A.A.)**

Three hours per week. Prerequisite: 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) (A.A.)**

Three hours per week. Prerequisite: 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) (A.A.)**

Three hours per week. Prerequisite: 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) (A.A.)**

Three hours per week. Prerequisite: 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) (A.A.)**

Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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 1480F
Music Theatre Ensemble I (1) (A.A.)
Three hours per week. Prerequisite: 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 1480G
Music Theatre Ensemble II (1) (A.A.)
Three hours per week. Prerequisite: Permission required, MUN 1480F 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 1480H
Music Theatre Ensemble III (1) (A.A.)
Three hours per week. Prerequisite: Permission required, MUN 1480G 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 1552
Opera Theatre Ensemble I (1) (A.A.)
Three hours per week. Prerequisite: 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 1640
Music Ensemble I (1) (A.A.)
Three hours per week. Prerequisite: Open by audition to members of the community and/or 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 1640B
Music Theatre Ensemble II (1) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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.
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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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 1711
Jazz Combo I (1) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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, Music

MUS 1010L
Student Recital Attendance (0) (A.A.)
Students are required to attend 15 recitals each term. This course is required of all music students with a pre-major of music.

MUT, Music Theory

MUT 1001
Fundamentals of Music (3) (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) (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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (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) (A.A.)
Three hours per week. Prerequisite: 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) (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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: 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) (A.A.)
Three hours per week. Prerequisite: MUT 1242 with a grade of "C" or better. This course is required of music pre-majors 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) (A.A.)
Three hours per week. Prerequisite: 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, Applied Music: Brasses

MVB 1011A
Applied Preparatory Music I - Trumpet (2) (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
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) (A.A.)**

One hour per week. Prerequisite: 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) (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) (A.A.)**

One hour per week. Prerequisite: 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) (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) (A.A.)**

One hour per week. Prerequisite: 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) (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) (A.A.)**

One hour per week. Prerequisite: 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) (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) (A.A.)**

One hour per week. Prerequisite: 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) (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 transferable credits for applied music courses. Additional special fees are required.

**MVB 1311B**

**Applied Music – Trumpet IB (2) (A.A.)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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. 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.

**MVB 2321B**

**Applied Music Trumpet IIIB (2) (A.A)**

One hour per week. Prerequisite: 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) (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 IIIB (2) (A.A)**

One hour per week. Prerequisite: 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.
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) (A.A)  
One hour per week. Prerequisite: 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) (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) (A.A)  
One hour per week. Prerequisite: 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) (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 1013B  
**Applied Preparatory Music II - Organ (2) (A.A.)**
One hour per week. Prerequisite: 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) (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, harmonicization, transposition and improvisation are emphasized. This course is required for music students with a principal instrument other than piano.

MVK 1111B  
**Class Piano I (1) (A.A.)**
Two hours per week. Prerequisite: MVK 1111A. Class instruction is for students with little previous training in piano performance. Reading scales, arpeggios, harmonicization, 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) (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 1313  
**Applied Music Organ I (2) (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) (A.A.)**
One hour per week. Prerequisite: 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) (A.A.)**
Two hours per week. Prerequisite: MVK 1111B. Class instruction is for music pre-majors with a principal instrument other than piano. Functional skills of reading, technique, harmonicization, transposition and improvisation receive further development. Study of standard piano literature, intermediate level, also is included.

MVK 2121B  
**Class Piano IV (1) (A.A.)**
Two hours per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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 2322
Applied Music Organ II (2) (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 2322B
Applied Music Organ IIB (2) (A.A)
One hour per week. Prerequisite: MVK 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.

MVP, Applied Music: Percussion

MVP 1011A
Applied Preparatory Music I - Percussion (2) (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 repertoire. 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) (A.A.)
One hour per week. Prerequisite: MVP 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.

MVP 1311
Applied Music Percussion I (2) (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) (A.A)
One hour per week. Prerequisite: 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
MVP 2321
Applied Music Percussion II (2) (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) (A.A.)
One hour per week. Prerequisite: 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, Applied Music: Strings

MVS 1011A
Applied Preparatory Music I - Violin (2) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (A.A.)**  
One hour per week. Prerequisite: 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 1016A  
**Applied Preparatory Music I - Guitar (2) (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) (A.A.)**  
One hour per week. Prerequisite: 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) (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) (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) (A.A.)**  
One hour per week. Prerequisite: 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) (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) (A.A.)**  
One hour per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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 1316
Applied Guitar I (2) (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) (A.A)
One hour per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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) (A.A)
One hour per week. This course includes the continued development of reading, technique and repertoire to the advanced level and combined 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) (A.A)
One hour per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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; how-
ever, 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 2326
Applied Guitar II (2) (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 IIIB (2) (A.A.)
One hour per week. Prerequisite: 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, Applied Music: Voice

MVV 1011A
Applied Preparatory Music I - Voice (2) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (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 II (2) (A.A.)
One hour per week. Prerequisite: 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.
MVW 2321B
Applied Voice IIB (2) (A.A.)
One hour per week. Prerequisite: MVW 2321 or equivalent. This course includes the continued development of reading, technique and repertoire to the advanced level and continuous 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, Applied Music: Woodwinds

MVW 1011A
Applied Preparatory Music I - Flute (2) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (A.A.)
One hour per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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) (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) (A.A)
One hour per week. Prerequisite: 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) (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.
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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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) (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) (A.A)**

One hour per week. Prerequisite: 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, Nursing: Special**

**NSP 3276**
**Basic Arrhythmia Interpretation (1) (B.S.)**

Prerequisite: 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) (B.S.)**
Prerequisite: proof of RN license, current CPR, by permission ONLY from the nursing department. A minimum of two years work experience as an RN is recommended. This course prepares the registered nurse enrolled in the RN to B.S.N. program for the role of the perioperative nurse in establishing and sustaining system equilibrium during the perioperative period. 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) (B.S.)**
Pre-/Co-requisite: completion of Basic Arrhythmia Interpretation Course (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, Nursing (for nursing majors only)**

**NUR 1013**
**Math for Nurses (2) (A.S.)**
Two hours class per week. This course is designed to practice various math concepts that are related to a career in nursing. 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. Course admission is by nursing department permission only. (Elective)

**NUR 1023**
**Nursing Process I (8) (A.S.)**
Four hours per week of class, 10 hours per week clinical experience, two hours per week laboratory. Prerequisites/corequisites: admission to the ADN Program and concurrent registration in NUR 1023L. This course involves introduction to the science of nursing with emphasis on the concepts of holism, clinical decision-making, diversity and professionalism as the novice nurse. Topics include roles and responsibilities of the novice nurse in prevention of illness, promotion of health and wellness, and restoration of health. Additional special fee is required.

**NUR 1023L**
**Nursing Process I Laboratory (0) (A.S.)**
Two hours per week on-campus advanced nursing skills laboratory and 10 hours weekly clinical experience. It is a mandatory laboratory that accompanies NUR 1023.

**NUR 1141**
**Pharmacology I (2) (A.S.)**
Two hours per week of lecture. Prerequisites/corequisites: admission to the ADN Program and concurrent enrollment in or successful completion of NUR 1023C. Included in the course is an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects and nursing implications of selected drug classifications. Topics include roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework.

**NUR 1142**
**Pharmacology II (1) (A.S.)**
One hour per week lecture. Prerequisites/corequisites: successful completion of NUR 1141 (Pharmacology I) and NUR 1023C, and concurrent enrollment in or successful completion of NUR 1730C. Content includes the study of specific pharmacological agents with emphasis on the actions, interactions, adverse effects and nursing implications of each drug classification. Content related to drug dosage calculations used in critical-care and step-down units also will be reviewed during the course.

**NUR 1730**
**Nursing Process II (10) (A.S.)**
Six hours per week of lecture, 10 hours per week of clinical experience, and two hours per week on-campus laboratory. Prerequisites/corequisites: successful completion of NUR 1023, NUR 1141, concurrent enrollment in or successful completion of NUR 1142, and concurrent enrollment in NUR 1730L. The content of this course focuses on human responses of individuals across the life span experiencing alterations in health related to medical-surgical, childbearing and child-rearing experiences. The course is divided into two major components: eight weeks of medical-surgical content and eight weeks of maternal-child content. Clinical learning experiences are provided in both acute health care and community settings. Additional special fee is required.

**NUR 1730L**
**Nursing Process II Laboratory (0) (A.S.)**
Two hours per week on-campus advanced nursing skills laboratory and 10 hours weekly clinical experience. It is a mandatory lab that accompanies NUR 1730.

**NUR 2703C**
**Nursing Transition (6) (A.S.)**
Prerequisites/corequisites: NUR 2703L and either successful completion of NUR 1141 and NUR 1142 by challenge...
The content of this course is specifically designed for the licensed practical nurse (LPN) who wants to advance into the registered nurse (RN) role. It is designed to assess and validate the LPN's knowledge and skills, and to supplement those content areas not included in the traditional LPN curriculum that are covered in NUR 1023C and NUR 1730C. Emphasis is placed on the transition from the LPN to the RN role. Upon successful completion of NUR 2703C, advanced placement credit will be awarded in lieu of NUR 1023C, NUR 1730C and NUR 1141. Additional special fee is required.

NUR 2703L
Nursing Transition Laboratory (0) (A.S.)
This is a mandatory laboratory that accompanies NUR 2703C. (Summer A)

NUR 2731C
Nursing Process III (10) (A.S.)
Six hours of class per week, 12 hours of clinical per week. Prerequisites: successful completion of NUR 1730C and NUR 1142, and concurrent enrollment in NUR 2731L. The content of this course focuses on human responses to complex alterations in health, which may require changes in lifestyle. Nursing interventions which assist in achieving and maintaining highest level of wellness are emphasized. Clinical learning experiences are provided in various health care settings. Additional special fee is required.

NUR 2731L
Nursing Process III Laboratory (0) (A.S.)
This is a mandatory laboratory that accompanies NUR 2731C.

NUR 2732C
Nursing Process IV (9) (A.S.)
Five hours per week of lecture, 15 hours per week of clinical experience. Prerequisites/ corequisites: successful completion of NUR 2731C and concurrent enrollment in or successful completion of NUR 2813, and concurrent enrollment in NUR 2732L. Focus is on human responses to acute, chronic or progressive alterations in health across the life span. Concepts of mental health nursing are incorporated. Assessment techniques and nursing interventions to assist individuals in achieving and maintaining their highest level of functioning are explored. Therapeutic communication techniques are emphasized. Clinical learning experiences are provided in various health care settings. Theoretical and clinical learning experiences related to the transition from student to graduate nurse are emphasized throughout the course. Additional special fee is required.

NUR 2732L
Nursing Process IV Laboratory (0) (A.S.)
This is a mandatory laboratory that accompanies NUR 2732C.

NUR 2813
Nursing Seminar (2) (A.S.)
Two hours per week in the classroom. Prerequisites/ corequisites: successful completion of or concurrent enrollment in NUR 2732C. The content of this course focuses on the nurse as a professional person. 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.

NUR 2930
Special Topics in Nursing (1-9) (A.A.S./A.S.)
This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

NUR, Nursing (for B.S. in Nursing majors only)

NUR 3066C
Health Assessment and Physical Appraisal (4) (B.S.)
Thirty hours of laboratory experience. Prerequisite: 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 3125
Pathophysiology (3) (B.S.)
Prerequisite: 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) (B.S.)
Prerequisite: 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) (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) (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) (B.S.)
Prerequisite: 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) (B.S.)
Prerequisite: NUR 3805. Examines philosophical perspectives, significant issues and applications of technology that are influential in the practice of contemporary nursing grounded in caring. The effects of emerging technologies on nursing practice are explored.

NUR 4169
Evidence Based Practice: Nursing Research (3) (B.S.)
Prerequisite: 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) (B.S.)
Prerequisite: NUR 3805. 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) (B.S.)
Prerequisite: NUR 4636. Forty-five practicum hours. This course offers opportunities to practice the principles and theory of community health nursing in a variety of health care 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) (B.S.)
Prerequisite: 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) (B.S.)
This course teaches the present realities of the health care industry, the stages of public policy development, and how economics influences healthcare. Focus will be 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) (B.S.)
Prerequisite: 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, Biological Oceanography

OCB 1000C
Introduction to Marine Biology (3) (A.A.)

This course meets area V of the A.A./A.A.S./A.S. general education requirements. This course is intended for non-science majors and is an introduction to the scientific study of marine organisms and their ecological environment. The general objective of this course is to give a detailed introduction to the study of marine organisms, their environment and their ecological interactions. Additional special fees are required.

OCE, General Oceanography

OCE 1001
Introduction to Oceanography (3) (A.A.)

Three hours per week, with no laboratory component. The course meets Area V of the A.A./A.A.S./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, Office Systems Technology

OST 1100
Elementary Keyboarding (3) (A.A.)

Three hours per week, plus laboratories as assigned by instructor. This course includes the techniques and basic skills in typewriting, mastery of keyboard and preparation of business letters, manuscripts and tabulated applications. Additional special fees are required.

OST 1110
Intermediate Keyboarding (3) (A.A.S./A.S.)

Three hours per week, plus laboratories as assigned by instructor. Prerequisite: OST 1100 or equivalent. This course continues the focus of the skills in typewriting, including the application to more advanced styles of correspondence, statistical typewriting and tabulations. Students use computer keyboarding software to increase productivity.

OST 2120
Advanced Keyboarding (3) (A.A.S./A.S.)

Three hours per week, plus laboratories necessary to complete assigned work. Prerequisite: 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, Occupational Therapy Assistant

OTH 1001C
Introduction to Occupational Therapy (3) (A.A.S./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) (A.A.S./A.S.)

This is a mandatory laboratory that accompanies OTH 1001C.

OTH 1014C
Functional Anatomy and Kinesiology (5) (A.A.S./A.S.)

Four hours lecture and three hours laboratory per week. Prerequisite: 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 are introduced. Manual muscle testing and goniometric measurement are discussed 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 treatment. Additional special fees are required.

OTH 1014L
Functional Anatomy and Kinesiology Laboratory (0) (A.A.S./A.S.)

This is a mandatory laboratory that accompanies OTH 1014C.

OTH 1114C
Occupational Therapy Skills and Techniques I (3) (A.A.S./A.S.)

Two hours lecture, three hours laboratory per week. Prerequisites: Satisfactory completion of BSC 2086C, DEP 2004, OTH 1001C and OTH 1014C. Corequisite: OTH 1520C. This course focuses on developing skills in the analysis and instruction of occupational therapy
treatment techniques utilized in the treatment of dysfunction during the growth years. Lecture and laboratory activities focus on: activity analysis, facilitation/inhibition techniques, activities of daily living, gross and fine motor activities, behavioral control techniques, splinting, adaptive/assistive equipment and strengthening and range of motion techniques. Laboratory practice provides the opportunity to apply theoretical concepts to practice situations. Additional special fees are required.

OTH 1114L
Occupational Therapy Skills and Techniques I Laboratory (0) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies OTH 1114C.

OTH 1410
Introduction to Human Disease (3) (A.A.S./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) (A.A.S./A.S.)
Three hours lecture, six hours laboratory per week. Prerequisites: Satisfactory completion of BSC 2086C, DEP 2004, OTH 1001C and OTH 1014C. Corequisite: 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) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies OTH 1520C.

OTH 2261C
Occupational Therapy Skills and Techniques II (3) (A.A.S./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. The focus of this course is on analysis and instruction of occupational therapy treatment techniques utilized in the treatment of physical and psychosocial dysfunction during the adult years. Laboratory activities provide the opportunity to apply theoretical concepts to practice situations. Additional special fees are required.

OTH 2261L
Occupational Therapy Skills and Tech II Laboratory (0) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies OTH 2261C.

OTH 2300C
Occupational Therapy in Mental Health (3) (A.A.S./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 will be 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 will be introduced to appropriate methods of responding to symptoms and behaviors, safety techniques, DSM III-R 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 as well as the importance of evidenced-based practice in the mental health setting. Additional special fees are required.

OTH 2300L
Occupational Therapy Mental Health Laboratory (0) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies OTH 2300C.

OTH 2420C
Occupational Therapy for the Physically Disabled (3) (A.A.S./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 will provide the student with an understanding of evaluations, treatment planning, intervention strategies and documentation used in physical disabilities with the adult populations. Additional special fees are required.

OTH 2420L
Occupational Therapy for Physically Disabled Laboratory (0) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies OTH 2420C.
OTH 2802L
Occupational Therapy Practicum (4) (A.A.S./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 of adult clients in a physical disabilities and mental health fieldwork environments. The student will work under the supervision of an occupational therapist, occupational therapy assistant and other clinical supervisors. A variety of field-work settings are used to expose the students to individuals with physical and psychosocial dysfunction. Fieldwork seminar hour is designed to integrate the students’ clinical skill by developing clinical reasoning skills and to enhance the need for and understanding of collaboration within the health care environment. Additional special fees are required.

OTH 2840L
Supervised Clinical Practice I (5) (A.A.S./A.S.)
Forty days per term—four and a half days per week for eight weeks. Prerequisites: Satisfactory completion of OTH 2261C, OTH 2420C, OTH 2300C and OTH 2802L. Corequisite: OTH 2933C. Supervised Clinical Practice I 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 will participate in a clinical experience in one practice area of occupational therapy (physical disabilities, psychosocial dysfunction or pediatrics) and assume responsibility for the delivery of services to clients in an occupational therapy program. This course must be completed within 18 months following completion of academic preparation. Additional special fees are required.

OTH 2841L
Supervised Clinical Practice II (5) (A.A.S./A.S.)
Forty days per term. Prerequisite: Satisfactory completion of OTH 2840L. Corequisite: OTH 2933C. Supervised Clinical Practice II 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 will participate in a clinical experience in one practice area of occupational therapy (physical disabilities, psychosocial dysfunction or pediatrics) that is different from Clinical Practice I and assume responsibility for the delivery of services to clients in an occupational therapy program. This course must be completed within 18 months following completion of academic preparation. Additional special fees are required.

OTH 2933C
Seminar for Clinical Practice (2) (A.A.S./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. The clinical seminar hour is designed to enhance the development of clinical skills through an open discussion of experiences in the clinical setting.

OTH 2933L
Seminar for Clinical Practice Laboratory (0) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies OTH 2933C.

PAD, Public Administration

PAD 3311
Program Planning and Evaluation (3) (B.A.S.)
This course examines training and education in a changing workplace and workforce from a systematic perspective. Students learn how to improve individual, team, and organizational effectiveness by understanding how to design successful training interventions and learning experiences that can impart knowledge, skills and attitudes to learners in the workplace.

PAD 3820
Foundations of Public Safety Administration (3) (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) (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) (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 4204
Public Finance (3) (B.A.S.)
This course is designed to provide an introduction to fiscal management in the public sector. It prepares 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 4393
Critical Incident Management (3) (B.A.S.)
The course examines emergency management and disaster planning on events most likely to affect Florida including review of the four phases of planning, mitigation, response and preparedness. It includes FEMA and Federal Government NIMS IS-700, ICS-100 and ICS-200 certifications.

PAD 4414
Human Resource Management Skills (3) (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) (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) (B.A.S.)
Prerequisites: PAD 3821, PAD 4393, CJE 3361 and FES 4014. 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.

PEL, Physical Education Activity – Objective Centered
PEL 1341
Tennis (2) (A.A.)
Basic knowledge, skills development in the activity of tennis will be presented. (Offered as needed)

PEL 1621
Basketball Fundamentals (2) (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) (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. See course comments in the schedule. (Offered as needed)

PEL 2121
Golf (2) (A.A.)
Basic knowledge, skill development in the activity of golf will be presented. (Offered as needed)

PEM, Physical Education Activity, Performance Centered
PEM 1130
Basic Conditioning and Weight Training (2) (A.A.)
Basic knowledge, skills and values of basic conditioning, weight training and personal fitness will be presented. Additional special fees are required. See course comments in the schedule.

PEM 1171
Aerobic Fitness (2) (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) (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
(1-4 variable) (A.A.)
Special, current or seasonal physical activities not covered in other physical education courses are offered. (Offered as needed)

PEN, Physical Education Activity – Water, Snow

PEN 2251
Canoeing (2) (A.A.)
Personal development through canoeing activities is realized. Additional special fees are required.

PEN 2930
Special Topics: Physical Education Activity: Water, Snow (1-3 variable) (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, Physical Education Activity, Objective Centered

PEO 1216
Baseball and Softball Fundamentals (2) (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) (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, Photography

PGY 1800C
Digital Imaging I (3) (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 2000
History of Photography (3) (A.A.)
Three hours of lecture per week. Prerequisite: 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) (A.A.)
Three hours lecture/studio per week. This course meets Area IV of the A.A./A.A.S./A.S. general education requirements and the Gordon Rule requirement. Prerequisite: ENC 1101 with a grade of “C” or better. 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 2401C
Photography I (3) (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) (A.A.)
Three hours studio/lecture per week. Prerequisite: 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) (A.A.)
Three hours studio/lecture per week. Prerequisites are 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) (A.A.)
Three hours studio/lecture per week. Prerequisite: PGY 1800C with a grade of “C” or better, or permission of instructor. Digital photography will combine 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 will 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 (1-3 variable) (A.A.)**
This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

### PHI, Philosophy

#### PHI 2001
**Introduction to Philosophy I (3) (A.A.)**
This course meets Area IV of the A.A./A.A.S./A.S. general education requirements and part of the International/Intercultural requirement. This course is a historical overview of world philosophy beginning with the Ancient World and ending with the Renaissance.

#### PHI 2002
**Introduction to Philosophy II (3) (A.A.)**
This course meets Area IV of the A.A./A.A.S./A.S. general education requirements and part of the International/Intercultural requirement. This course is a historical overview of world philosophy beginning with the Renaissance and extending through the contemporary period.

#### PHI 2070
**Introduction to Eastern Philosophy (3) (A.A.)**
Three hours lecture per week. Prerequisite: ENC 1101 with a grade of “C” or better. This course meets Area IV of the A.A./A.A.S./A.S. general education requirements, Humanities Area IV C requirement for A.A., 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) (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) (A.A.)**
This course meets Area IV of the A.A./A.A.S./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) (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.

### PHT, Physical Therapist Assistant

#### PHT 1007C
**Introduction to Physical Therapy and Patient Care (5) (A.A.S./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. Corequisite: PHT 1124 and completion of or concurrent enrollment in BSC 2086. 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) (A.A.S./A.S.)**
This is a mandatory laboratory that accompanies PHT 1007C.

#### PHT 1124C
**Applied Anatomy and Kinesiology (6) (A.A.S./A.S.)**
Four hours class, six hours laboratory per week. Corequisite: 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) (A.A.S./A.S.)**
This is a mandatory laboratory that accompanies PHT 1124C.
PHT 1211C
Disabilities and Physical Therapy Procedures I
(6) (A.A.S./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 2337. 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) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies PHT 1211C.

PHT 1800L
Clinical Experience I (4) (A.A.S./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 2321C
Disabilities and Physical Therapy Procedures III
(5) (A.A.S./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. Corequisite: 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) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies PHT 2321C.

PHT 2337C
Disabilities and Physical Therapy Procedures II
(5) (A.A.S./A.S.)
Six hours class, five hours laboratory per week for 11 weeks. Corequisites: PHT 1211C and PHY 1800L. This course focuses on rehabilitation of cardiovascular disease diagnoses, disabilities and related surgical procedures. Principles of chest physical therapy and general conditioning are introduced as well as the treatment and training of individuals with amputations. Laboratory activities also include burn and wound care and the related use of therapeutic electrical stimulation. Additional special fees are required.

PHT 2337L
Disabilities and Physical Therapy Procedures II Laboratory (0) (A.A.S./A.S.)
This is a mandatory laboratory that accompanies PHT 2337C.

PHT 2810L
Clinical Experience II (6) (A.A.S./A.S.)
Thirty-two to 40 hours of clinical experience per week with four hours of class on alternate weeks for six weeks. Corequisite: 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) (A.A.S./A.S.)
Thirty-two to 40 hours of clinical experience per week with four hours of class on alternate weeks for seven weeks. Corequisite: 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
(1-3 variable) (A.A.S./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) (A.A.S./A.S.)
Three hours per week. Prerequisite: PHT 2321C with a grade of “C” or better. Corequisite: PHT 2820L. This course includes a discussion of job-search and time-management skills, legal and ethical issues, licensing and continuing education requirements and concepts of professionalism. Current issues and trends in the health care delivery system, such as managed care, are explored. Additional special fees are required.

PHY, Physics

<table>
<thead>
<tr>
<th>Students already with credit for:</th>
<th>Cannot subsequently get credit for:</th>
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<tr>
<td>PHY 2048C or 2049C</td>
<td>PHY 2053C</td>
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<td>PHY 2049C</td>
<td>PHY 2054C</td>
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PHY 2048C
General Physics with Calculus I (5) (A.A.)
Three hours lecture, three hours laboratory per week. Prerequisite: completion of MAC 2311 with a grade of "C" of better. This course meets Area V of the A.A./A.A.S./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 pre-engineering and science majors. Students already with credit for PHY 2048C cannot subsequently get credit for PHY 2053C.

**PHY 2048L**  
**General Physics with Calculus I Laboratory**  
(0) (A.A.)  
Companion laboratory to PHY 2048C. Additional special fees are required.

**PHY 2049C**  
**General Physics with Calculus II** (5) (A.A.)  
Three hours lecture, three hours laboratory per week. Prerequisite: Completion of PHY 2048C with a grade of "C" or better. This course meets Area V of the A.A./A.S./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 with Calculus II Laboratory** (0) (A.A.)  
Companion laboratory to PHY 2049C. Additional special fees are required.

**PHY 2053C**  
**General Physics I** (4) (A.A.)  
Three hours lecture, three hours laboratory per week. Prerequisites: Completion of MAC 1140 and MAC 1114, or MAC 2147, or MTB 1321 and MAC 1105, with a grade of "C" or better. This course meets Area V of the A.A./A.S./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 Laboratory I** (0) (A.A.)  
Companion laboratory to PHY 2053C. Additional special fees are required.

**PHY 2054C**  
**General Physics II** (4) (A.A.)  
Three hours lecture, three hours laboratory per week. Prerequisite: 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) (A.A.)  
Companion laboratory to PHY 2054C. Additional special fees are required.

**PHY 2930**  
**Special Topics: Physics** (1-4 variable) (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, Paralegal/Legal Assistant/Admin.**

**PLA 1003**  
**Introduction to Legal Systems** (3) (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) (A.A.)  
Prerequisite: ENC 1101. Recommended prerequisite: PLA 1003. Co-requisite: this course is required of all paralegal/legal assisting program majors and must be taken concurrently with LIS 2004. This class meets the Gordon Rule requirement. This course is intended to stress (to the paraprofessional) the importance of a thorough knowledge of legal terminology and the purposes of legal research and writing. Legal analysis techniques, research skills and good writing techniques are the focus of the course.

**PLA 1610**  
**Real Property Law/Transactions** (3) (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.

**PLA 1949**  
**Career Decision Work Experience in Legal Assisting** (1-3 variable) (A.A.)  
Four, eight or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements. Prerequisite: 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. 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.
PLA 2001
General Law (3) (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) (A.A.)
Prerequisite: PLA 1104. Recommended prerequisite: PLA 1003 and PLA 2001. This course meets the Gordon Rule requirement. This course focuses on an advanced review of legal researching finding techniques and legal writing skills. Students will perform research and write legal memoranda, pleadings and legal briefs.

PLA 2203
Civil Litigation I (3) (A.A.)
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) (A.A.S./A.S.)
Recommended prerequisite: PLA 2203. This course builds upon PLA 2203 and will prepare the legal assistant to assist an 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 participate in a mock trial, activities and assignments will be based on the situations that arise from the preparation and trial process.

PLA 2203
Civil Litigation I (3) (A.A.)
Recommended prerequisite or corequisite: 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) (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) (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) (A.A.)
Prerequisite: 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) (A.A.)
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) (A.A.S./A.S.)
Prerequisite: 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) (A.A.)
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 (1-3 variable) (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
Capstone: Internship in Paralegal/Legal Assisting (3) (A.A./A.S./A.A.S.)
Fifteen hours of volunteer or work experience per week are expected. Prerequisites: PLA 1003, PLA 2732, PLA 2001, PLA 2763, PLA 1104, 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
Professional Responsibilities (3) (A.A.S./A.S.)
This course is designed to bring students up to date on all phases of knowledge required to take the Certified Legal Assistant Examination. Emphasis is on the current areas tested. The course is upgraded regularly and taught to prepare students for the CLA exam. The course is open to all persons needing preparation in this field.

POS, Political Science

POS 1041
American Government (3) (A.A.)
This course meets Area III for the A.A./A.A.S./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 variable) (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, Physical Sciences

PSC 1121C
Physical Science (3) (A.A.)
Four hours lecture/laboratory per week. Prerequisite: MAT 0024 or equivalent. This course meets Area V of the A.A./A.A.S./A.S. general education requirements. This is a one-semester course presenting selected topics from all branches of physics, including mechanics, heat, electricity and magnetism, and modern physics. This course is presented primarily for nonscience majors. Note: Students who have already earned credit in PSC 1121 may not earn credit in PSC 1121C. Additional special fees are required.

PSC 2930
Special Topics in Physical Science (1-4 variable) (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, Psychology

PSY 2012
General Psychology (3) (A.A.)
This course meets Area III of A.A./A.A.S./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 (1-3 variable) (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, Quantitative Methods in Business

QMB 1001
Business Mathematics (3) (A.A.S./A.S.)
Prerequisite: MAT 0012 or equivalent. 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, Reading

REA 0007
Basic Reading Skills I College Preparatory (4) (C.P.)
Three hours lecture and participation, one hour laboratory 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. Students also must register for REA 0007L.
REA 0007L
Basic Reading Skills I Laboratory (0) (C.P.)
Required companion laboratory for REA 0007. Additional special fees are required.

REA 0017
Basic Reading Skills II
College Preparatory (4) (C.P.)
Three hours lecture, one hour laboratory per week. Prerequisite: successful completion of REA 0001/0007 or appropriate score on placement instruments. This course is designed to develop skills in vocabulary, comprehension and reading rate. Students must also register for REA 0017L.

REA 0017L
Basic Reading Skills II Laboratory (0) (C.P.)
Required companion laboratory for REA 0017. Additional special fees are required.

REA 1105
Critical Reading Techniques (3) (A.A.)
Prerequisite: 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, Religion

REL 2121
Religion in America (3) (A.A.)
Prerequisite: ENC 1101 with a grade of “C” or better. This course meets Area IV of the A.A./A.A.S./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. Offered as REL 2130 prior to Fall 2010.

REL 2240
Introduction to the New Testament (3) (A.A.)
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) (A.A.)
This course meets Area IV of the A.A./A.A.S./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. Offered as REL 2000 prior to Fall 2010.

REL 2930
Special Topics: Religion (1-3 variable) (A.A.)
This course is designed to meet the special needs of individuals or groups for whom regular, described courses may not be available.

RTE, Radiologic Technology

RTE 1001
Medical Terminology for Radiographers (1) (A.S.)
Prerequisite: Acceptance into the Radiography Program. This course is an introduction to the language of medicine with emphasis on its use in radiologic technology. Students 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. (Summer C)

RTE 1002
Introduction to Radiologic Technology (5) (A.S.)
Prerequisite: 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 medical language. Radiographic accessories (image receptors, beam-limiting devices, grids etc.) are examined, as well as ethics of the profession and patient care. Additional topics will include pharmacology, medical law and an introduction to the clinical environment. Additional special fees are required. (Summer C)

RTE 1308
Radiation Protection and Safety (2) (A.S.)
Three hours per week for 12 weeks. Prerequisite: Acceptance into the Radiography Program. This course examines how radiation interacts with matter. The effects of radiation on cellular biology are studied. The course also focuses on proper utilization of protective devices to maintain safe exposure levels to patients and to others. (Summer C)
RTE 1418
Radiographic Exposures I (5) (A.S.)
Five hours per week. Prerequisite: 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) (A.S.)
Five hours per week. Prerequisite: 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) (A.S.)
Four hours per week. Prerequisites: RTE 1002 and 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) (A.A.S./A.S.)
Laboratory to accompany RTE 1503C.

RTE 1513C
Radiographic Procedures II (4) (A.S.)
Four hours per week. Prerequisites: RTE 1503C and RTE 1418L. 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) (A.A.S./A.S.)
Laboratory to accompany RTE 1513C.

RTE 1804L
Practicum I (3) (A.S.)
Sixteen hours per week. Corequisite: RTE 1503 C. 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) (A.S.)
Sixteen hours per week. Corequisite: RTE 1513 C. 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)(A.S.)
Two and a half hours lecture per week for six weeks and 30 hours of lab for 12 weeks. Prerequisite: 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) (A.S.)
Corequisite: 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) (A.S.)
Prerequisite: RTE 1513C. This course concentrates on arthrogram, 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) (A.S.)
Prerequisite: 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) (A.S.)
Prerequisite: 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) (A.S.)
Twenty-four hours per week. Prerequisite: RTE 1824C. Corequisite: 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) (A.S.)
Twenty-four hours per week. Prerequisite: RTE 2834L. Corequisite: 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 mammography, 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.

**RTE 2931**
Radiographic Image Analysis (1) (A.S.)
One hour per week. Prerequisite: 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, Radio-Television**

**RTV 1241**
Basic Television Production (3) (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) (A.A.)
Prerequisite: 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 2000**
Introduction to Broadcasting (3) (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) (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, Student Life Skills (Learning)**

**SLS 1106**
First Year Experience (1) (A.A.)
This course assists students in mapping essential resources necessary for college success. The focus of this course is to promote academic success and persistence, active collaboration with college personnel, effective educational planning, and student engagement in college life.

**SLS 1300**
Career Planning (1) (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) (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) (A.A.S./A.S.)  
This is an excellent elective for persons seeking full-time employment upon graduation. Students will understand the complexities of obtaining jobs, develop personal and professionally written resumes, know and practice the skills of interviewing, complete application forms and compose cover letters, apply the skills of salary negotiations and understand the opportunities and intricacies of entrepreneurship. National and local forecasts of career growth in the student's areas of interest will be reviewed.

**SLS 1501**  
Study Skills for Academic Success (1) (A.A.)  
This course is designed to develop academic study skills, including strategies for time management, note-taking, test-taking, coping with test anxiety, and reading, writing, and discussion.

**SLS 1949**  
Work Experience in Peer Classroom/Laboratory Tutoring & Study Coaching (1-3 variable) (A.A.)  
Four, eight, or 12 hours of volunteer or work experience a week are expected depending on the credit hour requirements. Prerequisite: 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.

**SLS 2263**  
Leadership Fundamentals (3) (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 2949**  
Internship in Peer Classroom/Laboratory Tutoring & Study Coaching (1-3 variable) (A.A.)  
Four, eight, or 12 hours of volunteer or work experience per week are expected depending on the credit hour requirements. Prerequisite: 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, Speech Communication**

**SPC 1300**  
Interpersonal Communication (3) (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 1420**  
Group Discussion (3) (A.A.)  
On completion of this course, the student should be able to take an active role in organizational settings using leadership techniques, conflict resolution strategies and various systems approaches to creative and pragmatic problem solving.

**SPC 1608**  
Fundamentals of Speech Communication (3) (A.A.)  
Prerequisite: 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, Spanish Language**

**SPN 1120**  
Elementary Spanish I (4) (A.A.)  
Three hours per week and a required online laboratory component. Prerequisite: College-level reading and writing skills are required or consent of the department. This course includes fundamentals of grammar with emphasis on reading, speaking and listening.
SPN 1121
Elementary Spanish II (4) (A.A.)
Three hours per week and a required online laboratory component. Prerequisite: SPN 1120 with a grade of “C” or better. This course includes fundamentals of grammar with emphasis on reading, speaking and listening.

SPN 2200
Intermediate Spanish I (3) (A.A.)
Three hours per week and a required online laboratory component. Prerequisites: SPN 1120-1121 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) (A.A.)
Three hours per week and a required online laboratory component. Prerequisite: 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 (1-3) (A.A.)
This course is designed to meet the special needs of individuals and groups for whom regular, described courses may not be available.

SYG, Sociology, General

SYG 2000
General Sociology (3) (A.A.)
This course meets Area III of the A.A./A.A.S./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 writing intensive, and it is strongly recommended that students complete ENC 1101 prior to entry into this course.

SYG 2930
Special Topics in Sociology (1-3 variable) (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, Taxation

TAX 2000
Tax Accounting (3) (A.A.S./A.S.)
This course includes federal tax laws and their application to individuals with emphasis on preparation of individual income tax returns.

THE, Theatre Studies & General Resource

THE 1925
Performance Production Workshop I (3) (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) (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.
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) (A.A.)
Prerequisite: 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) (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) (A.A.)
Prerequisite: 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) (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) (A.A.)
Prerequisite: 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 pro-
TTP, Theatre Production

**TPP 1190**
**Studio Theatre Cast I (1) (A.A.)**
Prerequisite: 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) (A.A.)**
Prerequisite: 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) (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) (A.A.)**
Prerequisite: TPP 2700 or consent of the instructor. 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) (A.A.)**
Prerequisite: 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) (A.A.)**
Prerequisite: 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 IIIB (3) (A.A.)**
Prerequisite: 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) (A.A.)**
Prerequisite: 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) (A.A.)**

Prerequisite: 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) (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.
The College personnel listing is available online at scf.edu/EmployeeDirectory.

It can be searched and sorted by name or department. Information in the personnel listing is provided and verified by the human resources office. All requests for changes to names, titles, department affiliation, credentials or other listing correction should be made to the human resources office.

The organizational structure of the College can be viewed at scf.edu/OrganizationalStructure.
College Maps and listings of buildings are available online at scf.edu/maps.

SCF Bradenton Campus Map
SCF Lakewood Ranch Campus Map
SCF Venice Campus Map
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