



State College of Florida, Manatee-Sarasota 2023-2024 Catalog

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Accreditation and Governance

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

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

Statement of Nondiscrimination

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207. For more information, visit the Diversity and Equity page of our website.

Equity Officer, ADA Coordinator
State College of Florida
5840 26th St. W., Bradenton, FL 34207

Title IX Deputy Coordinator and Section 504 Coordinator: Dr. Shellie Feola
State College of Florida
5840 26th St. W., Bradenton, FL 34207
941-752-5599

Title IX Coordinator: Dean of Students
State College of Florida
5840 26th St. W., Bradenton, FL 34207
941-752-5267

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

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

Catalog Accuracy Disclaimer

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

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

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

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

Acknowledgments and Appreciation

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

Academic Affairs: Bachelor's degrees, A.A. degree and prerequisites, A.S. programs, certificate programs and course descriptions; academic support; and Center for Corporate & Community Development.

Student Services and Enrollment Management: Admissions and enrollment policies, Office of the Registrar, student services, student code of conduct and academic calendar.

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

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

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

Contact Us

Mailing Address:

P.O. Box 1849
Bradenton, FL 34206

Web Address: SCF.edu

SCF Bradenton	SCF Lakewood Ranch	SCF Venice	SCF Online
941-752-5000	941-363-7000	941-408-1300	941-752-5237
5840 26th St. W. 7131 Professional Pkwy.		8000 S. Tamiami Tr. SCF.edu/OnlineLearning	

Welcome

Welcome to State College of Florida, Manatee-Sarasota.

I am proud that you have chosen SCF to help you reach your academic and personal goals. This is a great time to be a part of our college community as we continue to expand our offerings to meet the needs of our students. Wherever it is you plan to go in life, you can get there from here.

SCF is a student-centered College committed to equipping students with the confidence, knowledge, and skills to meet the workplace challenges of the 21st century. We are committed to providing top-quality associate degrees, workforce degrees, and certificate programs at a low cost. Our world-class faculty will prepare you for the next step in your educational pathway or to advance in the workforce.

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

Dr. Carol F. Probstfeld
President



Board of Trustees



Jaymie Carter



Taylor Tollerton Collins



Dominic DiMaio



Michael Fuller



Mark Goodson



Tracey Knight



Rob Thomson

Academic Calendar*

Fall 2023

Aug. 10	Faculty return
Aug. 10-11	Faculty Planning/Convocation
Aug. 14	Classes begin
Sep. 4	Labor Day (no classes)
Nov. 10	Veterans Day Observed (no classes)
Nov. 23-24	Thanksgiving Break (no classes)
Dec. 2	Classes end
Dec. 4-7	Final Examinations
Dec. 8	Commencement
Dec. 9	Final grades due by 11:59 p.m.
Dec. 9 – Jan. 7	Winter Break (Students)
Dec. 9 – Jan. 3	Winter Break (Faculty)
Dec. 19 – Jan. 1	Winter Break (Staff)

[Fall 2023 Detailed Academic Calendar](#)

[Fall 2023 Add/Drop/Withdrawal Calendar](#)

Spring 2024

Jan. 4	Faculty return
Jan. 4-5	Faculty Planning/Convocation
Jan. 8	Classes begin
Jan. 15	Dr. Martin Luther King Jr. Day (no classes)
Mar. 4-8	Spring Break

Apr. 27 Classes end

Apr. 29-May 2 Final examinations

May 3 Commencement

May 4 Final grades due by 11:59 p.m.

[Spring 2024 Detailed Academic Calendar](#)

[Spring 2024 Add/Drop/Withdrawal Calendar](#)

Summer 2024

May 7 Faculty return

May 7 Classes begin

May 27 Memorial Day (no classes)

July 4 Independence Day (no classes)

Aug. 3 Classes end

Aug. 5-9 Final examinations

Aug. 10 Final grades due by 11:59 p.m.

[Summer 2024 Detailed Academic Calendar](#)

[Summer 2024 Add/Drop/Withdrawal Calendar](#)

*Academic calendar subject to change.

Programs of Study

Visit the [Programs of Study page](#) to review detailed information about each of the exciting academic programs offered at SCF.

General Information

State College of Florida, Manatee-Sarasota (SCF)

SCF Profile

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

SCF is accredited by the 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 more than 11,000 students annually, including residents of Manatee and Sarasota counties, individuals from neighboring Florida counties, many other states and several foreign countries.

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

The College is a member of the Association of Florida Colleges, and the Southern Association of Colleges and Schools.

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 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 Venice's full-service campus, which was dedicated on March 30, 1985.

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

In January 2003, the College opened the Center for Innovation and Technology at Lakewood Ranch Corporate Park on five 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. Schroeder-Manatee Ranch donated an additional five acres in 2007 and a Medical Technology and Simulation Center 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 to State College of Florida, Manatee-Sarasota. The College remains committed to its associate degree programs while expanding its mission to a multiple-campus institution offering four-year degrees needed to meet the higher-level education needs of the local workforce.

More than 60,000 graduates have received SCF degrees in the College's history.

SCF Locations

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

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

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

SCF Mission Statement

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

SCF Vision Statement

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

SCF Institutional Values

- Integrity. We have a tradition of delivering our promises responsibly and transparently.
- Collaboration. SCF is boldly engaging our partners to achieve the dynamic future we envision.
- Innovation. We define best practices and create opportunity with forethought.
- Inclusivity. SCF is an open access institution where all are welcomed and supported as part of the SCF college community.

SCF Strategic Priorities

1. Lead with bold opportunities as the region's first investment of choice.
2. Boldly lead the growth of innovative academic and student life programs.
3. Be the community's academic cornerstone as the only 4-year, full-college experience.
4. Embody our community's socio-economic vision.

State College of Florida Foundation Inc.

History

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

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

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

Role of the Foundation

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

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

What the Foundation Provides the College

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

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

Lifelong Learning and Workforce Development

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

LLWD administrative offices are in the Center for Innovation and Technology (CIT) at SCF Lakewood Ranch. The Traffic Safety Institute has offices at SCF Bradenton and downtown Sarasota. The Coding Academy and Entrepreneurship Academy are in the 26 West Center at SCF Bradenton.

Schedules are updated regularly and are available on the College's website at SCF.edu/Training. STEM-focused kids' camps are a primary focus for educational enrichment. For details, visit Coding.SCF.edu/Camps.

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 (Online Only)
- Special Supervision Services
- Basic and Advanced Driver Improvement Courses (Advanced offered online only)
- First-time Driver License Class
- DUI Victims Program

Workforce Training

SCF.edu/Training

Workforce Training enhances the technical, leadership, management and interpersonal skills of employees and organizations throughout Manatee and Sarasota counties. It is committed to individual and organizational success and has the flexibility and resources to provide quality organizational development and training where and when it is needed.

Workforce Training serves organizations of all sizes, in both the public and private sectors. Training and development services focus on practical skill building and transfer of those skills back to the workplace.

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

Lifelong Learning

[SCF.edu/Training](https://www.scf.edu/Training)

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

Admissions and Registration

Admissions Policies and Procedures

[SCF.edu/Admissions](https://www.scf.edu/Admissions)

General Conditions of Admissions

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

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

The college reserves the right to take up to the first term of degree-seeking enrollment for the high school transcript evaluation to be completed. In most cases, transcripts will be processed within 10-14 business days, once received. An official transcript is required from your secondary institution showing receipt of a standard high school diploma. Failure to do so could delay the evaluation of transcripts, registration and financial aid.

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

Admissions Criteria

An official high school transcript bearing the high school graduation date or GED test scores is required as part of a degree-seeking student's admission file. Please note: if an associate or bachelor's degree has been earned from a regionally State College of Florida, Manatee-Sarasota

accredited institution prior to enrollment at the College, the high school transcript is not required. If the transcript is not received by the College before the start of the term, it will impact financial aid funding and registration for classes. Transcripts received from high schools, colleges and/or universities become the property of the College and are not copied or released to third parties.

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

Application Process

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

Enrollment Deposit

A nonrefundable enrollment deposit of \$20 per application will be assessed for applicants.

Support Services

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

International Students

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

Entrance Examinations and Placement of Students

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

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

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

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

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

Placement test scores are not required for:

- Active-duty military (at the time of application) or
- Students applying for transfer or readmission status who have satisfactorily completed college-level English, reading and/or mathematics courses.

For additional information, see "Do I need to take the placement test?" at SCF.edu/Testing. The State Board of Education establishes cutoff scores for placement purposes.

Retaking the Placement Test

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

I. Eligible to retake the PERT.

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

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

II. Ineligible to request a test retake.

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

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

III. Appeal

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

ACT and SAT

Students who have taken the ACT and/or SAT and have scores that place them into college-level coursework in reading, writing and/or mathematics may use these scores as an alternative to the corresponding sections of PERT. Students may use the ACT and/or SAT scores if the scores are fewer than two (2) years old and are at the level or above the scores posted on the Assessment/Testing Center website, SCF.edu/Testing, in accordance with Florida Statute 240.321 and SCF Rule 6HX14-4.04.

New SAT Scores (March 2016)	Enhanced ACT Score	
24+ (Reading)	English	17+
24+ (Reading)	Reading	17+
New SAT Scores (March 2016)	Enhanced ACT Score	
25-26.5	Mathematics	19

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

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

Requirements for Exempt vs. Nonexempt Status

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

Nonexempt

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

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

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

*Note: Nonexempt students will be able to enroll in MAT 1033 with completion of the proper prerequisite course or acceptable math placement scores. These students may enroll in MGF 1106 or MGF 1107 after successful completion of STA 1001 or MAT 1033.

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

1. Credit will not be awarded for transfer of any developmental courses after Summer A, 1984.

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

Exempt

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

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

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

Selective Admissions/Limited Access

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

Degree-Seeking Admissions

- A. Applicants are eligible 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. Please note: if an associate or bachelor's degree has been earned from a regionally accredited institution prior to enrollment at the College, the high school transcript is not required.
- B. Applicants are eligible who have satisfactory high school level GED exam results through a state or DSST test. An official copy of the test results is required.
- C. Beginning in January 2014 and pursuant to Florida Statute 1008.30, and Rule 6A-10.0315.F.A.C., placement testing requirements for first-time-in-college, degree-seeking students changed. Refer to the Assessment Testing Center's "Do I need to take the placement test?" website for additional information.
- D. International students who are seeking an F-1 student visa or any other type of visa, refer to the International Student Admission Requirements section.

Nondegree-Seeking Admissions

- A. Most students are not limited to the number of credits that can be earned. Depending upon the student's high school diploma and/or placement test score, a nondegree student must register and enroll the next term in appropriate college-level or college prep courses in English, mathematics and reading until the college prep sequence is completed. In addition, no student will be admitted to courses designed for restricted programs. Prerequisites for courses will not be waived and placement test scores will be required for English, mathematics and reading courses.
- B. High school and/or college transfer transcripts are not required, and if submitted, will be evaluated unless a baccalaureate degree has been earned.
- C. The following limitations or exemptions may apply to this classification of admission: This type of student may not receive financial aid, veteran benefits, or scholarships.
- D. If, at some time during this type of admission, a student wishes to become degree-seeking, the student must reapply and submit all documentation required of a degree-seeking student to the Admissions office at SCF.

Transfer: Degree-Seeking

Applicants are eligible if they meet the above requirements for a first-time-in-college admission student seeking a degree. Failure to report all previous college-level work attempted constitutes a falsification of the admissions application and will result in disciplinary sanctions according to the Student Code of Conduct as outlined in the College Catalog. Before the first term of enrollment, students must provide official transcripts from each previously attended regionally accredited, post-secondary institution.

Students who attended a college or university outside the United States must list any and all colleges and universities attended outside the U.S. 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 credentials will be accepted for consideration by the College for official transfer credit.

Upon receipt of transcripts/credential evaluations, the Office of the Registrar will prepare a transfer evaluation report and an email will be sent to the student's SCF email account. The report identifies course credits accepted and the academic standing with which the student begins at SCF. The College reserves the right to take up to the first term of degree-seeking enrollment for a transcript evaluation to be completed. In most cases, transcripts will be processed within 10-14 business days, once received. Official transcripts are required from each previously attended regionally accredited, post-secondary institution. Failure to do so could delay the evaluation of transcripts, registration, and financial aid. **Please allow 10-14 days upon receipt of official transcripts for a complete evaluation to be completed.**

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

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

The universities and state/community colleges in Florida's state systems share a common course numbering system that facilitates transfer. Some private colleges also participate in this system. Transfer of any successfully completed course from one participating regionally accredited, post-secondary institution to another is guaranteed in cases where the course

to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions. For example, SYG 1010 is offered at a state/community college; the same course is offered at a state university as SYG 2010. A student who has successfully completed SYG 1010 at a state/community college or SYG 2010 at a state university is guaranteed to receive transfer credit at SCF. Transfer credit will be awarded for successfully completed equivalent courses and used by SCF to determine satisfaction of requirements by transfer students on the same basis as credit awarded to native students. However, it is the prerogative of SCF to offer transfer credit courses successfully completed that have not been designated as equivalent.

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

- A. Courses in the 900-999 series (e.g., ART 2905)
- B. Internships, practical or clinical experiences and study abroad courses.
- C. Performance or studio courses in art, dance, theatre, and music.
- D. Skills courses in criminal justice.
- E. Graduate courses.
- F. Developmental and vocational preparatory courses may not be used to meet degree requirements.

Upper Division Transfer Credits Applied to Baccalaureate Degrees

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

Course Transfer Repeat Policy

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

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 Office of the Registrar with an official transcript from the sending institution; course descriptions, a syllabus and faculty credentials for each course for which they are requesting credit; and any other information the College deems necessary to conduct a proper course evaluation.

If sufficient information is not provided, the College reserves the right to request additional documentation to support the acceptance of the credit. The Office of the Registrar will review each request in conjunction with the academic

departments responsible for that discipline. The credit hours must be applicable to the degree/certificate the student is seeking at SCF. If the credit is accepted, the courses will be placed on the student's SCF transcript with the letter grades as they appeared on the transcript from the sending institution. Once the evaluation is complete, the Office of the Registrar will prepare a transfer evaluation report that will be sent to the student's SCF email account. The report identifies course credits accepted and the academic standing with which the student begins at SCF.

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

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

Transfer Credit Through the Advanced Placement Program (AP)

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

SCF awards credit for the following AP exams:

Transfer Credit Through the Advanced Placement Program (AP)

Exam	AP Exam Score of 3	AP Exam Score of 4	AP Exam Score of 5
2-D Art and Design	ART 1201C	Same as 3	Same as 3
3-D Art and Design	ART 1203C	Same as 3	Same as 3
Art History	Art 2000	ARH 2050 and ARH 2051	Same as 4
Art History	ARH 2000	ARH 2000 and ARH 2050	Same as 4
Biology	BSC 1005C	BSC 2010C/L	BSC 2010C/L and BSC 2011C/L
Calculus AB	MAC 2311	Same as 3	Same as 3
Calculus BC	MAC 2311	MAC 2311 and MAC 2312	Same as 4
Capstone Research	IDS 1999	Same as 3	Same as 3
Capstone Seminar	IDS 1350	Same as 3	Same as 3
Chemistry	CHM 1020C	CHM 2045C/L	CHM 2045C/L and CHM 2046C/L
Chinese Language and Culture	CHI 2000	CHI 2000 and CHI 2001	Same as 4

Computer Science A	CGS 1075	Same as 3	Same as 3
Computer Science AB	CGS 1076	Same as 3	Same as 3
Computer Science Principles	COP 1000	Same as 3	Same as 3
Drawing	ART 1300C	Same as 3	Same as 3
Economics: Macro	ECO 2013	Same as 3	Same as 3
Economics: Micro	ECO 2023	Same as 3	Same as 3
English Language and Composition	ENC 1101	ENC 1101 and ENC 1102	Same as 4
English Literature and Composition	ENC 1101	ENC 1101 and ENC 1102	Same as 4
Environmental Science	ISX 1051 is unique to this exam. Interdisciplinary environmental studies course	Same as 3	Same as 3
European History	EUH 1009 is unique to this exam and will count as elective only.	EUH 1000 and EUH 1001	Same as 4
French Language and Culture	FRE 2000	FRE 2000 and FRE 2001	Same as 4
French Literature	FRW 2000	FRW 2000 and FRW 2001	Same as 4
German Language and Culture	GER 2000	GER 2000 and GER 2001	Same as 4
Government and Politics: Comparative	CPO 2002	Same as 3	Same as 3
Government and Politics: United States	POS 1041	Same as 3	Same as 3
Human Geography	GEO 2420	Same as 3	Same as 3
Italian Language and Culture	ITA 2000	ITA 2000 and ITA 2001	Same as 4
Japanese Language and Culture	JPN 2000	JPN 2000 and JPN 2001	Same as 4
Latin: Latin Literature	LNW 2700	Same as 3	Same as 3
Latin: Virgil	LNW 2321	Same as 3	Same as 3
Latin	LNW 2321	Same as 3	Same as 3

Music Theory	MUT 1001 if composite score is 3 or higher. MUT 1111 and MUT 1241 if both aural and non-aural sub scores are 3 or higher	Same as 3	Same as 3
Physics B	PHY 2053C/L	PHY 2053C/L and PHY 2054C/L	Same as 4
Physics 1	PHYS 2053C/L	Same as 3	Same as 3
Physics 2	PHY 2054C/L or PHY 2054C/L	Same as 3	Same as 3
Physics C: Electricity/Magnetism	PHY 2054C/L or PHY 2054C/L	PHY 2049C/L or PHY 2049C/L	Same as 4
Physics C: Mechanics	PHY 2053C/L	PHY 2048C/L	Same as 4
Psychology	PSY 2012	Same as 3	Same as 3
Spanish Language and Culture	SPN 2000	SPN 2200 and SPN 2201	Same as 4
Spanish Literature	SPW 2000	SPW 2000 and SPW 2001	Same as 4
Statistics	STA 2023	Same as 3	Same as 3
United States History	AMH 1010	AMH 1010 and AMH 1020	Same as 4
World History: Modern	WOH 1022	Same as 3	Same as 3

Transfer Credit Through the College Level Examination Program (CLEP)

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

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

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

Natural Science:

Diversity of Life, BSC 1005C	3
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History and Social Sciences:

Western Civilization I, EUH 1000	3
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Humanities:

Fine Arts	3
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Foreign Language:

FRE 1120, FRE 1121, GER 1120, GER 1121, SPN 1120, SPN 1121	3
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SCF will accept credits from other accredited collegiate institutions and from the United States Armed Forces Institute (USAFI) provided criteria specified above has been met. Special consideration for CLEP approval can be granted to high school students who have been dually enrolled at SCF.

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

CLEP Subject Examination Table

Exam	Scale Score of 50 for Passing
Algebra, College	MAC 1105
American Government	POS 1041
American Literature	AML 2010
Analyzing and Interpreting Literature	LIT 2000
Biology, General	BSC 1005C
Business Law, Introduction to	BUL 2131
Calculus	MAC 2233
Chemistry, General	CHM 1025C
College Composition	ENC 1101* and ENC 1102*
College Composition, Modular	ENC 1101* and ENC 1102*- must include essay portion
Educational Psychology, Introduction to	EDP 1002
English Literature	ENL 2010*

Financial Accounting	ACG 2021
	FRE 1120
French Language	FRE 1120 and FRE 1121 with a Score of 59
	GER 1120
German Language	GER 1120 and GER 1121 with a Score of 60
History of the United States I: Early Colonizations to 1877	AMH 1010
History of the United States II: 1865 to Present	AMH 1020
Human Growth and Development	DEP 2004
Humanities	HUM 2250*
Information Systems & Computer Applications	CGS 1000
Macroeconomics, Principles of	ECO 2013
Management, Principles of	MAN 2021
Marketing, Principles of	MAR 2011
Mathematics, College	MGF 1106
Microeconomics, Principles of	ECO 2023
Precalculus	MAC 1140
Psychology, Introductory	PSY 2012
Sociology, Introductory	SYG 2000
	SPN 1120 with a Score of 50
Spanish Language	SPN 1120 and SPN 1121 with a Score of 63

Spanish with Writing SPN 1120 with a Score of
50 or SPN 1120 and SPN
1121 with a Score of 65

Western Civilization I: Ancient Near
East to 1648 EUH 1000

Western Civilization II: 1648 to Present EUH 1001

*Meets part of the Gordon Rule requirement.

International Baccalaureate (IB) Program

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

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

*Meets part of the Gordon Rule requirement.

International Baccalaureate (IB)

Exam	IB Score of 4 Minimum 3 credits per exam	IB Score of 5-7 Minimum 6 credits per exam. If courses listed do not equal 6 credits, institutions must give elective credit or assign own numbers.	Notations
Biology	BSC 1005C	BSC 1005C and BSC 2010C	
Biology (SL)	BSC 1005C	BSC 1005C and BSC 2010C	
Biology (HL)	BSC 1005C and BSC 2010C	BSC 1005C and BSC 2010C	
Business and Management	GEB 1011	GEB 1011	
Chemistry	CHM 1020C	CHM 1020C and CHM 2045C/L	
Computer Science	CGS 1000 (3 credits)	CGS 1000 and COP 1000 (6 credits)	
Design Technology	ETI 1420 (3 credits)	ETI 1420 and ETI 1999 (6 credits)	
Economics	ECO 2023	ECO 2013 and ECO 2023	
Ecosystems & Societies	EVR 1017 (3 credits)	EVR 1017 and EVR 1018 (6 credits)	
Environmental Systems and Societies (SL)	EVR 1001 (3 credits)	EVR 1001 (3 credits)	
English Language A: Language and Literature	ENC 1101	ENC 1101* and ENC 1102*	

English Language A: Literature	LIT 2000	ENC 1141 and LIT 2000	
Environmental Systems	EVR 1001 (3 credits)	EVS 1001 and ISC 1999 (6 credits)	
Film Studies	FIL 1000	FIL 1000 and FIL 1420	
French	FRE 1121 (3 credits)	FRE 1121 and FRE 2200 (6 credits)	
Further Mathematics (Adv. Math.)	MGF 1106	MGF 1106 and STA 2023	
Geography	GEA 2000	GEO 1200 and GEO 2420	
German	GER 1121 (3 credits)	GER 1121 and GER 2200 (6 credits)	
Global Politics (SL)	INR 2002	INR 2002	
Global Politics (HL)	INR 2002	INR 2002 and INR 9999	
History	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	
History (SL)	WOH 1030	WOH 1030	Effective for exams taken after 5/16/2018
History (HL): History of Africa and the Middle East	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	Effective for exams taken after 5/16/2018
History (of the Americas)	AMH 1010 (3 credits)	AMH 1010 and AMH 1020	
History (HL): History of Asia and Oceania	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	Effective for exams taken after 5/16/2018
History (HL): History of Europe	WOH 1030	WOH 1030 and EUH 1000 (6 credits)	Effective for exams taken after 5/16/2018
Information & Tech for Global Society	ETG 2931 (3 credits)	ETG 2931 and CGS 1100 (6 credits)	
Islamic History	ASH 1001 (3 credits)	ASH 1001 and ASH 1002 (6 credits)	
Italian	ITA 1121 (4 credits)	ITA 1121 and ITA 2200 (7 credits)	
Latin	LAT 1121	LAT 1121 and LAT 2200	
Literature and Performance (SL)	THE 2300	THE 2300	
Marine Science	OCE 1001 or OCB 1000C (3 credits)	OCE 1001 and OCB 1000C (6 credits)	
Math Analysis and Approaches (SL)	MGF 1106	MGF 1106 and MGF 1107	
Math Analysis and Approaches (HL)	MAC 1105	MAC 1105 and MAC 1140	
Math Applications and Interpretations (SL)	MAC 1105	MAC 1105 and MGF 1106	

Math Applications and Interpretations (HL)	MAC 1140	MAC 1114 and MAC 1147	
Math Methods	MAC 1105	MAC 1105 and MAC 1140 or MAC 1140 and MAC 2233	Exam discontinued.
Mathematical Studies	MAT 1033	MAT 1033 and MGF 1106	
Mathematical Studies (SL)	MAC 1105	MAC 1105	Effective for exams taken after 5/16/2018
Mathematics	MAC 1140	MAC 1140 and MAC 2233	
Music	MUL 2010 (3 credits)	MUL 2010 and MUT 1001	
Philosophy	PHI 1010	PHI 1010 and PHI 2100	
Physics	PHY 1020C	PHY 2053CL and PHY 2054C/L	
Physics (SL)	PHY 1020C	PHY 2053C/L and PHY 2054C/L	Effective for exams taken after 9/23/2020
Physics (HL)	PHY 1020C and PHY 2053C/L	PHY 1020C and PHY 2053C/L	Effective for exams taken after 9/23/2020
Psychology	PSY 2012	PSY 2012 and PSY 2930	
Social and Cultural Anthropology	ANT 2410	ANT 2410 and ANT 2000	
Spanish	SPN 1121 (3 credits)	SPN 1121 and SPN 2200	
Theatre Arts	THE 2000	THE 2000 or THE 2020 and one semester (3 credits) in Theatre History, performance, stagecraft, theory or literature depending on student's strengths.	
Theatre (SL)	THE 2000	THE 2000	Effective for exams taken after 5/16/2018
Theatre (HL)	THE 2000	THE 2000 or THE 2020 and one semester credit in THE, TPA, or TPP depending on student's strengths.	Effective for exams taken after 5/16/2018
Visual Arts	ART 1999	ART 1999 and ART 2999	
World Religions (SL)	REL 2300 (3 credits)	REL 2300	

*Meets part of the Gordon Rule requirement.

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

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

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

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

Exam	Passing Score of A, B, C, D, E (grades are not based on the American A - F grading scale)
Accounting (AS-Level)	ACG 2001
Accounting (A-Level)	ACG 2022 and ACG 2071
Applied ICT-Information Communication Technology (AS-Level)	CGS 1100 (3 Credits)
Applied ICT-Information Communication Technology (A-Level)	CGS 2998 and CGS 2999 (6 credits)
Art and Design (AS-Level)	ART 1201C
Art and Design (A-Level)	ART 1201C and ART 1203C
Biology (AS-Level)	BSC 1005C
Biology (A-Level)	BSC 2010C/L and BSC 2999 (7 credits)
Business Studies (AS-Level)	GEB 1011
Business Studies (A-Level)	GEB 1011 and GEB 2350
Chemistry (AS-Level)	CHM 1025C/L
Chemistry (A-Level)	CHM 1025C/L and CHM 2045C/L
Classical Studies (AS-Level)	CLA 1010 (3 credits)
Computing (AS-Level)	CGS 0073 (3 credits)
Computing (A-Level)	CGS 0073 and CGS 0074 (6 credits)
Computer Science (AS-Level)	COP 1000 (3 credits)

Computer Science (A-Level)	COP 1000 and COP 2220 (6 credits)
Design & Technology (AS-Level)	ETI 1482C
Design & Technology (A-Level)	ETI 1482C and ETI 1930
Divinity (AS-Level)	REL 2210
Divinity (A-Level)	REL 2210 and REL 2240
Economics (AS-Level)	ECO 2000 (3 credits)
Economics (A-Level)	ECO 2013 and ECO 2023
English (AS-Level) - English Language or Language & Literature in English	ENC 1101*
English (AS-Level) - Literature in English	ENC 1101* or ENC 1102*
English (A-Level) - Literature in English	ENC 1101* and ENC 1102* or ENC 1102* and ENL 2010* or ENL 2022* (6 credits)
English (A-Level)	ENC 1101 and ENC 1102
Environmental Management (AS-Level)	EVR 1001
French Language (AS-Level)	FRE 2200
French Literature (AS-Level)	FRW 2000 (3 credits)
French (A-Level)	FRE 2201 and FRE 2999 (6 hours)
Further Mathematics (A-Level)	MAC 2311 and MAC 2312
General Paper	IDS 1110 (3 credits)
Geography (AS-Level)	GEA 2000
Geography (A-Level)	GEO 1200 and GEO 2420
German Language (AS-Level)	GER 2200

German (A-Level)	GER 2201 and GER 2999 (6 credits)
Global Perspectives (AS-Level)	ISS 1011 (3 credits)
Global Perspectives Pre-U Independent Research II (A-Level)	ISS 1011 and ISS 1012 (6 credits)
History- The History of the USA, c. 1840-1968	AMH 1042 (3 credits)
History- Modern European History, 1789-1939	EUH 1002 (3 credits)
History- International History, 1945-1991	WOH 1040 (3 credits)
History, US History, c. 1840-1941 (AS-Level)	AMH 1029 (3 credits)
History, US History, c. 1840-1990 (A-Level)	AMH 1029 and AMH 1020 (6 credits)
History, European History, c. 1789-1917 (AS-Level)	EUH 1031 (3 credits)
History, European History, c. 1789-1941 (A-Level)	EUH 1031 and EUH 2999 (6 credits)
History, International Relations/History, c. 1871-1945 (AS-Level)	WOH 1040 (3 credits)
History, International Relations/History, c. 1871-1991 (A-Level)	WOH 1040 and WOH 1043 (6 credits)
Latin (AS-Level)	LAT 1120 (3 credits)
Marine Science (AS-Level)	OCE 1001
Marine Science (A-Level)	OCE 1001 and OCB 2000
Mathematics (AS-Level)	MAC 1114 and MAC 1140
Mathematics (A-Level)	MAC 2311 and MAC 2999 (6 hours)
Media Studies (AS-Level)	DIG 2000
Media Studies (A-Level)	DIG 1001 and 2000 (6 credits)
Music (AS-Level)	MUH 1001 (3 credits)

Music (A-Level)	MUH 1001 and MUH 1011 (6 credits)
Physics (AS-Level)	PHY 1020C
Physics (A-Level)	PHY 2053C/L and PHY 2054C/L
Psychology (AS-Level)	PSY 2012
Psychology (A-Level)	PSY 2012 and PSYC 29999 (6 credits)
Sociology (AS-Level)	SYG 2000
Sociology (A-Level)	SYG 2000
Spanish Language (AS-Level)	SPN 2200
Spanish Literature (AS-Level)	SPN 2999 (3 credits)
Spanish (A-Level)	SPN 2200 and SPN 2201 (6 credits)
Thinking Skills (AS-Level)	PHI 2103 (3 credits)
Thinking Skills (A-Level)	PHI 2103 and PHI 2001 (6 credits)
Travel & Tourism (AS-Level)	HFT 1000 (3 credits)
Travel & Tourism (A-Level)	HFT 1000 and HFT 1700 (6 credits)

*Meets part of the Gordon Rule requirement.

DSST Exams

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

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

DSST Examination Program

Exam	Course Number (3 credits per exam)	Passing Score
A History of the Vietnam War	AMH 1059	44

Art of the Western World	ARH 2000	48
Astronomy	AST 1002	48
Business Ethics & Society	GEB 1441	400
Business Law II	BUL 2242	44
Business Mathematics	QMB 1001	48
Computing and Information Technology	CGS 1000	45
Criminal Justice	CCJ 1000	49
Environment & Humanity	EVS 1001	46
Environmental Science (Formerly Environment and Humanity)	EVR 1002	400
Ethics in America	PHI 2630 (3 hours)	46
Foundations of Education	EDF 1002	46
Fundamentals of College Algebra	MAT 1033	47
Fundamentals of College Algebra (effective for exams taken after 5/16/2018)	MAC 1105	400
Fundamentals of Counseling	PCO 1202	45
Fundamentals of Cyber Security	CIS 1350	400
General Anthropology	ANT 2000*	47
Here's to Your Health	HSC 1100	48
History of the Soviet Union	EUH 1066	45
Human Resources Management	MAN 2300	46
Human/Cultural Geography	GEO 2400	48
Introduction to Business	GEB 1011	46
Introduction to Law Enforcement	CJE 1000	45
Introduction to Modern Middle East	ASH 1044	47
Introduction to World Religions	REL 2300	48
Lifespan Developmental Psychology	DEP 2004	46
Math for Liberal Arts	MGF 1106	400
Management Information Systems	ISM 1000	46

Money & Banking	BAN 1501	48
Organizational Behavior	INP 1002	48
Personal Finance	FIN 1100	46
Physical Geology	GLY 1000	46
Principles of Advanced English	ENC 1101	400
Principles of Finance	FIN 1000	46
Principles of Financial Accounting	ACG 1001	47
Principles of Physical Science I	PSC 1121	47
Principles of Public Speaking	SPC 1600	47
Principles of Statistics	STA 2014	48
Principles of Supervision	MNA 1345	46
Substance Abuse	HSC 1140	49
Technical Writing	ENC 2210*	46
The Civil War and Reconstruction	AMH 1056	47

*Meets part of the Gordon Rule requirement.

Excelsior College Examinations

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

Excelsior College Examinations

Exam	Course Number (3 credits per exam)	Passing Score	General Education Area
Abnormal Psychology	CLP 2140	C	Elective
Earth Science	ESC 1000	C	V
English Composition	ENC 1101* or ENC 1102*	C	I
Ethics: Theory and Practice	PHI 1630	C	Elective
Foundations of Gerontology	GEY 2000	C	AS credit only

Human Resources Management	MAN 2300	C	Elective
Introduction to Music	MUH 1110	C	IV
Labor Relations	MAN 2400	C	AS credit only
Life Span Developmental Psychology	DEP 2004	C	Elective
Managerial Accounting	ACG 2071	C	Elective
Microbiology	MCB 2000	C	V
Principles of Marketing	MAR 2011	C	Elective
Psychology of Adulthood and Aging	DEP 2401 or DEP 2402	C	Elective
Workplace Communication with Computers	OST 2335	C	Elective
World Conflicts Since 1900	WHO 2040	C	Elective

*Meets part of the Gordon Rule requirement.

Credit for other exams:

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

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

*Meets part of the Gordon Rule requirement.

Credit for other exams

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

Transfer Credit for USAFI and Armed Forces School Courses

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

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

Maximum Credit Allowed

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

Transient Approval for SCF Students

A student who wishes to earn transient credit at another college or university must obtain prior permission and approval of courses from the Office of the Registrar, or the credit, without transient approval, may not be accepted by SCF. Transient study may be appropriate for SCF students spending a summer or term outside the service district, or for students moving to a senior institution before completion of the A.A. degree. In the latter case, students still must complete 25% of the hours of course credit required for the degree/certificate at SCF. Transient students must be in good academic standing and must meet all prerequisite requirements for the course(s) for which they are requesting approval as a transient student. Permission will be given only for courses that meet the student's minimum program requirements.

Transient Approval (Nondegree-Seeking Non-SCF Students)

Students working toward a degree at a Florida college or university may enroll at SCF upon completion and approval through Florida Shines (floridashines.org). Students working toward a degree at an out-of-state college or university may enroll at SCF by completing the application for admission (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.

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

SCF is a participant in the national State Authorization Reciprocal Agreement (NC-SARA). Enrollment of students seeking online programs or courses at SCF who reside in a state other than Florida may be subject to restrictions under the NC-SARA agreement. Students enrolled in a state other than Florida who intend to enroll in a degree program that results in licensure from that state should confirm with the program coordinator for that program on any restrictions, limitations, or other requirements that may be placed on their completion of the student's program of study.

Readmission Policy

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

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

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

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

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

- Provide reason(s) for readmission, including documentation that all previous issues, activities and/or violations of the College Standards of Student Behavior have been rectified/resolved; and
- Have their request for readmission reviewed and approved by the College admissions committee.

Auditing Students

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

International Student Admission Requirements

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

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

1. Official TOEFL score: minimum score of 61 iBT
(*Computer-Based test - 173; Written-Based test - 500*) Visit toefl.org (the SCF TOEFL code number is 5427).
2. Official IELTS score: minimum overall band score of 6.0.
3. Duolingo English Test ([hyperlink to englishtest.duolingo.com/applicants](http://hyperlink.to/englishtest.duolingo.com/applicants)): minimum score: 90

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

4. Attend one of the designated 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.
5. Graduate from an American high school, earn the GED taken in English or successfully complete secondary education from a school outside the United States that teaches the entire curriculum in English.

Students who completed high school outside the United States must provide their documents in English by a member of the National Association of Credential Evaluation Services (NACES) and submit an original copy of the evaluation showing that the high school education is equivalent to graduation from an accredited high school in the United States.

FINANCIAL RESOURCES FOR F-1 VISA STUDENTS: Because SCF has no financial aid program for international students, they must have at their disposal \$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. In case of unforeseen tuition increases, the \$30,000 may be increased without notice. A financial statement on official paper from a financial institution, with official signatures certifying funds (in U.S. dollar equivalence) available to the student, is required.

Other International Student Responsibilities and Requirements

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

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

RESIDENCY FOR TUITION PURPOSES: An international student who is in the United States on an 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 United States Student and Exchange Visitor Information System (SEVIS) I-20AB to the prospective student.

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

All international students who have been admitted to SCF and have been issued a SEVIS I-20 must arrive in the local area and report to the Admissions office at SCF Bradenton or SCF Venice a minimum of five (5) business days before 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 Associate Director, International Student Services and defer their arrival until the next term. Once SCF is notified of the delay or deferral, a new I-20 for the next term will be issued.

The SEVIS requires that all students attending SCF on an F-1 student status must inform the College of any changes regarding their enrollment for the duration of their enrollment. The College must immediately be notified of any changes in a student's street address; telephone number; email address; program, degree or major; and any health or financial problems. Failure to notify the College of any of these changes could cause reporting problems and may result in termination of a student's status.

All 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 online application for admissions at SCF.edu.
2. Request from high school, GED office and/or college(s) attended that all transcripts be sent to the Office of the Registrar. Applicants previously attending one or more colleges must request that an official transcript from each institution attended be sent as well. Students should request an unofficial college transcript for personal use to aid in the advisement process. Failure to report all previous college-level work attempted constitutes a falsification of the admissions application and will result in disciplinary sanctions according to the Student Code of Conduct as outlined in the College Catalog.
3. The placement test is **required** for new students who:
 - Earned a GED or high school equivalency diploma.
 - Graduated from a private high school.
 - Graduated with a high school diploma as a home-schooled student.
 - Graduated from a Florida public high school *without* earning a standard high school diploma.
 - Graduated from an out-of-state high school.
 - Entered the ninth grade in a Florida public high school before the 2003-2004 academic year.

- Are U.S. military reservist service members.

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

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

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

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

Residency Requirements

Florida Resident Information and Requirements

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

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

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

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

must be dated, issued or filed twelve (12) months before the deadline for submission of residency documentation as outlined in the academic calendar of the term for which a Florida resident classification is sought.

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

Documentation for Proof of Residency

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

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

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

Definitions

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

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

- You are 24 or older before the deadline for submission of residency documentation.
- You are married (copy of marriage certificate required).
- You have a child who lives with you and receives his or her support from you (copy of the most recent federal tax return listing the child as the dependent required).
- You have other dependents who live with you and receive their support from you (copy of the most recent federal tax return listing the person(s) as your dependent required).
- You are a veteran of the United States Armed Forces (copies of military documents required).
- Your parents are deceased and you are, or were until age 18, a ward of the court (copies of court documents required).

- You can provide documentation that you are not claimed by your parent/guardian as a dependent under the federal tax code and can document that you provide at least 50% of your own support for the cost of attendance as defined by the SCF Financial Aid office (copy of your most recent tax return required).

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

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

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

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

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

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

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

Reclassification to Florida Resident

An individual who is initially classified as a nonresident for tuition purposes (example: upon admission to SCF, signed the statement indicating the individual was a non-Florida resident and paid non-Florida resident tuition and fees) may become State College of Florida, Manatee-Sarasota

eligible for reclassification to a Florida resident by presenting documentation and completing the Statement of Florida Residency for Tuition Purposes Reclassification to Florida Resident form.

The evidentiary requirement for reclassification goes beyond that for an initial classification. An individual who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual, or their parent if that individual is a dependent, presents clear and convincing documentation that supports permanent legal residency in this state for 12 consecutive months. A student, or their parent if that student is a dependent, may become eligible for reclassification by presenting a minimum of three documents identified in Step 2 on the Statement of Florida Residency for Tuition Purposes Reclassification to Florida Resident form. At least two of the three required documents MUST come from Tier 1 on the form.

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

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

Required Documentation:

To satisfy documentation requirements, the student, or their parent if that student is a dependent, must provide photocopies of a minimum of three documents identified in Step 2 on the Statement of Florida Residency for Tuition Purposes Reclassification to Florida Resident form. At least two of the three required documents MUST come from Tier 1 on the form. These documents must be dated at least twelve (12) consecutive months before the deadline for submission of residency documentation for the term for which residency is sought (photocopies must be attached and submitted with the Statement of Florida Residency Reclassification to Florida Resident form).

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

Residency Appeal Process

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

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

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

Registration

SCF.edu/Registrar

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

- SCF application for admission.

- Florida residency statement and documentation.
- Official high school transcript, or GED test scores, if required.
- Official college transcript, if applicable.
- Placement test scores, if required.

Before registration, the following steps must be taken:

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

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

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

Web registration: My.SCF.edu

Registration Holds

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

Registration Priority Dates

Registration dates are published in the academic calendar on the SCF website. The dates are grouped according to continuing, transfer, transient, returning and new student status. As per Florida statute 1004.075, student veterans, active-duty military, or any individual entitled to and using GI Bill educational benefits will be grouped in the earliest priority group.

Area of Interest

An area of interest (meta-major) is a collection of academic programs that have common or related content (*per s. 1008.02 (3), F.S.S.*). The academic pathways were created to provide Florida College System institutions with a method to advise students of the gateway courses aligned with their intended academic and career goals. Eight areas of interest were identified in rule 6A-14.065, Florida Administrative Code (F.A.C.):

1. Arts, humanities, communication, and design
2. Business
3. Education
4. Health Sciences
5. Industry/manufacturing and construction
6. Public Safety
7. Science, technology, engineering, and mathematics
8. Social and behavioral sciences and human services

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

Adding and Dropping Courses

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

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

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

Login Information

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

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 My.SCF.edu.

Dropping of Classes Due to Nonpayment of Tuition and Fees

Following registration, students are responsible for payment of all term tuition and fees by the deadlines published in the 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 reregister for courses online on a space-available basis during the regular add/drop period for those courses. A student reinstated in classes is obligated to pay all tuition and fees on the day of registration, or the courses will be canceled again from the student's schedule.

Overrides for Courses

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

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

Department Contact Information

Business and Technology

SCF Bradenton

941-752-5281

SCF Venice

941-408-1476

Visual Arts and Humanities	941-752-5251	941-408-1476
Music and Theatre	941-752-5351	941-408-1476
Language and Literature	941-752-5242	941-408-1476
Mathematics	941-752-5224	941-408-1476
Natural Sciences	941-752-5341	941-408-1476
Social and Behavioral Sciences	941-752-5314	941-408-1476
Occupational and Physical Therapy	941-452-5346	941-408-1300, ext. 65346
Radiography and Dental Hygiene	941-752-5245	941-408-1300, ext. 65245
Nursing	941-752-5209	941-408-1300, ext. 65209

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

Course Loads

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

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

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

Orientation

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

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

Identification (ID) Card

Each student will be issued a free identification card (ID card) when all tuition and fees are paid for the term of enrollment. The card is a picture ID issued by the College and is required of all students. The card is essential for most transactions and check-writing identification in the bookstore, library lending privileges, security purposes and general

identification for various administrative offices. ID cards may be obtained in the Office of Public Safety at SCF Bradenton or SCF Venice and can be replaced for \$10 each.

Permits for Prerequisite/Corequisite Courses

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

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

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

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

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

Online Services for Students

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

FloridaShines

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

College Source

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

Cost and Fee Information

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

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

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

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

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

Fee Assessment for Third Attempt

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

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 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
Credit Card Convenience Fee	1.25% nonrefundable ¹
College Admission Application Fee	\$20 nonrefundable ²
Duplicate Diploma Fee	\$15 nonrefundable

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

Health Professions Programs

Application Fee	\$20/\$35 nonrefundable ³
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(One-time fee, payable before application can be processed for admittance to each health professions program with exception of ASN Nursing.)

Health Occupations Basic Entrance Test (HOBET V)	\$50 nonrefundable
Insurance Fee	\$15.50 nonrefundable
Nursing (ASN) Application Fee	\$35 nonrefundable
Test of Essential Academic Skills (TEAS)	\$50 nonrefundable
International Student Application for Admission Fee	\$75 nonrefundable
Late Fee	\$50 nonrefundable
Parking Decal (one per student)	No Charge

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

Parking Violations:

Improperly parked in a handicapped space or blocking handicapped ramp	\$250
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 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 (nonsufficient funds) checks. The maximum charge permitted by law is the greater of \$40 or 5% of the face amount of the check. The check writer also is responsible for costs associated with collection.

Student ID Card Replacement Fee \$10 nonrefundable

¹Effective January 1, 2022.

²Effective for Spring 2022 application submitted on and after October 1, 2021. Prior application fees are applicable toward tuition.

3 Effective for Spring 2022, applications submitted on and after October 1, 2021, the application fee for all health professions programs will be \$35.

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

NOTE: PERT = Postsecondary Education Readiness Test

FCELPT-Reading	-0-	\$10
FCELPT-Sentence Skills	-0-	\$10
FCELPT-Arithmetic	-0-	\$10
FCELPT-Elementary Algebra	-0-	\$10
FCELPT-College Level Math	-0-	\$10
FCELPT-Retake (each section)*	\$10	\$10

NOTE: FCELPT = Florida College Entry Level Placement Test

* The PERT and FCELPT nonrefundable retest fee is \$10 per section for both SCF and non-SCF students. If PERT or FCELPT scores are more than two (2) years old, no retest fee is charged.

Testing Fees: nonrefundable	SCF Student	Non-SCF Student
CLEP	CLEP test fee + \$15 administration fee	Administration fee is not charged if tester is DANTEs eligible. Please check with the Assessment and Testing Center for details.
Proctored Exams	-0-	\$25 per test up to four hours in length.

\$50 per test more than four 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 1009.265 of the Florida Statutes, students may request permission to register for up to six credit hours without payment of tuition if they qualify as state employees under the guidelines.

These students are responsible for paying regular admission application fees (if applicable), completing all admissions requirements, placement testing, submission of transcripts, and proving completion of all prerequisite courses. Students must pay any applicable special fees. State employees must register between the end of the first day and the last day of the add/drop period for classes on a space-available basis only. Tuition waivers are for a maximum of six credit hours each term, are for college credit or vocational credit only and cannot be audited. The waiver is not applicable to noncredit (continuing education) courses.

State employees must complete and submit an SCF State Employee Tuition Waiver Form and an original Intent to Apply Form from their designated agency to the Office of the Registrar. The Office of the Registrar will verify the student's employment status and Cashiering will waive applicable fees provided all documentation is complete. The employment verifications will become a part of the student's permanent academic records file.

Classroom Teacher Tuition Waiver

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

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

Noncredit Course Fees Through Lifelong Learning and Workforce Development

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

Library, Parking and Other Fiscal Obligations

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

Special Programs

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

Personal Expenses

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

Method of Fee Payment

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

Payment and Financial Obligations

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

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

1. A student is ultimately responsible for the payment of tuition, fees, books and any other expenses incurred while attending SCF, irrespective of any financial assistance provided by parents, relatives or others.
2. If a student is permitted to register based on eligible, authorized financial aid, the first funds of that financial aid disbursed to students will be used to pay any and all charges on the student's account. These charges may include, but are not limited to, tuition, fees, books, fines and prior term balances. No refunds will be issued until all such charges are paid in full, regardless of other financial aid that may later be available to pay those charges.
3. A student may incur expenses such as tuition, fees, books and other costs that are paid by a third-party agreement (e.g., Department of Vocational Rehabilitation). Those expenses must be authorized by the third party in advance of the student enrolling at SCF. If a student incurs charges not authorized by the third party, those expenses will be the responsibility of the student.
4. A student who owes money to the College will be notified of the indebtedness by one or more means, i.e., email, mail, text or robocall; at the discretion of the College and will have academic and financial records placed in a hold status until the amount due is paid in full. If a student's record is placed on hold, the student will not be permitted to register for future classes (credit or noncredit), will not receive their grades, will not have a transcript released, and will not receive any diplomas or certificates to which he or she may otherwise be entitled until such debt is settled with the College. Failure to settle the debt during the term in which the student is currently enrolled will result in an administrative withdrawal for that term prior to a grade (or certificate of completion) being issued. Failure to pay will result in the account being forwarded to a collection agency. The student will then be responsible for the debt to SCF plus collection costs and their credit rating will likely be affected.
5. Per Florida Statute Section 1009.27 Deferral of fees, any veteran or other eligible student who receives benefits under chapter 30, chapter 31, chapter 33, chapter 35 of chapter 1606 of Title 38, U.S.C. is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits.

Veteran Administration benefits under chapters 30, 35 and 1606 are paid directly to the eligible student. Students

receiving benefits under these chapters are responsible for payment of tuition and fees to the College before the expiration of the deferment. Students receiving benefits under chapter 33, Post 9/11 who are eligible for less than 100% benefits and military members using Federal Tuition Assistance are responsible for paying any outstanding balance not covered by their benefit prior to the expiration of the deferment.

6. A student is responsible for adhering to the College's requirement for the acceptance of personal checks and the returned check policy.

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

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

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

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

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

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

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

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

Refund Policy

Nonrefundable Fees: Application fees, deferred examination fees, documentation fees, duplicate diploma fees, graduation fees, ID card replacement fees, insurance fees, late fees, reinstatement fees, inactive BankMobile Card 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 My.SCF.edu, drops the class and submits the changes online.

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

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

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

BankMobile (Financial Aid and Tuition Refund Disbursement)

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

Student Financial Aid

SCF.edu/FinancialAid

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

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

Financial Aid Application Procedure

Free Application for Federal Student Aid (FAFSA)

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

The information from your FAFSA application is used to determine eligibility to receive funds from federal programs, and select state and institutional aid programs. Students should check requirements for each aid program for which they wish to be considered. Application procedures vary with the type of aid. The FAFSA should be submitted online at

www.studentaid.gov. Applicants receive an acknowledgment from the U.S. Department of Education when the FAFSA is successfully submitted. This is the Student Aid Report (SAR), which is sent to the email you provided on the FAFSA application.

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

Financial Aid Eligibility Criteria

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

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

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

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

Deadlines

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

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

Disbursement of Aid

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

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

Attending Hours: A class must begin before being considered as attending. Student loans will not disburse to a student until they have at least six attending hours.

Financial Aid Terminology

Grants

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

Scholarships

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

Loans

May be need-based or non need-based. Repayment may be required, if a student's enrollment drops below half-time or after termination of enrollment.

Types of Financial Aid

Federal Pell Grant

This is the primary Title IV aid. Qualified students may be awarded up to \$7,395 for the 2023-2024 academic year at SCF.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a need-based federal program. These funds are limited and awarded based on zero EFC and date FAFSA is completed.

Florida Student Assistance Grant (FSAG)

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

State Financial Aid Programs

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

Scholarships

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

Agency Assistance

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

Reasons for Financial Aid Repayments

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

1. The student registers and does not attend one or all of the classes they have registered for and does not drop the classes during add/drop period. Due to reduced eligibility, the student may be required to repay any grants and/or scholarships that were received.
2. The student registers for a class and changes his or her status from credit to audit. Due to reduced eligibility, the student may be required to repay any grants and/or scholarships that were received.
3. The student registers for classes and drops all of them during add/drop but does not return books and/or supplies that were purchased through the use of a scholarship or grant. Due to reduced eligibility, the student will be required to repay any grants and/or scholarships that were received.
4. The student receives a grant or scholarship that requires full-time attendance but is carrying less than 12 load hours because a class was canceled, or the student never attends a class or changes status from credit to audit. Due to reduced eligibility, the student will be required to repay any grants and/or scholarships that were received.
5. The student completely withdraws prior to completing 60% of a term and receives federal student aid.

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

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

This is an institutional work program that enables students to work part time, up to 20 hours a week, in administrative and departmental offices, libraries and laboratories. Interested students must maintain a minimum grade point average of 2.0 throughout employment, priority is given to students enrolled in a minimum six (6) credit hours and be a matriculating student at SCF in order to work as a student assistant. Students also should be aware that the amount of Federal Student Loan dollars may be affected by the amount of FWS funds already awarded. For additional information on how FWS could affect your student loan eligibility, please contact the Financial Aid office.

Students interested in employment off campus may contact the Financial Aid Office at www.scf.edu/financialaid.

Federal Loans

William D. Ford Federal Direct Loan Program

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

Direct Subsidized and Unsubsidized Loans

Direct Subsidized and Unsubsidized Loans are available to eligible students who are accepted for admission as a regular student, are enrolled at least half time (six credit hours) and are coursework compliant at SCF during the time of State College of Florida, Manatee-Sarasota

disbursement. Eligibility to receive the Direct Subsidized and Unsubsidized Loans is based on the information reported on the FAFSA.

No interest is charged on the Direct Subsidized Loan while the student is enrolled at least half time. Interest *is charged* on the Direct Unsubsidized Loan from the time the loan is disbursed. Entrance and exit counseling sessions, as well as a master promissory note, are required to be completed by the student. These tasks can be completed at www.studentaid.gov. First-time freshman Direct Loan borrowers will not receive their first loan disbursement until at least 30 days after their classes begin.

Direct PLUS Loans

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

Financial Aid Refund and Repayment Policy

Refunds and Repayments

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

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

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

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

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

No-Show Policy

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

Official/Unofficial Withdrawals

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

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

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

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

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

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

Financial Aid Standards of Satisfactory Academic Progress

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

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

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

For complete policy, go to SCF.edu/SAP.

Coursework Compliance

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

Veterans' Information

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

Students who are eligible for VA or military educational benefits are strongly encouraged to contact Veteran Services at SCF Bradenton or SCF Venice as early as possible. The SCF Veteran Services web page has detailed information regarding the policies and procedures for the initiation, transfer and certification of VA educational benefits. The webpage may be viewed at SCF.edu/Veterans. It is the student's responsibility to remain informed of VA regulations and SCF policies regarding the use of their VA or military educational benefits. Generally, SCF will only certify courses that satisfy the requirements outlined for their degree or program of study as published in the student's Catalog year of admission. Students pursuing the Associate in Arts degree must complete their Gordon Rule, international/intercultural, and any required foreign language courses as part of their 36 general education or 24 elective hours. Students transferring to SCF with credits from colleges outside Florida should meet with their veteran advisor to verify completion of requirements.

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

Satisfactory Academic Progress for GI Bill Benefits

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

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

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

Good Standing

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

Probation 1

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

Probation 2

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

VA Suspension

A student is considered on VA Suspension when their institutional GPA or the overall cumulative GPA remains below 2.0

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

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

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

Waiver of Out of State Tuition

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

Waiver for Purple Heart or Superior Combat Decorations

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

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

Contact your Veteran Advisor for details.

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

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

Limitations of the Purple Heart or Superior Combat Decorations:

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

Military Activations

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

Activation documentation may be submitted to SCF Veteran Services.

Deferments

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

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

Policies and Procedures for the Office of the Registrar

Educational Definitions

Credit Hour	One credit hour represents 50 minutes of class for 16 weeks (including final examinations), four hours per week for 12 weeks, or eight hours per week for six weeks. Most courses carry three credits and meet for three hours per week for 16 weeks.
Degree Credits/Degree Term Credits	Credits carried by courses that can be used to meet degree requirements and that count toward the GPA, in contrast to developmental credits.
Developmental Credits	Credits carried by developmental courses that serve to prepare students for degree credit courses. When dictated by placement test scores, students must earn appropriate developmental credits before advancing to degree credits. Developmental credits cannot be used to meet degree requirements and do not count toward the GPA. Developmental credits do contribute to student-time status (part time, full time), and are covered by most forms of financial aid, except the Bright Futures scholarships. Part-time degree-seeking students may complete 12 degree credits before developmental courses become mandatory.
Institutional Credits	Institutional credits cannot be used to meet degree requirements and do not count toward the GPA. These credits are applicable only toward the Educator Preparation Institute program and English for Academic Purposes courses.
Load Hours	Total number of credits in which a student is enrolled for a given term.
Freshman	A student who has earned fewer than 30 degree term credits (excluding developmental credits) and/or fewer than 60 grade points.
Sophomore	A student who has earned 30 or more degree term credits (excluding developmental credits) and at least 60 grade points.
Full Time	A student who is registered for 12 or more credits - including degree credits and developmental credits - for a Fall, Spring or Summer term.
Part Time	A student who is registered for 11 or fewer credits - including degree credits and developmental credits - for a Fall, Spring or Summer term.
Minimum Load	The minimum load to be enrolled as a student is one credit hour - degree credit or developmental credit - for a term. Financial aid minimum loads and veterans' benefits minimum loads are described in the Student Financial Aid section of the Catalog.
Maximum Load	A maximum class load is 18 term credit hours (degree and developmental credits) per Fall, Spring or Summer term (with the exception of certain programs requiring a heavier load).

Overload A request for an overload above the 18 credit hours each term is required. Requests must be acquired from and approved by College and Career Success Coaches. Students are limited to 21 total credit hours for a single term.

Grading System

Grading of Courses That Carry Degree Credit

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

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

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

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

Three GPAs are computed 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

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

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

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

Dean's List and President's List

The Dean's List and the President's List are honors that may be earned each term. Students who complete six or more degree credits in a term (excluding developmental credits) with a GPA of 3.5 or above are named to the Dean's List, and students who complete 12 or more degree credits in a term (excluding developmental credits) and achieve a term GPA of 3.8 or above are named to the President's List. Both honors are denoted on the student's transcript for the term.

Grading of Developmental Courses

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

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

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

Incompletes

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

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

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

W Grade

A grade of W (withdrawn) is not calculated into the GPA, but the course does count as an attempt for fee assessment. W grades are recorded only for the first two attempts of a course when the course withdrawal is completed before the withdrawal deadline. The stated withdrawal policy is described in the withdrawal policies section of the Catalog.

Time Limit for Grade Change

Requests for corrections of course 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. 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 Click **My.SCF.edu**
2. Enter username and password; click **Login**.
3. Select **Student** tab.
4. Go to Registration Tools.
5. Go to transcript.

Audit Policy

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

Courses taken on an 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 by the assistant dean in the appropriate division. Fees for audit courses are the same as courses for credit.

Grade Forgiveness (Repeat) Policy

A student may repeat a course, up to a maximum of two repeats per course (for courses that count toward the GPA), in which the student earned a grade of D or F, provided a degree has not yet been awarded or as otherwise noted in the

course description. Courses with earned grades of A, A., A.; B, B., B.; C, C., or C: cannot be repeated. The GPA will be adjusted so that only the last attempt at the repeated course will be included in the overall calculation. The original grade will be marked with an E (excluded in the GPA) to indicate that the course was repeated, an I (included in the GPA), or an A (course calculated in GPA but no earned credits) on the student's transcript. All grades will remain on the student's official transcript.

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

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

Both the initial and subsequent grades will appear on the student's academic transcript and both grades will be included in the overall grade point average. No credit hours will be earned for the subsequent attempted course. Registration for a course without prior approval will be canceled, the course dropped, and fees refunded. Some stipulations may apply to older coursework. Approval for the Request to Retake Course with a C or Better Grade does not guarantee program acceptance.

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

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

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

A.A. degree: Associate Provost for Academic & Faculty Affairs

A.S.N. and B.S.N.: Assistant Dean, Nursing

All other Health Professions: Dean, Nursing & Health Professions or Program Director

Third Attempt

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

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

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

Note: Upon the third attempt of a credit course, a withdrawal will be recorded 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 a College and Career Success Coach. All grades from the third attempt and any subsequent attempts will be included when the student's GPA is calculated.

Overload

Students are permitted to enroll in up to 18 credit hours per each term - Fall, Spring, and/or Summer without special approval. Overload requests must be approved by a College and Career Success Coach. Should the request to exceed 18 credit hours per term be denied, a student may appeal by submitting a request to the Director of College and Career Success. Should a student want to enroll in more than 18 credit hours in a subsequent semester, a new request form must be submitted. Dual Enrollment and Early College students should direct inquiries to the Early College Coordinator. Associate in Science and baccalaureate students should direct inquiries to the respective academic departments for the completion of an overload request.

Withdrawal Policies

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

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

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

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

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

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

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

Withdrawing from the College - Withdrawal from the College is defined as a complete separation from State College of Florida for a particular semester. A student can withdraw from a course or several courses online but may not withdraw from ALL registered courses online. Students withdrawing from ALL courses must complete a withdrawal form, discuss the impact of the student's withdrawal from the College with a representative from Financial Aid and College and Career Success, then submit the completed form to the Office of the Registrar by the withdrawal deadline as published in the Academic Calendar, Catalog, or on the SCF website. **Failure to follow this procedure may result in a grade of F being assigned for each course for which the student is registered.** No additional fee beyond normal course tuition and fees is charged for withdrawals from the college.

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

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

Faculty Withdrawal

During the mid-term grade reporting period, a faculty member may withdraw a student when the student has stopped attending or engaging in the class for an extended period of time as defined in the course syllabus. If a student's absences, tardiness, or misconduct is causing disruption, the faculty member may file a code of conduct violation with the Dean of Students. The Dean of Students will work with the faculty member and the appropriate academic administrator before determining if a withdrawal is appropriate. In the event of an approved faculty withdrawal, a grade of W will be recorded. The grade is recorded on the student's permanent academic record. Fees are applied for all courses accordingly and are counted as attempted courses. The student will discuss the withdrawal with the faculty member if they feel it was done in error or had an extenuating circumstance.

Faculty No-Show Reports

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

Return of Federal Financial Aid Upon Withdrawal from the College

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

Academic Standing

SCF acknowledges five academic classification categories that apply to all students: Good Standing, Academic Warning, Probation, Academic Suspension and Academic Dismissal.

Good Standing

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

Academic Warning

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

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

Probation

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

A student is informed of the probation classification at the end of the term and the student's academic record will reflect probation status. Students are strongly recommended to see a College and Career Success Coach to initiate a contractual intervention strategy that would assist them 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 developmental courses that must also be taken.
- b. Enrolling in fewer courses in a given term.
- 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.
- c. If the student earns a 2.0 term GPA and the institutional GPA and/or the overall GPA remains below 2.0, the student will continue on academic probation for an additional term. Should the student fail to earn a 2.0 term GPA, a 2.0 institutional GPA and a 2.0 overall GPA the following term, the student's status will be changed to academic suspension.

Academic Suspension

A student is considered on academic suspension when the probation status has not improved to a good standing classification. The student's academic record will reflect the academic suspension status and students are notified at the end of the term. Students on academic suspension for the first time will have an opportunity to be reinstated upon agreement with a College and Career Success Coach. Each semester thereafter, the student's academic progress is

evaluated for continued probation status based on satisfactory progress and/or completion of an agreement within the Academic Standing Appeal Request decision. A student who was previously suspended and failed to meet the standard of the agreement may be academically dismissed. A student must earn an institutional and overall 2.0 GPA for each semester of academic reinstatement to avoid academic dismissal.

Academic Dismissal

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

Appeals

Students will have an opportunity to appeal dismissal status. Appeals should be sent to the Director of College and Career Success within five business days of notification of the dismissal status. The appeal documentation will be forwarded to the admissions committee for a final decision.

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 at the Office of the Registrar webpage, SCF.edu/Registrar. Official name changes require submission of an official copy of a court-issued document, social security card or Florida driver license 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 My.SCF.edu. Go to the Student Profile, My Personal Information (on the left-hand navigation panel), Personal and Emergency Information, Address(es) and Phone(s). The accuracy of this information is crucial in the event of an urgent situation involving a student.

International students on an F-1 student visa status must 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 My.SCF.edu. Go to the Student Profile, My Personal Information (on the left-hand navigation panel), Personal and Emergency Information, Address(es) and Phone(s).

The accuracy of this information is crucial in the event of an urgent situation involving a student.

Program/Major Changes

Upon admission, each student selects a desired degree and program status. If a student wants a change, a change of major/program/degree form will be required to be completed by the student. The form is available on the Office of the Registrar webpage and must be signed by the student before the change 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 in the following term. For deadlines, refer to the Academic Calendar.

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

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

Transcript Requests

All official transcript requests can be made online at [SCF.edu/Transcripts](https://www.scf.edu/Transcripts). Former students must order online at [SCF.edu/Transcripts](https://www.scf.edu/Transcripts). Online requests can often be processed faster provided all information can be verified electronically. Email requests for transcripts cannot be processed.

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

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

In accordance with Florida Statute 1009.26, SCF will waive the transcript fee for a person who is on active duty or an honorably discharged veteran of the United States Armed Forces and his or her spouse and dependents. If you feel you qualify under these categories, please complete the Transcript Request form and submit it to Registrar@SCF.edu. Please include in the subject line "United States Armed Forces Transcript Waiver." Once your request is received, the Veteran Services Office will verify eligibility and, if eligible, the transcript will be processed at no charge.

Unofficial transcripts are available to current students only and may be obtained by the student by logging on to [My.SCF.edu](https://www.my.scf.edu).

Degree/Enrollment Verifications

Verification is 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](https://www.scf.edu). Enrollment verifications can be completed for current or previous terms only. Verification for subsequent terms cannot be made until the end of the add/drop period for that term. Verifications also can be processed by submitting a request for verification letter through the National Student Clearinghouse.

Excess Hours Advisory Statement

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

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

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

Graduation Requirements and Procedures

SCF.edu/Graduation

Students have the option of graduating under the Catalog in effect at the time they first enroll as a degree-seeking student at SCF or the Catalog in effect at the time they complete requirements for a degree, provided they maintain continuous enrollment of at least one credit per academic year. If continuous enrollment is broken, they must graduate under the Catalog in effect when they reregister or the Catalog in effect at the time they complete the requirements for a degree. For students who change their major or enter a limited-access program, their official catalog year will be updated to reflect the term they began enrollment in the new program.

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

1. Students must apply for graduation by submitting an application form, which is available online at SCF.edu/Graduation. The deadlines are posted in the Academic Calendar on the website. The application form must be completed and signed by the student.
2. An overall and institutional GPA of 2.0 (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% of the hours of course credit required for the degree/certificate must be completed at SCF.
4. All candidates eligible for the one-year certificate, advanced technical certificate, Associate in Science, Associate in Arts and all bachelor's degrees are urged to be present at graduation.
5. Students are reminded that, regardless of their receipt of a degree, a D grade might not transfer depending on the regulations of the college or university they plan to enter.
6. All Associate in Arts students enrolled in any Florida college for the first time after Jan. 1, 1983, are required to complete 4 writing courses with a grade of C or better, and are required to complete a minimum of six term hours of mathematics with a grade of C or better in each course. (State Board of Education Rule 6A-10.030.) This requirement is detailed in the section "Gordon Rule Requirements." If a student transfers a course and it was converted from quarter to semester hours, the course requirement will be marked complete; however, the student will need to ensure the difference in hours are made up by unused courses and/or taking additional hours at SCF.
7. Associate in Arts Foreign Language Requirement: Pursuant to s.1007.25 F.S. and Rule 6A-10.02412, students who are first-time-in-college students in Fall 2014 or later must demonstrate foreign language competency as specified in s.1007.25 F.S. (See Associate in Arts Degree Requirements Summary.)
8. The Office of the Registrar will review the student's course requirements and notify the student by email to their MySCF account of degree-completion requirements.
9. Following completion of all graduation requirements, the diploma/certificate will be mailed to the student up to 8 weeks after graduation. A notification will be emailed to students who do not meet graduation requirements.

Automatic Degree and Certificate Awarding

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

Graduation Ceremonies

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

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

Graduation Ceremony Attendance Policy

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

1. Submit the graduation application and take the graduation survey.
2. Pay the \$20 graduation fee (*reapplications and certificates do not have a fee).
3. RSVP to the ceremony.
4. Have a student status of degree-seeking.
5. Receive an initial approval email from the Office of the Registrar during the first review.

Initial approval will be determined in the first round of the review process, and students will be informed that they are initially approved or are missing requirements to graduate via their SCF student email accounts. Students who are missing any requirements will not be permitted to walk in the graduation ceremony.* Students who are missing requirements must register to fulfill the course requirements in the graduation semester and/or correct the issues, and email Graduation@SCF.edu to notify the Office of the Registrar that they are ready to be reviewed and considered for initial approval again. Students graduating in the spring semester are invited to the spring graduation ceremony; students graduating in either the summer session or the fall semester are invited to the winter graduation ceremony. Only students who meet the priority deadline are guaranteed the maximum number of tickets and their name in the graduation ceremony program.

* An exception is made for Dual Enrollment students, who will be completing all the required coursework in the graduation term. These students will often not receive final high school transcripts until after the SCF graduation date. Since receipt of a high school transcript is a state requirement for graduation, we will review the application for degree conferral in the next available cycle, but the student can walk in the designated graduation term one semester prior to receiving the degree.

Graduation Honors

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

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

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

Honors Convocation

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

General Education Digital Badge

During the 2021 Florida Legislative Session, House Bill 1507 amended section (s.) 1007.25, Florida Statutes (F.S.), to require public postsecondary institutions to award students a nationally recognized digital badge upon completion of general education core courses that demonstrate career readiness, beginning with students who initially enter a postsecondary institution in fall 2022 for the 2022-2023 academic year.

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

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

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

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

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

the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202

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

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

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the college's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any federal, state, or local law or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is younger than 21. (§99.31(a)(15))

Directory Information

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

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

Although directory information may be available for release, SCF does not routinely release such information to third parties. FERPA states that each student has the right to inform the College that any or all the information is not to be released. The College will honor the student's request to restrict the release of directory information as stated previously.

To withhold directory information, a student should notify the Office of the Registrar in writing prior to the add/drop period each term and complete the Directory Disclosure Release Authorization form available in the Office of the Registrar. The status of disclosure at the last registration period is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student.

Nondirectory Information

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

Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which students' education records and PII contained in such records - including Social Security number, grades, or other private information - may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or State and local education authorities (Federal and State authorities) may allow access to records and PII without consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to a student's education records and PII without consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research.

Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain, and share without consent PII from a student's education records, and they may track a student's participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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

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

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

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

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

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

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

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

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

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCF/SCFCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW.
Washington, DC 20202

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

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

- To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities, such as the state educational agency in the parent or eligible student's state. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Notification of Social Security Number Collection and Usage

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

SCF collects and uses 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 an SSN from unauthorized access and will never release an SSN to unauthorized parties. SCF will assign 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.

Office of the Registrar

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

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

Lifelong Learning and Workforce Development/Traffic Safety Institute

Because of Florida state education reporting requirements, students who enroll in Lifelong Learning and Workforce Development, and Traffic Safety Institute (TSI) classes are required to submit their SSNs. In addition, the TSI is required to provide SSNs 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 office at SCF requires students to submit their SSNs on various forms in order to correctly identify applicants, match each applicant's financial aid record with the student record and help coordinate state and federal aid programs. SCF also collects students' SSNs on certain institutional scholarship applications for student files.

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

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

Statutory or Regulatory Authority

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

Human Resources and Payroll Offices

The College's Human Resources and Payroll offices collect SSNs for the following purposes: classification of accounts; identification and verification; credit worthiness; billing and payments; data collection, reconciliation, tracking, benefit processing, and tax reporting. SSNs 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.

College and Career Success

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

Institutional Research Office

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

Public Safety and Security Office

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

Federal and State Regulations

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

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

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

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

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

Solomon Amendment

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

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

Student Services and Campus Life

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

Advisement

SCF.edu/StudentDevelopment

Academic Advisement

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

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

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

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

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

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

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

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

Advisement for Bachelor's Degrees

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

Advising for Student Success

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

College and Career Success Coaches provide:

- Career advising. College and Career Success Coach can help students examine career and life goals, assess interests, values and skills, make occupational decisions and select educational programs and majors. Career planning and placement advising is available through classes, workshops and individual appointments.
- Transfer advising. College and Career Success Coach provides students with resources to assist them in making a successful transition to other higher education institutions. It is never too early to begin the process of making strategic decisions about transfer options.
- Crisis intervention. College and Career Success Coach are available to assist with referrals to the student assistance programs, community resources and professionals.
- Personal/social concerns. Students are provided with the opportunity to explore resources to assist them in developing decision-making strategies and goal-setting skills for personal growth.

Online resources include:

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

Transfer Advisement Keys to Successful Transfer

Students are advised to:

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

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

Assessment/Testing Centers

[SCF.edu/Testing](https://www.scf.edu/testing)

The Assessment/Testing Center locations at SCF are open test sites providing placement tests, SCF make-up exams, accommodated tests and the nursing entrance exam (TEAS) and CIVIC LIT EXAMS. Based on agreements with other institutions, the College will test distance learning students and CLEP online candidates on a space-available basis. (See Cost and Fee Information.) Assessment and testing is an important phase of the enrollment process.

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

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

College and Career Success

[SCF.edu/Advising](https://www.scf.edu/advising)

Help Deciding on a Major

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

Preparing for a Job Search

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

Working on Campus

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

Associate in Science and Baccalaureate Capstone Internships

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

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

Disability Resource Center (DRC)

SCF.edu/DisabilityResourceCenter

DRC@SCF.edu

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

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

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

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

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

For more information, contact the DRC office.

Reasonable Substitutions/Modifications for Individuals with Disabilities

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

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

In the event the student is denied by the Substitution Panel and Vice President of Student Services and Enrollment Management, the student has the option to re-petition with updated documentation. In such cases, the student must provide an updated personal statement with signature and current date, copies of **all** documentation to include the updated information, and a copy of their unofficial transcript. Once received, the Panel will review the new submission at the next scheduled meeting and make a decision based on the new information provided.

Steps for student course substitution requests:

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

Office of the Registrar

SCF.edu/Registrar

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

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

Health Services

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

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

SCF Venice maintains a first-aid station in the Student Union, Building 500, 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 Department of Public Safety is responsible for all lost and found items. At SCF Bradenton, the office is in the Student Union, Building 14, Room 120. During normal working hours, the office can be reached at extension 65550; evenings or weekends, 941-752-5550.

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

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

SCF Neel Performing Arts Center

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

Department of Public Safety

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

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

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

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

The SCF Store

SCF.edu/Store

SCF Bradenton

941-752-5080

Student Union (Bldg. 14)

Mon., 8 a.m.-6 p.m.

Tue.-Fri., 8 a.m.-4:30 p.m.

SCF Venice

941-408-1380

Student Union (Bldg. 500)

Mon., 8 a.m.-6 p.m.

Tue.-Fri., 8 a.m.-4:30 p.m.

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

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

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

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

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

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

Student Government Association (SGA)

SCF.edu/StudentLife

The SGA serves as the students' voice at SCF and is comprised of all students in the College who are enrolled in credit courses. SGA participates in College 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 students and administrators.

Student Organizations

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

Title IX and the SCF Safe Harbor Initiative

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

SCF Safe Harbor Initiative

We want SCF to be a safe place to learn so we are working hard to foster a culture of safety, equality and respect on our campuses. The Safe Harbor initiative, SCF is providing training and resources to students on sexual harassment, sexual

assault, dating violence, Through domestic violence and stalking. This training is offered on Canvas to all new students as well as in a live format for any clubs or groups that would like to learn more about these important issues. For more information, contact the Title IX Student Life Advisor at 941-752-5603.

What is Title IX?

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

Making a Report Under Title IX

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

In an emergency, call 911

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

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

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

Title IX Coordinator: Jaquelyn McNeil

SCF Bradenton, Building 1, Room 127; 941-752-5267

Deputy Title IX Coordinators:

- Employees Contact: **Dr. Shellie Feola** at 941-752-5599 or feolas@scf.edu
Human Resources, SCF Bradenton, Building 7, Room 121
- Students Contact: **Susanne Walters** at 941-752-5603 or WalterS@SCF.edu
Student Support Services, SCF Bradenton, Building 1, Room 212
- SCF Collegiate School Students Contact: **Karen Peck** at 941-408-1430 or PeckK@SCF.edu
Collegiate School, SCF Venice, Building 800, Room 820

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

- Centerstone 941-708-6059
- SPARCC 941-365-1976
- Campus Ministries, Bradenton: 941-752-5607
- Campus Ministries, Venice: 941-408-1523

Resources where students can report anonymously:

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

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

Statement of Nondiscrimination

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

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

What types of incidents are included under Title IX?

Stalking

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

Sexual Harassment

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature that creates a hostile environment that interferes with a student's ability to participate in or benefit from an educational program.

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

Sexual Assault

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

Domestic Violence (Dating Violence or Intimate Partner Violence)

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

Where to find support:

- Counseling Services/Comprehensive MedPsych Systems 941-363-0878, ext. 2170
- Safe Place Rape & Crisis Center (SPARCC) 941-365-1976

- Hope Family Services 941-747-8499
- Centerstone Rape Crisis Services 941-708-6059
- Sarasota Sheriff's Office 941-861-5800
- Sarasota Police Department 941-366-8000
- Manatee Sheriff's Office 941-747-3011, ext. 8401
- Bradenton Police Department 941-932-9300
- Palmetto Police Department 941-723-4585, ext. 6126
- Charlotte County Sheriff's Office 941-639-2101
- Venice Police Department 941-486-2444
- North Port Police Department 941-429-7300

What happens after a report is made at SCF?

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

For details, see Harassment and Discrimination and Related Misconduct (Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, Stalking, Complicity and Retaliation) SCF procedure 2.44.01.

Student Code of Conduct

Student Code of Conduct

Introduction

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

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

Attendance at State College of Florida, Manatee-Sarasota (SCF) is a privilege; as such, each student and student organization, by application, registration, and/or enrollment, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Reports of alleged violations can be submitted online, via email, in-person, or by mail. Students and student organizations that fail to observe College regulations or to maintain acceptable standards of conduct on the campus, at College-sponsored functions or facilities, or via electronic media are subject to disciplinary action. SCF reserves the right to discipline a student for activities which take place off campus when those activities, as determined by the College, adversely affect the College Community. Disciplinary action by the

College may proceed while criminal proceedings are pending and will not be subject to challenge solely on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Purpose

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

I. General Expectations of Student Behavior

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

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

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

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

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

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

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

II. Academic Misconduct

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

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

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

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

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

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

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

Conduct Process for Cases Involving Charges of Academic Misconduct

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

Degrees of Disciplinary Sanctions for Academic Misconduct

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

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

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

III. Standards of Classroom Behavior

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

IV. Standards of Behavior for Students and Student Organizations

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

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

A. Examples of Prohibited Conduct

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

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

solicitation of others to commit hazing and active involvement in the planning of any act of hazing. The express or implied consent of the victim is not a defense. It is also not a defense to hazing that the conduct or activity prohibited under this sanction was not a part of an official student organization event, not otherwise sanctioned or approved by a student organization, or not done as a condition of membership to the presence of hazing are not neutral acts; they are violations of this rule.

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

Penalties for hazing shall be administered in accordance with College policies and procedures related to student disciplinary actions; subject, however, to any limitations or additional penalties contained in section 1006.63, Florida Statutes.

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

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Please refer to section 1006.63, Florida Statutes for more information.

6. Disorderly or unlawful behavior on the campus. Additionally, a student's conviction of a misdemeanor or felony committed on or off campus may be subject to disciplinary action.
7. Defacing, damaging or maliciously destroying College, faculty, staff, or student property.
8. Violations of federal or state criminal statutes, respective county and city ordinances, and all College and SCF District Board of Trustees rules and procedures on College premises or at College-sponsored or supervised activities or off-campus when the conduct would impair, interfere with, or obstruct orderly conduct, processes, and functions of the College.
9. Use, possession, manufacture, sale, attempted sale, barter, exchange, gift, or distribution of narcotic or other controlled substances, or drug paraphernalia on the campus, in any off-campus housing sanctioned by the College, at any College-related or sponsored activity or at other locations as may be provided by law. No person who may appear to be under the influence of a narcotic or other controlled substance is allowed on the campus or permitted to participate in any College-related or sponsored activity.

Note: As a recipient of federal funding and to comply with Drug-Free Schools and Communities Act regulations (Education Department General Administrative Regulations-EDGAR Part 86), State College of Florida, Manatee-Sarasota is required to continue to prohibit the use, possession, and distribution of all federally controlled substances, including marijuana. Although state law may permit the use of medical marijuana, federal law prohibits marijuana use or possession. State law does not require State College of Florida, Manatee - Sarasota to accommodate the medical use of marijuana in the classroom, in the workplace, or by individuals attending class or working while under the influence of marijuana. The manufacture, selling, dispensation, possession, use, distribution, or being under the influence of marijuana for medical purposes is not allowed on any College property, at any College-sponsored event, or as part of any College activities for any purpose by students.

10. Use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), incendiary devices, smoke devices, dangerous knives, explosives, or other dangerous weapons while on College-owned or controlled property, or at college sponsored or supervised activities, except by police officers and other persons specifically authorized by the College, or as otherwise permitted by law. An exception to this policy is for law enforcement officers legally authorized to carry such weapons officially enrolled in classes or acting in the performance of their duties. As College regulations and their implementation are subject to applicable law, the College will comply with Florida law governing firearms that are securely encased or otherwise not readily accessible for immediate use in vehicles by individuals 18 years old and older.
11. Alcoholic beverages brought, possessed, or consumed on campus, in any off-campus housing sanctioned by the College, at any College-related or sponsored activity or at other locations except as may be provided by law. No person who may appear to be intoxicated is allowed on the campus or permitted to participate in any College-related or sponsored activity. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
12. Tobacco use on any campus grounds, parking lots, in any off-campus housing sanctioned by the College, or any SCF-sponsored off-campus events. The use of all types of tobacco and tobacco-like products is prohibited, including smoked and smokeless tobacco, other smokable products and electronic cigarettes.
13. Gambling as prohibited in Chapter 849, Florida Statutes.
14. Failure to comply with directions of College officials or respond to an administrative summons. This includes, but is not limited to, directives to cease all contact or interaction with another individual (i.e., "no contact order").
15. Furnishing false information to any College official, faculty member, or office with the intent to deceive. This includes writing bad checks to the College, The SCF Store, or any College ancillary services. It also includes, but is not limited to, furnishing false information in academic petitions or appeals documents, financial aid documents, residency documentation, student employment documents, financial statements, medical documents, or any other false information provided to intentionally mislead College officials.
16. Students who are parents or who assume a parental role have the responsibility to arrange suitable care for their children while they attend class, labs, or study areas. Children may not be left unattended in any area of the campus. The College reserves the right to protect the safety and welfare of unattended children.
17. SCF maintains a no-pets policy at all of its locations and in any off-campus housing sanctioned by the College. The President or designee can make exceptions to this rule from time to time for special circumstances and/or events.
 - Service animals are not considered pets for the purposes of this rule. SCF follows federal law and state statute regarding the use of service animals or emotional support animals:
 - The Americans with Disabilities Act Amendments Act (ADAAA) provides guidelines regarding use of "services animals."
 - Section 413.08, Florida Statutes, further defines "service animals" and the rights of individuals to their lawful use.
 - Section 760.27 Florida Statutes prohibits discrimination in housing provided to a person with a disability or a disability-related need for an emotional support animal.

- It is a violation of the Student Code of Conduct to provide false information or other fraudulent misrepresentation regarding the use of a service animal or an emotional support animal.

18. The unauthorized use of electronic or other devices to make an audio, video, or other recording of any person while on College premises without their prior knowledge, or without their effective consent when there is a reasonable expectation of privacy and/or when consent is required by law. A student shall not record or take pictures of another person in a gym, locker room, or restroom without prior consent.

A student shall not make a recording in class unless the recording is limited to the class lecture, and the recording is made for the student's personal educational use, in connection with a complaint to the College, or as evidence in or in preparation for a criminal or civil proceeding. Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. Exceptions may be permitted as an accommodation under the Americans with Disabilities Act (ADA), as amended, but only as authorized through the College's Disabilities Resource Center. A recording of a class lecture may not be published without the consent of the recorded faculty member. A recording of any meeting or conversation between students or between students and faculty is strictly prohibited unless all parties have consented to such recording.

19. Unauthorized or inappropriate use of the College's telephones, fax machines, copier machines, printers, public address systems, or any other office communication devices.

20. The use of mobile devices in the classroom is determined by the faculty member's mobile device use guidelines for that particular class. Students should adhere to the expectations communicated by the syllabus. Failure to do so is a violation of the Student Code of Conduct.

21. Computer and Network Abuse (See **Acceptable Use** Procedure 2.60.05)

- Theft or misuse of College computer and network resources.
- Unauthorized entry into College computer systems.
- Use of another person's computing identification and/or password.
- Use of College IT resources to interfere with the work of another student, faculty member, or other SCF employee.
- Use of College IT resources to send obscene or harassing messages.
- Interference with the operations of SCF computer systems.

22. Participation in campus demonstration, riot or activity that materially and substantially disrupts the functioning of the College or infringes upon the rights of other members of the College Community to engage in expressive activities; leading or inciting others to materially disrupt previously scheduled and/or reserved activities occurring at the same time within any campus, building area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

23. Obstruction of the free flow of pedestrians or vehicular traffic on College premises or at College-sponsored or supervised events.

24. On occasion, situations may arise not specifically covered by College policies or the Code, but which are harmful to the welfare of the College Community or are obstructive to the orderly processes of the College. The Dean of Students or designee, in consultation with the Vice President, Student Services and Enrollment Management or designee, will interpret whether the situation is governed by the Code and will authorize appropriate action.

V. Student Conduct Procedure

- Student conduct complaints are received and managed through the Dean of Students office in conjunction with the Department of Public Safety. Allegations of misconduct should be submitted using the online Student Conduct Report Form. Any allegations should be made as soon as possible after the alleged violation takes place, but not later than within fourteen (14) business days, unless otherwise provided by College policy.
- The Dean of Students office will provide timely written notice to students (Respondents) of any alleged violation. The notice will, at a minimum, include a description of the allegations to be investigated, citation to the specific alleged violation of the Code, policy, or law, the process to be used in determining whether a violation has occurred and associated rights, and a request to schedule an appointment to meet and discuss the allegations.
- The Department of Public Safety may initiate the investigative process once a complaint is filed. This may include interviews with Complainant, Respondent and/or witnesses. The gathering of this data will be a part of the evidentiary process.
- The Respondent has the right to a presumption that no violation occurred. The College has the burden of proving, by a preponderance of the evidence, that a violation occurred, except if the Respondent accepts responsibility for the charge(s). Preponderance of the evidence means that the information presented supports the finding that it is more likely than not that the violation was committed by the Respondent.
- In addition, students, student clubs, and student organizations charged with violating the Student Code of Conduct are entitled to the following:
 - The right to an impartial hearing officer and/or Disciplinary Committee member. An impartial hearing officer or committee member is an individual who has not previously been involved in the disciplinary proceedings and who does not have an interest either for or against the Respondent. Hearing officers and/or committee members will be selected by the Vice President, Student Services and Enrollment Management or designee.
 - The right against self-incrimination and the right to remain silent.
 - The right to present relevant information and question witnesses.
 - The right to a College-appointed advisor or advocate who may not serve in any other role in the matter, including as an investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge, or any appeal;
 - The right to an advisor, advocate, or legal representative (at the student's own expense), who is not affiliated with the College to be present during any proceeding, whether formal or informal. Such persons may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses.
 - The right to appeal the final decision of a hearing officer as provided herein. Appeals may not be heard by College officials who directly participated in any other proceeding related to the charged violation.
 - The right to an accurate and complete record of every disciplinary proceeding on or after July 1, 2021, relating to the charged violation of the Code, including record of any appeal to be made, preserved, and available for copying upon request by the charged student, at their expense.
 - The right to dismissal of any charge brought more than one (1) year from the date of the alleged conduct. Such limitations period may be extended or waived by the College for good cause, such as when the College was not made aware of the alleged conduct until after such limitations period had expired. Good cause determinations shall be made by the Dean of Students in consultation with appropriate College officials.

- If the alleged conduct warrants disciplinary action under the Student Code of Conduct, the student, student club, or student organization must be provided with written notice of the charges, which must include at a minimum the following:
 - Description of the allegations to be investigated.
 - Citation to the specific section(s) of the Student Code of Conduct or other policy or law alleged to have been violated.
 - Description of the process to be used in determining whether a violation has occurred and associated rights.
 - Date, time, and location of the applicable disciplinary proceedings, which may not be held until at least seven (7) business days after delivery date of the Notice of Charges.
 - Notice that the student, student club or student organization must be provided with a list of all known witnesses that have provided or will provide the information against the student, club or organization and all known information relating to the alleged conduct (including inculpatory and exculpatory information) at least five (5) business days prior to the applicable disciplinary proceeding.

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

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

Statement of Nondiscrimination

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

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

- The Conduct Process (informal or formal) may be chosen by the Respondent unless the alleged violation requires adjudication through the formal process.
 - Informal
 - The Dean of Students or designee may work with the Respondent, and Complainant (if other than the Dean of Students) in creating a resolution through an inclusive, restorative, and educational action plan to facilitate learning from experience.
 - If a resolution is not reached through this process, it moves to the formal process.
 - Formal
 - The Dean of Students convenes the College Disciplinary Committee for a Conduct Hearing.

- **Conduct Hearing:** Once the College Disciplinary Committee is convened, a College official will be designated to preside over the Conduct Hearing. This Hearing Officer will begin by asking whether the Respondent admits or denies responsibility for the charged violation(s).
 - If the Respondent admits responsibility for the charged violation(s), the Hearing Officer and Disciplinary Committee will afford the Complainant and Respondent an opportunity to be heard on the issue of sanctions.
 - If the Respondent denies responsibility of any charge(s), the Committee will afford the Complainant and Respondent an opportunity to be heard on the charged violation(s) and present any relevant information, witness testimony (including written witness statements), and any other documentary evidence supporting the party's respective positions. The Complainant and Respondent will also be afforded an opportunity to be heard on the issue of sanctions.
 - Upon conclusion of the Conduct Hearing, the Committee will consider all available and relevant information and decide whether the Respondent is responsible for the charged violation(s) based upon a preponderance-of-the-evidence standard of review. If the Committee finds the Respondent responsible on one or more charges, the Committee will also determine the appropriate sanctions, using the SCF Action Plan Framework. The decision of the Committee shall be communicated in writing to the Complainant and Respondent. The decision of the Committee shall constitute the College's final agency action unless the Complainant or Respondent submit a timely appeal as outlined below.

- **Appeal Process**
 - If a Respondent admits responsibility or is found responsible on one or more charges, no later than seven (7) working days after notification of the decision, the Respondent may submit a written appeal of the decision and/or imposed sanctions to the Vice President of Student Services and Enrollment Management or designee by submitting the Student Conduct Appeal Form
 - The Complainant, no later than seven (7) working days after notification of the decision, may submit a written appeal of the decision to the Vice President of Student Services and Enrollment Management or designee by submitting the Student Conduct Appeal Form. .
- Any appeal may only be based upon one or more of the following:
 - improper procedures that materially affected the result.
 - newly discovered information or evidence that was not reasonably available at the time of the Conduct Hearing through the exercise of diligence by the party, and that would have materially altered the result.
 - the sanction imposed was inappropriate for the violation(s).
- The Vice President of Student Services and Enrollment Management or designee shall consider the merits of an appeal only on the basis of the above listed grounds for appeal. A party's dissatisfaction with the result is not a valid ground for appeal.

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

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

- Within 14 working days of the party's submission of the written appeal, the Vice President of Student Services and Enrollment Management or designee shall inform the party in writing of the outcome of the appeal via the applicable College email address, unless extenuating circumstances that resulted in a delay are communicated in

writing to the student. The appeal decision of the Vice President of Student Services and Enrollment Management or designee shall constitute the College's final agency action.

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

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

VI. Student Conduct Outcomes

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

SCF Action Plan Framework

1. Community Engagement:
 - Attend a campus event
 - Join a student club/group
 - Volunteer on campus
2. Interpersonal Development:
 - Educational Programming regarding the issue(s) at hand (drug use, alcohol use, etc.)
 - Career Center
 - Job Training
3. Form New Habits:
 - Impact Statements
 - Personal Reflection Statement
 - Ted Talk (or other media) review essay
 - Goal Setting
 - Informal Resolution Meeting, Mediation, Restorative Conference
4. Outside Accountability
 - Warning
 - Apology
 - Disciplinary probation
 - Loss of privileges
 - Removal from College Sponsored Housing (athletes)
 - Family Notification
 - Suspension
 - Dismissal

Complaint Procedure

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

Online Complaint Form

https://cm.maxient.com/reportingform.php?StateCollegeFL&layout_id=60

Written Complaints

Written complaints should be addressed to:

Dean of Students

Building 1, Room 127

State College of Florida, Manatee-Sarasota

5840 26th St. W.

Bradenton, FL 34207

No Reprisal Policy

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

Confidentiality/Privacy

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

Conflict Resolution Procedure:

Academic Code of Conduct Violation

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

For a complete copy of Procedure 4.14.01 and guidance on how to proceed with the resolution, students should contact the respective campus academic dean's office or student ombudsman.

All Other Code Violations

Students charged with violation of the Code of Conduct who feel they have been penalized erroneously or that the sanction imposed is inappropriate may, within ten (10) business days of notification of the sanction, appeal the matter through Procedure 4.14.02: Student Request for Conflict Resolution as Related to Administrative Policies.

For a complete copy of Procedure 4.14.02, students should contact the respective campus Office of Student Life or student ombudsman.

Students may request a resource person to assist in either appeal procedure.

Glossary of Terms

Apology - A statement of regret written by the individual or group and approved by the dean of students.

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

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

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.

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

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

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

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

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

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.

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

Academic Support and Opportunities

- Tutoring and Academic Success Center (TASC)
- Nontraditional Learning Methods

- Library Services
- College Readiness and Developmental Education
- Educator Preparation Institute
- Online Learning & Distance Learning
- Special Scheduling
- Middle and High School Programs and Opportunities
- Technical College Articulation Opportunities

Tutoring and Academic Success Center (TASC)

SCF.edu/Tutoring

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

Library Services

SCF.edu/Library

AskALibrarian.org/scf

Text: 941-270-9643

Twitter: @SCFLibraries

SCF Bradenton - Library & Learning Center

941-752-5305 (Bldg. 3)

Mon.- Thu., 7:45 a.m.-9 p.m.

Fri., 7:45 a.m.-4 p.m.

Sat., Closed

Sun. 4 p.m.-9 p.m.

Hours during Summer and between terms vary- please check website for updates.

SCF Venice - Dr. Bill Jerve, Jr. Library

941-408-1435 (Bldg. 300)

Mon. -Thu., 8 a.m.-8 p.m.

Fri., 8 a.m.-2 p.m.

Sat. & Sun., Closed

Hours during Summer and between terms vary- please check website for updates.

SCF LWR - Learning Commons

941-363-7250 (Bldg. 2)

Mon.-Tues., 9 a.m.-4 p.m.

Wed.-Thu., 9 a.m.-6 p.m.

Fri.-Sat., 9 a.m.-2 p.m.

Sun., Closed

Hours during Summer and between terms vary- please check website for updates.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

For all Library Policies see: <https://libguides.scf.edu/SCFLibrariesPolicies>

College Readiness and Developmental Education

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

Because of changes in Florida Statutes, some incoming students no longer have to take a college placement test or enroll in readiness courses to prepare them for college-level work. Florida Statute 1008.30 gives students who meet certain criteria the option of exercising an exemption to placement testing and developmental education. "Developmental education means instruction through which a high school graduate who applies for any college credit program may attain the communication and computation skills necessary to successfully complete college credit instruction" (Florida Statute 1004.02). These changes may affect recent Florida high school graduates or active-duty military members.

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

Educator Preparation Institute

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

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

Online Learning & Distance Learning

SCF.edu/OnlineLearning

Conduct of Online Courses

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

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

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

Types of Online Learning

Fully Online Courses

Fully Online Courses are delivered via the internet using the Canvas learning management system. These courses use a variety of tools, including discussion boards, email, drop boxes for submitting papers and other assignments, as well as other components to deliver course content as determined by the course instructor. Online courses follow a schedule throughout the semester with structured lessons and assignments, and specific due dates. Some online courses may require

meetings for orientation and testing purposes that are listed in the notes section of the online class schedule. Check the schedule notes for more information about required meetings, and for alternatives to face-to-face sessions.

Blended Courses

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

Testing Requirements for Students Taking Online/Blended Courses

Some instructors or departments may require students taking online and/or blended courses to take tests in a proctored environment. This can occur in the online course directly via an online proctoring solution in Canvas. Instructors and students need to make arrangements for such testing as part of the course because, in general, proctored testing services are not available on campus for students in online/blended courses. For SCF students taking online courses who are unable to attend on-site testing, arrangements need to be made in advance at an approved testing facility. Most independent testing facilities charge for proctoring services, and they are the responsibility of the individual student.

Students Taking Online Courses from Out-of-State

Enrollment of students seeking online programs or courses at SCF who reside in a state other than Florida may be subject to restrictions under NC-SARA agreement that governs students taking online courses from out-of-state. Students enrolled in a state other than Florida who intend to enroll in a degree program that results in licensure from that state should confirm with the program coordinator for that program on any restrictions, limitations or other requirements that may be placed on their completion of the student's program of study.

Weekend College

Created for working adults who want or need a college degree, SCF's Weekend College allows you to earn an Associate in Arts degree taking only weekend classes. You'll finish your degree in two years and have the option to continue in one of SCF's bachelor's degree programs or be eligible for guaranteed transfer to any Florida public university. Classes are offered Friday night and Saturday on the SCF Lakewood Ranch Campus.

Nontraditional Learning Methods

Directed Study

Directed Study provides opportunities for students to earn college credits in a regular course by working with an SCF instructor on an independent basis. Students enrolling for courses under Directed Study are expected to accomplish the goals and performance standards specified in the course syllabus. Courses are scheduled on a flexible basis with the understanding that final exams will be taken and all work completed at a date mutually agreed upon by the instructor and the student.

Because of the readily available courses offered in the traditional and Online Learning formats, Directed Study classes are offered to students in specific circumstances only, such as:

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

- Schedule conflicts prevent a student from attending both lecture and the laboratory of a specified course.

Applications for Directed Study are available in the respective academic department office at each campus and Faculty Office Building 800 at SCF Venice. The faculty member and the department chair must approve the application before the student enrolls under a Directed Study. The fees applicable are the same as for courses taken in regular class sessions.

Work Experience Courses

Work experience courses are an integral part of the educational process within the Associate in Science (A.S.) degree programs. The intent is to assist students in exploring careers, developing skills for future advancement and obtaining job placement within their chosen major. Work experience courses provide on-the-job experiential learning in the public or private sector and augment theoretical content with practical learning in the workplace. The student, instructor and worksite supervisor work collaboratively to determine specific learning objectives for each student. The student is then evaluated based on documentation of satisfactory completion of the learning objectives and work assignments. Four, eight or 12 hours of work experience are required, depending on the credit hour requirements.

Work experience courses document supervised work experience within a student's major and are designed to provide him or her with an opportunity to combine classroom instruction with work experience and on-the-job training related to career goals. The courses provide broad exposure to the selected career-related industry.

There are two types of cooperative work experience courses:

- 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.

A.S. degree students interested in a work experience course should contact their program manager.

Associate in Arts (A.A.) degree students should contact the faculty member responsible for internships within the A.A. content area or may reach out to College and Career Success.

Credit for Experiential Learning (CEL) Program

The SCF Credit for Experiential Learning (CEL) program gives individuals an opportunity, upon completion of an appropriate assessment, to convert knowledge gained from prior learning experiences into college credits toward an A.S. degree program or certificate.

The CEL program is tailor-made for people who already have worked and gained knowledge in the field and want to "accelerate" the time it takes to obtain their degree. This knowledge may have been gained through employment experiences, volunteer work, intensive self-directed studies, military experiences or advanced technical training and industry certification.

Prior learning is evaluated by the appropriate faculty member who assesses students in approved courses to validate their specialized knowledge. Methods of assessment include written, oral and performance tests, portfolios that describe and document learning and how it was acquired, interviews with faculty members and evaluation of certificates and/or licenses. The [procedures for applying](#) for CEL credits and a list of program managers may be found at SCF.edu/CTE.

For further information, contact the appropriate program manager, listed in the [program contacts](#) section of the Career and Technical Education website, SCF.edu/CTE or call the CTE office at 941-363-7205.

Special Scheduling

Summer Scheduling

Summer credit courses are offered in two six-week sessions (Summer Term A and Summer Term B) or over one 12-week session (Summer Term C). The summer sessions give students the opportunity to complete requirements ahead of schedule, to offset lost time or deficiencies, or to pursue research or special courses. The second summer session, beginning in mid-June, makes it possible for recent high school graduates to begin college-level work immediately.

Short-Term Flex Start Classes

SCF offers classes in a condensed, accelerated format for those students who find it convenient to attend classes during times other than those in the traditional full semester term. Often such classes may be in a blended format, where students do some onsite classes coupled with online lessons. Students should check the SCF schedule of classes and consult with a College and Career Success Coach to determine which accelerated courses will best meet their academic needs.

Evening Scheduling

The College offers students the opportunity to attend a wide range of classes within a convenient evening schedule. Classes in the evening program traditionally run one or two nights a week. Academic advising is available on selected evenings until 6 p.m. to assist students with the advisement process and help them develop an area of study.

Weekend Scheduling

Weekend courses allow students to attend classes on Saturdays. Students can combine weekend classes with day, evening or distance learning courses to accelerate their program of study. Weekend classes may be a semester-long face-to-face class or may be presented in a blended format, combining classroom instruction with online learning. Weekend College at Lakewood Ranch provides students with an option of earning their A.A. degree by taking a combination of Friday and Saturday classes.

Off-Campus Credit Courses

As an additional way to meet the educational requirements of the community, credit courses are offered off-campus at locations justified by adequate enrollment. All of the courses listed in the Catalog will be considered, and appropriate new courses will be developed as required. Off-campus locations may include industrial plants, public service institutions, schools, medical centers, professional sites and business offices as well as web-based courses.

Middle and High School Programs and Opportunities

Early College Programs

State College of Florida provides many opportunities for qualified secondary school students to enroll in college courses while enrolled in secondary school, either through the public, charter, private (non-public), or home school program. High school students can receive both high school and college credit simultaneously, accelerating a student's degree program through Dual Enrollment, Early Admission, Accelerated Dual Enrollment or SCF's Collegiate Schools, 1007.271 FS and 1007.273 FS

Eligible students interested in Early College programs for Dual Enrollment, Early Admission or Accelerated Dual Enrollment and should visit www.scf.edu/earlycollege for the steps in getting started. All steps for enrollment, including

class registration, must be completed by the published deadlines. Students interested in the State College of Florida Collegiate Schools are directed to scfcs.scf.edu.

Dual Enrollment

SCF.edu/EarlyCollege

Dual Enrollment enables qualified high school students to enroll in selected college courses to satisfy high school graduation requirements and the associate degree. Eligible students may register for up to 11 credit hours per semester. Students interested in the Dual Enrollment program at SCF should contact their high school counselor for eligibility and information about the process. Students must adhere to all published deadlines as reflected on the Early College webpage.

Early Admission

SCF.edu/EarlyCollege

Early Admission is a form of dual enrollment that enables qualified 12th grade high school students to enroll at SCF on a full-time basis. Early Admission students must enroll in a minimum of 12 credit hours per semester but may not exceed 15 credit hours per semester. Students interested in the Early Admissions program at SCF should contact their high school counselor for eligibility and information about the process. Students must adhere to all published deadlines as reflected on the Early College webpage.

Accelerated Dual Enrollment

SCF.edu/EarlyCollege

Accelerated Dual Enrollment is open to Sarasota and Manatee County public high school students along with students attending Lemon Bay High School in Charlotte County only, in pursuit of 1007.273 FS. The Accelerated Dual Enrollment program allows qualified juniors to gain college credit and high school credit by attending SCF full time. ADE students will continue full-time at SCF as seniors and are on track to graduate with their high school diploma and potentially an AA degree from SCF. Students interested in the Accelerated Dual Enrollment program at SCF should contact their high school counselor for eligibility and information about the process. Students must adhere to all published deadlines as reflected on the Early College webpage.

College Enrichment

SCF.edu/EarlyCollege

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 be applied toward high school credit only with high school approval. Students are responsible for all college-related costs, which include tuition, fees and books. Florida residency documents must be submitted prior to the class start. SCF.edu/Residency.

SCF Collegiate Schools

SCFCS.scf.edu

State College of Florida partners with its tuition-free collegiate school charters to meet 1007.273 FS, offering a high school acceleration program. The SCF Collegiate School is on the Bradenton campus and hosts grades 6-12. It is sponsored by the School District of Manatee County. The SCF Collegiate School-Venice hosts grades 9-12 and is sponsored by the School District of Sarasota County. The State College of Florida Collegiate Schools' mission is to guide and mentor student achievement by equipping them to attain a high school diploma and an Associate in Arts Degree

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concurrently upon graduation. Beginning in 6th grade in Bradenton, and 9th grade in Venice, SCFCS students' progress in a rigorous academic environment, permeated by technology. The program utilizes demanding and innovative initiatives to establish a system that encourages independent learning, preparing students for success in a full-time college schedule beginning their junior year.

There are no academic criteria for enrollment before the junior year. Florida charter schools require a lottery for enrollment.

College Reach-Out Program (CROP)

SCF.edu/CROP

CROP is a statewide program designed to increase the number of low-income students successfully completing a postsecondary education. The primary objective of CROP is to strengthen the educational motivation and preparation of low-income middle and high school students who otherwise would be unlikely to seek a postsecondary education without special support and recruitment efforts. The program recruits students and provides them with academic enrichment activities as well as career and personal advising. CROP is funded through a grant from the Florida Department of Education. SCF provides a cash and in-kind match.

During the academic year, CROP programs are directed by site coordinators who serve as mentors at schools in Manatee and Sarasota counties. Programs include motivational speakers, study-skill strategies, choosing a college, financial aid information, college tours, career information, cultural activities, college requirements, field trips, career development activities and FSA/SAT/ACT/PERT preparation. CROP 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.

Summer Bridge Program

The Summer Bridge Program serves selected low-income high school seniors from Manatee and Sarasota counties.

The goal of the program is to transition these students to college success by having them begin their college experience during the summer following their senior year. Students get a jump-start by completing two courses before the Fall term begins.

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

Career Pathways

SCF.edu/CareerPaths

Career Pathways is a program designed to provide a seamless transition between high school career and technical education programs and postsecondary education. Toward that end, in the spirit of partnership, collaboration and communication, SCF, the School District of Manatee County, and the Sarasota County School District agree to provide, at no cost to eligible students, college credit for the Associate in Science (A.S.)/Certificate programs according to the current articulation agreement as outlined at SCF.edu/CareerPaths.

In order to be eligible for articulated credit, students must continue within the same program of study in which the high school credit was earned. For more information, students can contact their Career Pathways representative at their school

district or call Career and Technical Education at 941-752-5290 and speak to the SCF Workforce Outreach Specialist at 941-363-7216

Technical College Articulation Opportunities

SCF offers diverse opportunities for students to pursue course work toward Certificate and Associate in Science degree programs in conjunction with local technical colleges and high schools. More information may be obtained about these programs at SCF.edu/CareerPaths or by contacting the Workforce Outreach Specialist at 941-363-7216.

Programs of Study

Programs Listed by Degree

Notes:

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

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

Students who complete the coursework prescribed in a certificate program will automatically receive the certification.

Associate in Arts Degree

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

SCF offers an Associate in Arts (A.A.) degree. A total of 36 credits is required in the general education area and a minimum of 24 credits is required in the elective area.

Associate in Arts [1058] This curriculum classification is for students who, upon graduation from SCF, transfer to a public or private college/university to earn a bachelor's degree in a specific area of study. Many areas of study are available at Florida public and selected private colleges/universities for which students may prepare while completing the A.A. degree at SCF. Academic advisors are available to assist with program planning so that the proper academic program prerequisites are taken before successful transfer to the university/college from SCF.

Undecided [1052] This curriculum classification is for students who are undecided about their career and/or university/college major. Advisors will ensure that students are provided a broad academic background and the opportunity to focus on a wide array of academic and/or career goals.

Programs Paralleling State University Lower Division

SCF offers areas of study leading to the A.A. degree. Usually referred to as the university parallel or transfer degree, it is designed for students who plan to complete the equivalent of their first two years of college work at SCF and then transfer to a senior institution to pursue a bachelor's degree.

The bachelor's degree, offered by four-year colleges (including SCF) and universities, is defined by a total minimum of 120 term credits: 60 credits at the lower division plus 60 credits at the upper division. At the lower division, students enroll in general education courses and courses to prepare for the major. At the upper division, students declare the major and enroll in specific courses that constitute the major. The A.A. degree is parallel to the first 60 credits of the lower division.

The A.A. degree includes a minimum of 36 credits of general education requirements in the areas of communications, mathematics, social science, humanities and natural science. An additional 24 credits are required in course work to prepare students for their majors at the upper division of a university or four-year college. Included in the A.A. degree of 60 credits is the requirement that students complete SCF's international/intercultural requirement and Gordon Rule writing and mathematics requirements. Students who do not complete all 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 the approval of the appropriate administrator(s).

Students who complete the A.A. degree and are planning to transfer to a state-assisted senior institution have transfer guarantees based on the State Articulation Agreement (SBE Rule 6A-10.024, FAC). General education requirements are considered met when SCF awards the A.A. degree, and no further general education courses will be required by state universities. When students include the state prerequisites for university majors within the A.A. degree, they are guaranteed successful transfer within Florida's State University System, except to majors that have selective admissions or limited access.

Students attending on a part-time basis will require more than two years to complete the 60 A.A. credits. Developmental (D) credits and courses carrying only Associate in Science (A.S.) credits cannot be applied to the A.A. degree.

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

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

Helpful Web Links

Florida's State Universities

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

University of Florida	ufl.edu
University of North Florida	unf.edu
University of South Florida	usf.edu
University of West Florida	uwf.edu

Other Popular Transfer Colleges and Universities

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

Helpful transfer sites

- Collegesource.com: college source information
- Collegeview.com: college search service
- Flvc.org: guidance assistance tool
- Mycollegeguide.org: provides college and scholarship search
- Universities.com: links to more than 7,500 colleges
- Usnews.com: provides a college search and comparison tool
- Yahoo.com: links to colleges, departments and student clubs

Postsecondary Civics Literacy

The 2017 Florida Legislature amended Section 1007.25, Florida Statutes, to require students initially entering a Florida College System institution or state university in 2018-19 and thereafter to demonstrate competency in civic literacy. Prior

to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2018-19 school year, and thereafter must demonstrate competency in civic literacy through one of the following options prior to graduation:

(1) Successfully passing either POSX041 American Government or AMHX020 Introductory Survey Since 1877. Each of the courses must include the following competencies:

(a) Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;

(b) An understanding of the United States Constitution and its application;

(c) Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and

(d) An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

(2) Achieving the standard score on one of the following assessments:

Assessment	Standard Score
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

Prerequisites for State University Majors

Students working toward an A.A. degree are encouraged to include their university pre-major requirements within the A.A. The state universities in Florida offer more than 500 majors. To maximize transferability to a specific university major, students are advised to choose an area of study as early as possible while attending SCF. Students who have not met the universities' foreign language requirement in high school (two years of the same foreign language) should include eight credits of foreign language within the A.A. degree.

Students need to take responsibility for determining the core prerequisites of the institution to which they plan to transfer as some university requirements may vary.

Students who are undecided about the area of study are urged to work closely with student development advisors and the CRC. Many careers require degrees in specific majors, and setting career goals can clarify the educational path for many students.

The state's articulation coordinating council has helped to identify and publish state prerequisites for each major. Common prerequisite listings of university majors are used by student development advisors and students in developing individual program plans. These listings are available from Florida Virtual Campus, flvcc.org.

In addition to the articulation agreement between Florida community and state colleges and state universities, SCF has developed transfer agreements with private colleges and universities to assist SCF graduates with smooth, seamless transfers to the upper divisions of these institutions. Students are urged to work with SCF student development advisors to identify and select appropriate transfer colleges.

As SCF is a regionally accredited institution, SCF credits transfer successfully to other accredited colleges. However, students considering transferring to private institutions or to out-of-state institutions that do not have agreements with SCF should be aware that requirements vary at private colleges and out-of-state universities. Students should contact the transferring institution for guidance in selecting courses that will provide the needed preparation for the chosen majors.

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

Accounting
Advertising
African-American Studies
Anthropology
Art - General
Art History and Appreciation
Art - Studio/Fine Art
Astronomy/Atmosphere Science/Meteorology
Biology/Ecology/Clinical Chemistry/Biomedical Science/Pre-Medical Studies
Marine Biology/Plant Pathology
Business Administration and Management/Business/Business Managerial Economics/Finance/Hospitality Management
Chemistry
Chemistry Science
Civil Technology
Community Health
Computer and Information Engineering
Computer and Information Science
Criminal Justice Studies
Dietetics/Nutritional Services
Dramatic Arts (Theatre)
Economics – Business

EDUCATION MAJOR REQUIRED COURSES

(It is strongly advised that all education majors see an SCF academic advisor for appropriate course selection.)

Education - Art
Education - Biology - Secondary
Education - Chemistry - Secondary
Education - Drama
Education - Earth/Space - Secondary
Education - English
Education - Foreign Language
Education - Health
Education - Home Economics Teacher
Education - Mathematics - Secondary
Education - Music
Education - Physical Education/Teacher/Coaching

Education - Physics - Secondary
Education - Science - Middle School
Education - Social Sciences
Education - Special/Elementary/Pre-Elementary/Early Childhood
Education -Trade and Industrial - Vocational Industrial/Occupational Specialist Training/Technical Education
Electrical/Electronics Engineering
Engineering
English - General/Literature
Forensic Science
French
Geography
German
Health Administration
Health Information Management
Health Professions Administration
History
Human Services
Humanities
Independent Studies
Information Sciences and Systems
Journalism
Liberal Arts and Sciences
Magazine Production
Mass Communications
Mathematics/Statistics
Microbiology
Motion Picture & TV/Recording Art/TV Technology
Music General/Performance/Composition/
Theory/Jazz Studies/History and Appreciation
Nutrition and Dietetics
Paralegal/Legal Assisting
Pharmacy
Philosophy
Philosophy and Religion
Photography
Physics
Political Science and Government
Psychology - General
Public Administration
Radio and TV Broadcasting
Radiologic Technology
Rehabilitative Services
Religious Studies
Rhetorical Speech and Communication
Social Sciences - General
Social Work - General
Spanish

Associate in Arts Degree Requirements Summary

1. Satisfactory completion, with a grade of C or better, on all requirements for the A.A. degree.
2. Satisfactory completion of at least six term credits of International/Intercultural education.
3. Satisfactory completion of all courses necessary to meet the requirement of the Gordon Rule (SBE Rule 6A-10.030).
4. Satisfactory completion of at least 60 A.A. term credits of academic work exclusive of developmental courses and courses applicable only to an Associate in Science (A.S.) degree.
5. Associate of Arts Foreign Language Requirement: Pursuant to s. 1007.25, F.S., and Rule 6A-10.02412, students who first enroll in the fall 2014 term or later must demonstrate foreign language competency as specified in s. 1007.262, F.S. All modern and classical languages can be used to demonstrate competency as well as American Sign Language (ASL). This includes, but is not limited to, Arabic, Chinese, French, German, Greek, Hebrew, Italian, Japanese, Latin, Polish, Portuguese, Russian and Spanish. Languages not in this list may be considered and approved by the chair of the Language and Literature department. Students may meet this requirement by demonstrating competency via five options: 1) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or 2) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or 3) one year of high school foreign language plus one semester of the next level of the same foreign language on the college/university level as documented on official high school and college/university transcript; or 4) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; or 5) successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), UEXCEL exam, or the Language Testing International (LTI) exam. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the Educational Records office.

Associate in Arts Degree General Education Requirements

General education is the curricular component common to all degree programs. The purpose of the general education requirements is to develop and integrate the student's knowledge, skills, attitudes and experiences so that the student can engage effectively in a lifelong process of inquiry and decision-making. The knowledge and academic experience gained from general education courses are designed to prepare students with the 21st century skills necessary to be productive, involved and contributing citizens. The following are the specific areas addressed by the general education core:

Area of Communication:

- **Communication Skills:** Students demonstrate reading comprehension, effective oral and written communication and interpersonal skills, including teamwork.
- **Information Literacy Skills:** Students access, evaluate and use information sources in an ethical manner for research and problem solving, and demonstrate the ability to retrieve and manage information using digital technology.

Area of Humanities:

- **Cultural Literacy Skills:** Students exhibit an understanding of cultural and aesthetic expressions through humanities, literature, the arts and/or philosophical world views in historical and contemporary contexts.
- **Community Skills:** Students discuss important issues and the interconnected nature of diverse and or international people/societies.

Area of Mathematics:

- **Quantitative Reasoning Skills:** Students apply mathematical reasoning to analyze mathematical models and use the results to solve real-world problems.
- **Critical Thinking and Problem-Solving Skills:** Students apply critical thinking and problem-solving skills across the curriculum.

Area of Natural Sciences:

- **Scientific Reasoning Skills:** Students apply scientific methods of reasoning to analyze and interpret data and use the results to solve real world problems.
- **Critical Thinking and Problem-Solving Skills:** Students apply critical thinking and problem-solving skills across the curriculum.

Area of Social Sciences:

- **Social Sciences Skills:** Students will demonstrate the ability to examine behavioral, social and cultural issues from a variety of points of view. Students will demonstrate an understanding of basic social and behavioral science concepts and principles used in the analysis of behavioral, social and cultural issues, past and present, local and global.

Area I - Communications: 9 Hours

Students must complete all three (3) courses (9 credit hours) listed below.

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- ENC 1102 - Written Communication II (**3 Credit Hours**)
- SPC 1608 - Fundamentals of Speech Communication (**3 Credit Hours**)

Area II - Mathematics: 6-9 Hours

Students must take one course from category A and at least one course from categories A or B. Any student who successfully completes a mathematics course for which one (1) of the general education core course Category A options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics Category A core.

A.

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

B.

- MAC 1114 - Trigonometry (**3 Credit Hours**)
- MAC 1140 - Precalculus Algebra (**3 Credit Hours**)
- MAC 2233 - Applied Calculus (**3 Credit Hours**)
- MAC 2312 - Calculus with Analytic Geometry II (**4 Credit Hours**)

- MAC 2313 - Calculus with Analytic Geometry III **(4 Credit Hours)**
- MAD 2104 - Discrete Mathematics **(3 Credit Hours)**
- MAP 2302 - Differential Equations **(3 Credit Hours)**
- MAS 2103 - Linear Algebra **(3 Credit Hours)**

Area III - Social Sciences: 6-9 Hours

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

A.

- AMH 1020 - U.S. History 1877 to Present **(3 Credit Hours)**
- ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**

B.

- AMH 1010 - U.S. History to 1877 **(3 Credit Hours)**
- CPO 2002 - Comparative Government **(3 Credit Hours)**
- EUH 1000 - Western Civilization to 1600 **(3 Credit Hours)**
- EUH 1001 - Western Civilization from 1600 to Present **(3 Credit Hours)**
- EUH 1952 - Study Abroad in Europe **(3 Credit Hours)**
- INR 2002 - International Relations **(3 Credit Hours)**

Area IV - Humanities: 6-9 Hours

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

A.

- ARH 2000 - Art Appreciation **(3 Credit Hours)**
- HUM 1020 - Introduction to the Humanities **(3 Credit Hours)**
- LIT 2000 - Introduction to Literature **(3 Credit Hours)**
- MUL 2010 - Music Appreciation **(3 Credit Hours)**
- PHI 2010 - Introduction to Philosophical Reasoning **(3 Credit Hours)**
- THE 2000 - Theatre Appreciation **(3 Credit Hours)**

B.

- AML 2010 - American Literature I **(3 Credit Hours)**
- AML 2020 - American Literature II **(3 Credit Hours)**
- AML 2600 - African-American Literature **(3 Credit Hours)**
- ARH 2050 - Art History: Prehistory through Medieval **(3 Credit Hours)**
- ARH 2051 - Art History: Renaissance through Present **(3 Credit Hours)**

- ARH 2500 - Non Western Art History **(3 Credit Hours)**
- CRW 2003 - Advanced Creative Writing Workshop **(3 Credit Hours)**
- ENL 2010 - British Literature to 1790 **(3 Credit Hours)**
- ENL 2022 - British Literature after 1790 **(3 Credit Hours)**
- FIL 1030 - History of Motion Pictures **(3 Credit Hours)**
- HUM 2210 - Intercultural Humanities: The Ancient World **(3 Credit Hours)**
- HUM 2234 - Intercultural Humanities: Enlightenment Through Romanticism **(3 Credit Hours)**
- HUM 2235 - Intercultural Humanities: Medieval Period through Scientific Revolution **(3 Credit Hours)**
- HUM 2250 - Intercultural Humanities: The Modern World **(3 Credit Hours)**
- LIT 2012 - The Novel **(3 Credit Hours)**
- LIT 2020 - The Short Story **(3 Credit Hours)**
- LIT 2030 - Introduction to Poetry **(3 Credit Hours)**
- LIT 2090 - Contemporary Literature **(3 Credit Hours)**
- LIT 2110 - World Literature I **(3 Credit Hours)**
- LIT 2120 - World Literature II **(3 Credit Hours)**
- LIT 2310 - Horror, Fantasy and Science Fiction **(3 Credit Hours)**
- LIT 2330 - Introduction to Children's Literature **(3 Credit Hours)**
- LIT 2380 - Women in Literature **(3 Credit Hours)**
- MUH 2050 - Folk/Traditional Music of World Cultures **(3 Credit Hours)**
- MUH 2110 - Introduction to Music History and Literature **(3 Credit Hours)**
- PGY 2101C - Visual Literacy: Photography **(3 Credit Hours)**
- PHI 2070 - Introduction to Eastern Philosophy **(3 Credit Hours)**
- PHI 2600 - Applied Ethics **(3 Credit Hours)**
- PHI 2620 - Environmental Ethics **(3 Credit Hours)**
- PHI 2631 - Business Ethics **(3 Credit Hours)**
- PHI 2801 - Philosophy of Art and Beauty **(3 Credit Hours)**
- REL 2121 - Religion in America **(3 Credit Hours)**
- REL 2210 - Introduction to the Academic Study of Hebrew Bible/Old Testament **(3 Credit Hours)**
- REL 2240 - Introduction to the New Testament **(3 Credit Hours)**
- REL 2300 - Introduction to World Religions **(3 Credit Hours)**

Area V - Natural Science: 6-9 Hours

Students must take one course from category A and at least one course from categories A or B. At least one science course with a lab (C) is recommended.

A.

- AST 1002 - Descriptive Astronomy **(3 Credit Hours)**
- BSC 1005C - Diversity of Life **(3 Credit Hours)**
- BSC 2010C - Fundamentals of Biology I **(5 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- CHM 1020C - The Chemistry of Everyday Life **(3 Credit Hours)**
- CHM 2045C - General Chemistry I **(5 Credit Hours)**
- ESC 1000C - Earth and Space Science **(3 Credit Hours)**
- EVR 1001 - Introduction to Environmental Science **(3 Credit Hours)**
- PHY 1020C - Fundamentals of Physics **(3 Credit Hours)**

- PHY 2048C - General Physics I with Calculus **(5 Credit Hours)**
- PHY 2053C - General Physics I **(5 Credit Hours)**

B.

- BSC 1007C - Introduction to Biology **(4 Credit Hours)**
- BSC 1020 - Human Body **(3 Credit Hours)**
- BSC 2011C - Fundamentals of Biology II **(5 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- CHM 1025C - Introductory Chemistry **(5 Credit Hours)**
- CHM 1032C - Chemistry for Health Professionals **(4 Credit Hours)**
- CHM 2046C - General Chemistry II **(5 Credit Hours)**
- CHM 2210C - Organic Chemistry I **(5 Credit Hours)**
- CHM 2211C - Organic Chemistry II **(5 Credit Hours)**
- MCB 2010C - Microbiology **(4 Credit Hours)**
- OCB 1000C - Introduction to Marine Biology **(3 Credit Hours)**
- OCE 1001 - Introduction to Oceanography **(3 Credit Hours)**
- PHY 2049C - General Physics II with Calculus **(5 Credit Hours)**
- PHY 2054C - General Physics II **(5 Credit Hours)**

International/Intercultural Courses

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

- AMH 1091 - African-American History and Culture **(3 Credit Hours)**
- AMH 2036 - The 60's **(3 Credit Hours)**
- IV G ** AML 2010 - American Literature I **(3 Credit Hours)**
- IV G ** AML 2020 - American Literature II **(3 Credit Hours)**
- IV G ** AML 2600 - African-American Literature **(3 Credit Hours)**
- III G * ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- ANT 2410 - Introduction to Cultural Anthropology **(3 Credit Hours)**
- IV ARH 2000 - Art Appreciation **(3 Credit Hours)**
- IV G * ARH 2050 - Art History: Prehistory through Medieval **(3 Credit Hours)**
- IV G * ARH 2051 - Art History: Renaissance through Present **(3 Credit Hours)**
- III CPO 2002 - Comparative Government **(3 Credit Hours)**
- III ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- III EUH 1000 - Western Civilization to 1600 **(3 Credit Hours)**
- III EUH 1001 - Western Civilization from 1600 to Present **(3 Credit Hours)**
- IV FIL 1030 - History of Motion Pictures **(3 Credit Hours)**
- FIL 2835 - Appreciation of Film **(3 Credit Hours)**
- FRE 2200 - Intermediate French I **(3 Credit Hours)**
- FRE 2201 - Intermediate French II **(3 Credit Hours)**
- GEA 2000 - World Regional Geography **(3 Credit Hours)**
- GEO 2420 - Environment and Culture **(3 Credit Hours)**
- GER 2200 - Intermediate German I **(3 Credit Hours)**
- GER 2201 - Intermediate German II **(3 Credit Hours)**

- IV + HUM 1020 - Introduction to the Humanities **(3 Credit Hours)**
- IV G * HUM 2210 - Intercultural Humanities: The Ancient World **(3 Credit Hours)**
- IV G * HUM 2234 - Intercultural Humanities: Enlightenment Through Romanticism **(3 Credit Hours)**
- IV G * HUM 2235 - Intercultural Humanities: Medieval Period through Scientific Revolution **(3 Credit Hours)**
- IV G * HUM 2250 - Intercultural Humanities: The Modern World **(3 Credit Hours)**
- IV G IDH 1110 - Interdisciplinary Studies in General Education I-Honors **(6 Credit Hours)**
- IV G IDH 1111 - Interdisciplinary Studies in General Education II-Honors **(6 Credit Hours)**
- IV G IDH 1112 - Interdisciplinary Studies in General Education -Honors **(6 Credit Hours)**
- III G IDH 2121 - Interdisciplinary Studies in General Education IV-Honors **(6 Credit Hours)**
- III G * INR 2002 - International Relations **(3 Credit Hours)**
- G INR 2500 - Model United Nations **(3 Credit Hours)**
- IV G ** LIT 2000 - Introduction to Literature **(3 Credit Hours)**
- IV G ** LIT 2012 - The Novel **(3 Credit Hours)**
- IV G ** LIT 2020 - The Short Story **(3 Credit Hours)**
- IV G ** LIT 2030 - Introduction to Poetry **(3 Credit Hours)**
- IV G ** LIT 2090 - Contemporary Literature **(3 Credit Hours)**
- IV G ** LIT 2110 - World Literature I **(3 Credit Hours)**
- IV G ** LIT 2120 - World Literature II **(3 Credit Hours)**
- IV G ** LIT 2310 - Horror, Fantasy and Science Fiction **(3 Credit Hours)**
- IV G ** LIT 2380 - Women in Literature **(3 Credit Hours)**
- IV G * MUH 2110 - Introduction to Music History and Literature **(3 Credit Hours)**
- IV MUL 2010 - Music Appreciation **(3 Credit Hours)**
- IV G * MUH 2050 - Folk/Traditional Music of World Cultures **(3 Credit Hours)**
- IV * PHI 2010 - Introduction to Philosophical Reasoning **(3 Credit Hours)**
- IV G * PHI 2070 - Introduction to Eastern Philosophy **(3 Credit Hours)**
- IV G * REL 2121 - Religion in America **(3 Credit Hours)**
- IV REL 2210 - Introduction to the Academic Study of Hebrew Bible/Old Testament **(3 Credit Hours)**
- IV REL 2300 - Introduction to World Religions **(3 Credit Hours)**
- IV REL 2240 - Introduction to the New Testament **(3 Credit Hours)**
- SPN 2200 - Intermediate Spanish I **(3 Credit Hours)**
- SPN 2201 - Intermediate Spanish II **(3 Credit Hours)**
- THE 2000 - Theatre Appreciation **(3 Credit Hours)**
- WOH 1012 - World History to 1500 **(3 Credit Hours)**
- WOH 1022 - World History since 1500 **(3 Credit Hours)**

Note(s):

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

G Courses partially fulfill the Gordon Rule writing requirement of at least 6,000 words each.

* ENC 1101 with a grade of "C" or better is a prerequisite.

** ENC 1102 with a grade of "C" or better is a prerequisite or a corequisite.

Gordon Rule

State College of Florida, Manatee-Sarasota Requirements To Meet Florida SBE Rule 6A-10.030

This rule applies to all students prior to receipt of an Associate in Arts (A.A.) degree from a public community college or university or prior to entry into the upper division of a public university. For the purpose of this rule, a grade of “C” or better shall be considered successful completion. All students entering State College of Florida, Manatee-Sarasota under this Catalog are required to meet the Gordon Rule requirements.

In accordance with Florida Department of Education Administrative Rule Number 6A-10.030, all students are mandated to complete satisfactorily 12 semester hours of courses that include written assignments demonstrating college-level writing skills. Each of the following courses is designed to meet this requirement and requires a prerequisite of ENC 1101:

- IV ** + AML 2010 - American Literature I **(3 Credit Hours)**
- IV ** + AML 2020 - American Literature II **(3 Credit Hours)**
- IV ** + AML 2600 - African-American Literature **(3 Credit Hours)**
- III * + ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- IV * + ARH 2050 - Art History: Prehistory through Medieval **(3 Credit Hours)**
- IV * + ARH 2051 - Art History: Renaissance through Present **(3 Credit Hours)**
- ARH 2500 - Non Western Art History **(3 Credit Hours)**
- ** CRW 2001 - Creative Writing I **(3 Credit Hours)**
- ** CRW 2002 - Creative Writing II **(3 Credit Hours)**
- IV ** CRW 2003 - Advanced Creative Writing Workshop **(3 Credit Hours)**
- ** CRW 2200 - Magazine Writing **(3 Credit Hours)**
- ** CRW 2201 - Introduction to Creative Non-Fiction **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**
- I * ENC 1102 - Written Communication II **(3 Credit Hours)**
- * ENC 2210 - Technical Communication **(3 Credit Hours)**
- IV ** ENL 2010 - British Literature to 1790 **(3 Credit Hours)**
- IV ** ENL 2022 - British Literature after 1790 **(3 Credit Hours)**
- III * EUH 2032 - History of World War II and the Holocaust **(3 Credit Hours)**
- * FIL 1007 - Film Analysis and Critique **(3 Credit Hours)**
- * FIL 2100 - Screenwriting I **(3 Credit Hours)**
- IV * + HUM 2210 - Intercultural Humanities: The Ancient World **(3 Credit Hours)**
- IV * + HUM 2234 - Intercultural Humanities: Enlightenment Through Romanticism **(3 Credit Hours)**
- IV * + HUM 2235 - Intercultural Humanities: Medieval Period through Scientific Revolution **(3 Credit Hours)**
- IV * + HUM 2250 - Intercultural Humanities: The Modern World **(3 Credit Hours)**
- + IDH 1110 - Interdisciplinary Studies in General Education I-Honors **(6 Credit Hours)**
- + IDH 1111 - Interdisciplinary Studies in General Education II-Honors **(6 Credit Hours)**
- IV + IDH 1112 - Interdisciplinary Studies in General Education -Honors **(6 Credit Hours)**
- III IDH 2120 - Interdisciplinary Studies in General Education III-Honors **(6 Credit Hours)**
- III + IDH 2121 - Interdisciplinary Studies in General Education IV-Honors **(6 Credit Hours)**
- III * + INR 2002 - International Relations **(3 Credit Hours)**
- + INR 2500 - Model United Nations **(3 Credit Hours)**
- * JOU 1100 - Basic Reporting **(3 Credit Hours)**
- IV ** + LIT 2000 - Introduction to Literature **(3 Credit Hours)**
- IV ** + LIT 2012 - The Novel **(3 Credit Hours)**
- IV ** + LIT 2020 - The Short Story **(3 Credit Hours)**
- IV ** + LIT 2030 - Introduction to Poetry **(3 Credit Hours)**
- IV ** + LIT 2090 - Contemporary Literature **(3 Credit Hours)**
- IV ** + LIT 2110 - World Literature I **(3 Credit Hours)**

- IV ** + LIT 2120 - World Literature II **(3 Credit Hours)**
- IV ** + LIT 2310 - Horror, Fantasy and Science Fiction **(3 Credit Hours)**
- IV** LIT 2330 - Introduction to Children's Literature **(3 Credit Hours)**
- IV ** + LIT 2380 - Women in Literature **(3 Credit Hours)**
- * MMC 2100 - Writing for Mass Communications **(3 Credit Hours)**
- IV * + MUH 2050 - Folk/Traditional Music of World Cultures **(3 Credit Hours)**
- IV * + MUH 2110 - Introduction to Music History and Literature **(3 Credit Hours)**
- PGY 2000 - History of Photography **(3 Credit Hours)**
- IV* PGY 2101C - Visual Literacy: Photography **(3 Credit Hours)**
- IV* PHI 2070 - Introduction to Eastern Philosophy **(3 Credit Hours)**
- IV * PHI 2801 - Philosophy of Art and Beauty **(3 Credit Hours)**
- * PLA 1104 - Legal Research and Writing I **(3 Credit Hours)**
- * PLA 2114 - Legal Research and Writing II **(3 Credit Hours)**
- IV * + REL 2121 - Religion in America **(3 Credit Hours)**
- THE 2000 - Theatre Appreciation **(3 Credit Hours)**
- IV* THE 2020 - Theatre Fundamentals **(3 Credit Hours)**

Note(s):

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

* ENC 1101 with a grade of “C” or better is a prerequisite.

** ENC 1102 with a grade of “C” or better is a prerequisite, or a corequisite.

+ Courses fulfill the international/intercultural requirement.

Exceptions to Gordon Rule Writing:

1. Any student who completes the first six hours of English coursework required by this rule with an "A" (grade point average of 4.0) may waive completion of the remaining six hours until after entry into the university.
2. Completion of an Advanced Placement English course, with a score of **three** on the AP exam, will meet the ENC 1101 portion of this requirement, and a score of **four** or better will meet both the ENC 1101 **and** ENC 1102 portion of this requirement.
3. Students may be exempt if they enrolled prior to January 1983 and have maintained continuous enrollment.
4. Students who have credit for ENC 1101 **and** /or ENC 1102 based on CAMBRIDGE AICE scores or IB credits would meet exceptions.

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

- MAC 1105 - College Algebra **(3 Credit Hours)**
- MAC 1114 - Trigonometry **(3 Credit Hours)**
- MAC 1140 - Precalculus Algebra **(3 Credit Hours)**
- MAC 2233 - Applied Calculus **(3 Credit Hours)**
- MAC 2311 - Calculus with Analytic Geometry I **(4 Credit Hours)**
- MAC 2312 - Calculus with Analytic Geometry II **(4 Credit Hours)**
- MAC 2313 - Calculus with Analytic Geometry III **(4 Credit Hours)**
- MAD 2104 - Discrete Mathematics **(3 Credit Hours)**

- MAP 2302 - Differential Equations **(3 Credit Hours)**
- MAS 2103 - Linear Algebra **(3 Credit Hours)**
- MGF 1106 - Topics in Mathematics **(3 Credit Hours)**
- MGF 1107 - Liberal Arts Mathematics **(3 Credit Hours)**
- STA 2023 - Elementary Statistics **(3 Credit Hours)**

Exceptions to Gordon Rule Mathematics:

Any student who has satisfied College Level Examination Program requirements in mathematics and whose high school transcript shows successful completion of higher mathematics course work, including college algebra, trigonometry and calculus, shall be exempted from the mathematics requirements of this rule.

Completion of an AP calculus course with a score of “3” or better on the AP exam will meet this requirement.

Associate in Science Degree General Education Requirements

Beginning with the 2022-2023 catalog year, prior to being awarded an Associate in Science (A.S.) degree, students are required to complete at least one core course (Category A) in each general education subject area. A grade of "C" or better shall be considered successful completion in all courses that are part of an Associate in Science (A.S.) degree. Students must complete 15 or more hours from Category A of the five areas listed below. Please note specific courses that are designated in the five areas, if any.

Area I - Communications: 3 Hours

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

Area II - Mathematics: 3 Hours

All courses that meet Category A, A.A. general education Area II mathematics requirements will meet the A.S. general education Area II requirements. Certain programs may have special requirements in mathematics.

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

Area III - Social Sciences: 3 Hours

All courses that meet Category A, A.A. general education Area III social sciences requirements will meet the A.S. general education Area III requirements. Certain programs may have special requirements in the social sciences.

- AMH 1020 - U.S. History 1877 to Present **(3 Credit Hours)**
- ANT 2000 - Introduction to Anthropology **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**

Area IV - Humanities: 3 Hours

All courses that meet Category A, A.A. general education Area IV humanities requirements will meet the A.S. general education Area IV requirements. Certain programs may have special requirements in the humanities.

- ARH 2000 - Art Appreciation **(3 Credit Hours)**
- HUM 1020 - Introduction to the Humanities **(3 Credit Hours)**
- LIT 2000 - Introduction to Literature **(3 Credit Hours)**
- MUL 2010 - Music Appreciation **(3 Credit Hours)**
- PHI 2010 - Introduction to Philosophical Reasoning **(3 Credit Hours)**
- THE 2000 - Theatre Appreciation **(3 Credit Hours)**

Area V - Natural Science: 3 Hours

All courses that meet Category A, A.A. general education Area V natural science requirements will meet the A.S. general education Area V requirements. Certain programs may have special requirements in natural science.

- AST 1002 - Descriptive Astronomy **(3 Credit Hours)**
- BSC 1005C - Diversity of Life **(3 Credit Hours)**
- BSC 2010C - Fundamentals of Biology I **(5 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- CHM 1020C - The Chemistry of Everyday Life **(3 Credit Hours)**
- CHM 2045C - General Chemistry I **(5 Credit Hours)**
- ESC 1000C - Earth and Space Science **(3 Credit Hours)**
- EVR 1001 - Introduction to Environmental Science **(3 Credit Hours)**
- PHY 1020C - Fundamentals of Physics **(3 Credit Hours)**
- PHY 2048C - General Physics I with Calculus **(5 Credit Hours)**
- PHY 2053C - General Physics I **(5 Credit Hours)**

Business Administration, Accounting/Budgeting Operations Management [2005]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Dr. Linda McKeag
941-752-5513
MckeagL@SCF.edu

Program Goals

This program offers a sequence of courses that prepare for further education and careers such as accounts receivable coordinators, accounts payable coordinators, bookkeepers, credit and collections coordinators, payroll coordinators, accountants, auditors, and other accounting paraprofessionals in advanced professional accounting occupations in the Business Management and Administration career cluster.

Program Learning Outcomes

- Prepare and use financial information about business organizations to support decision-making.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support internal decision making.
- Participate in work-based learning experiences such as Phi Beta Lambda, VITA, Junior Achievement.
- Consider the implications of professional values, ethics, and attitudes in business.
- Prepare or develop strategic or organizational skills.
- Prepare individual tax forms.
- Prepare governmental tax forms, including income, payroll, and sales taxes.
- Personal finance component.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics, Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours) ***
- ACG 2949 - Internship in Accounting **(1 to 3 variable Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**

- GEB 2210 - Business Presentations and Communications **(3 Credit Hours) Or**
- ENC 2210 - Technical Communication **(3 Credit Hours)**

- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- FIN 2100 - Personal Finance **(3 Credit Hours)**
- APA 2141 - Computerized Accounting Applications **(3 Credit Hours) ***
- TAX 2000 - Taxation of Individuals and Small Businesses **(3 Credit Hours) ***
- Choose One (3 credit hour) business elective in ENT, GEB, MAN, MAR, or RMI

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

* Prerequisite may be required.

Articulated credit from a technical college/secondary school may be applicable. For more information click here: [SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp)

A related certificate is also offered. See Accounting Applications [3001] listing.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow the link to: [SCF.edu/Academics/degree-pathways.asp](https://www.scf.edu/Academics/degree-pathways.asp)

Business Administration, Management [2006]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Justin McDonald

941-752-5679

McdonaJ@SCF.edu

Program Goals

The purpose of this program is to prepare students for employment in mid-management positions in a variety of business environments or to provide supplemental training for persons previously or currently employed in management occupations.

Program Learning Outcomes

- Using appropriate software prepare, manage and use business and financial information about business organizations to support decision-making.
- Develop and demonstrate understanding and application of effective business communication; human resource; employability and strategic and organizational skills appropriate to business environments and social engagement.
- Identify, classify and demonstrate management activities appropriate to business environments that support and accommodate significant legal and ethical issues affecting sustainability and demonstrate their application in real-world application.
- Participate in a capstone project.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from a Category A, Area II, A.S. **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)** *
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MNA 1345 - Management and Supervision **(3 Credit Hours)**
- MAN 2300 - Management and Personnel **(3 Credit Hours)**
- MAN 2933 - Management Seminar (A Class in Entrepreneurship) **(3 Credit Hours)** *
- FIN 2001 - Financial Management **(3 Credit Hours)**
- Choose Six (6) credit hours of Business electives: ENT, FIN, MAN, MAR, MKA, RMI, or CGS 1000

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

* Prerequisite may be required.

Articulated credit from a technical college/secondary school may be applicable.

For more information click here: [SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp)

A related certificate is also offered. See Business Management [3010] listing.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner

for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://scf.edu/Academics/degree-pathways.asp)

Business Administration, Marketing [2007]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Justin McDonald

941-752-5679

McdonaJ@SCF.edu

Program Goals

The purpose of this program is to prepare students for employment in the field of marketing. This includes working as a marketing manager in small and medium-sized businesses, as a sales representative for a variety of businesses, working in the field of advertising and in management of retail establishments.

Program Learning Outcomes

- Using appropriate software prepare, manage and use business and financial information about business organizations to support decision-making.
- Develop and demonstrate understanding and application of effective business communication; human resource; employability and strategic and organizational skills appropriate to business environments and social engagement.
- Identify, classify and demonstrate management activities appropriate to business environments that support and accommodate significant legal and ethical issues affecting sustainability and demonstrate their application in real world application.
- Participate in a capstone project.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)** *
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**

- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MAN 2933 - Management Seminar (A Class in Entrepreneurship) **(3 Credit Hours) ***
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- MKA 2021 - Personal Selling **(3 Credit Hours)**
- MKA 2511 - Principles of Advertising **(3 Credit Hours)**
- Choose six (6) credit hours of business Electives: ENT, FIN, MAN, MAR, MKA, or RMI

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

* Prerequisites may be required.

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Articulated credit from a technical college/secondary school may be applicable.

For more information click link: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

A related certificate also is offered. See Marketing [3011] listing.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their coursework during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: SCF.edu/Academics/degree-pathways.asp

Business Administration, Risk Management and Insurance Specialty [2046]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Program Goals

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

Program Learning Outcomes

- Prepare and use financial information about business organizations to support decision-making.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support internal decision-making.
- Participate in work-based learning experiences.
- Prepare governmental tax forms, including individual income tax, payroll tax, and sales tax• Consider the implications of professional values, ethics, and attitudes in business• Prepare or develop strategic or organizational skills.
- Analyze various components of personal financial matters.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
- FIN 2100 - Personal Finance **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- RMI 1201 - Principles of Property and Liability Insurance **(3 Credit Hours)**
- RMI 2113 - Personal Insurance **(3 Credit Hours)**
- RMI 2213 - Commercial Insurance **(3 Credit Hours)**
- RMI 2302 - Risk in Business & Society **(3 Credit Hours)**
- MKA 2021 - Personal Selling **(3 Credit Hours)**
- Choose Nine (9 credit hour) business elective in: ENT, FIN, GEB, MAN, MAR, MKA, or RMI

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

Articulated credit from a technical college/secondary school may be applicable. For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

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

Business Analytics [2049]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Justin McDonald

941-752-5679

McdonaJ@SCF.edu

Program Goals

This program prepares students for further education and careers such as Business Analyst, Management Analyst, Budget Analyst, Database Administrator, and Operations Research Analyst.

Program Learning Outcomes

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate software.
- Describe information systems and requirements analysis. This description should identify the project goal, data storage, movement, security, quality, usage, and functional requirements that should be met.
- Demonstrate effective business communication and collaboration skills.
- Describe how data is organized and examine the business intelligence process used in transforming data into useful information. Demonstrate skills in analyzing data using spreadsheet software applications.
- Design and build business applications using database management systems.
- Evaluate business and financial information to support internal decision making.
- Describe the implications of professional values, ethics, and attitudes in business.
- Demonstrate fundamental techniques and methods used in the analysis of computerized business activities, including consideration of information requirements, resources, and its impact on business decisions.

General Education Courses

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- MAC 1105 - College Algebra (**3 Credit Hours**)
- ECO 2013 - Principles of Macroeconomics (**3 Credit Hours**)
- Humanities Choose Category A, Area IV, A.S. (**3 Credit Hours**)
- Natural Science Choose from Category A, Area V, A.S. (**3 Credit Hours**)

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1000 - Computer Information Systems (**3 Credit Hours**)
- CGS 1570 - Integrated Business Apps Software (**3 Credit Hours**)
- CGS 1543 - Database Design and Implementation (**3 Credit Hours**)
- GEB 1011 - Introduction to Business (**3 Credit Hours**)
- ACG 2021 - Principles of Financial Accounting (**3 Credit Hours**) *
- ACG 2071 - Principles of Managerial Accounting (**3 Credit Hours**)
- APA 2141 - Computerized Accounting Applications (**3 Credit Hours**)
- STA 2023 - Elementary Statistics (**3 Credit Hours**) *
- CIS 2321 - Introduction to Systems Analysis and Design (**3 Credit Hours**)
- COP 2510 - Programming Concepts (**3 Credit Hours**)
- ENC 2210 - Technical Communication (**3 Credit Hours**)
- CTS 2433 - SQL Implementation (**3 Credit Hours**) *
- QMB 2150 - Quantitative Methods in Business (**3 Credit Hours**)
- ENT 2120 - Digital Marketing (**3 Credit Hours**) *
- Business elective (GEB, ENT, MAN, MAR, MKA, MNA, or RMI) (**3 credit hours**)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

* Prerequisite may be required.

Articulated credit from a technical college/secondary school may be applicable. For more information click here: [SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp).

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow the link to: [SCF.edu/Academics/degree-pathways.asp](https://scf.edu/Academics/degree-pathways.asp)

Computer Information Technology [2012]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

Program Goals

This program offers a sequence of courses that provides rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in positions such as a PC support technician, help desk technician, user support analyst, applications system analyst, information systems specialist, technical support analyst, computer information manager, user support supervisor, computer systems analyst, customer service representative, computer operator, computer repair technician, computer salesperson, help desk office supervisor, office systems support specialist, software tester, software trainer or user support specialist in information technology.

The content includes but is not limited to microcomputer-oriented operating procedures, software applications packages and hardware in order to devise efficient methods to manage a microcomputer-based work environment, develop new systems to meet projected needs, select and install information technology equipment, troubleshoot information technology equipment, and manage and support information technology users.

Program Learning Outcomes

- Demonstrate how to use productivity software and an understanding of internet structure and navigation.
- Build, configure, upgrade, secure, and troubleshoot a computer system.
- Create and maintain a database.
- Demonstrate knowledge of networking technologies, create and troubleshoot a network server environment.
- Perform customer service skills.
- Identify the foundations of Project Management.
- Perform system monitoring and analysis activities.

General Education Courses

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- Social Sciences Choose from AMH 1020 or POS 1041 (**3 Credit Hours**)
- Humanities Choose from Category A, Area IV, A.S. (**3 Credit Hours**)
- Mathematics Choose from Category A, Area II, A.S. Excluding MGF 1106 or MGF 1107 (**3 Credit Hours**)
- Natural Science Choose from Category A, Area V, A.S. (**3 Credit Hours**)

Subtotal Credit Hours: 15

Program Specialization Courses

- GEB 1011 - Introduction to Business **(3 Credit Hours)** OR
- ENC 2210 - Technical Communication **(3 Credit Hours)**

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- COP 2373 - Programming Concepts II **(3 Credit Hours)**

- COP 2842 - Developing Websites Using PHP/MYSQL **(3 Credit Hours)** OR
- CTS 2321 - Linux System Administration **(3 Credit Hours)**

- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**

- CIS 2931 - Current Issues in Computing **(3 Credit Hours)** OR
- CGS 1949 - Co-op Work Experience in Computer Science **(1 to 3 variable Credit Hours) (3 credit hour format only)**

- Electives: Choose from CAP, CET, CGS, CIS, COP, CTS, CEN, or GRA 1100C **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Articulated credit from a technical college/secondary school may be applicable.

For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

A related certificate is also offered. See Information Technology Analysis [3015] listing.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow the link to: SCF.edu/Academics/degree-pathways.asp

Computer Programming and Analysis [2013]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

Program Goals

This program offers a sequence of courses that provides rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as entry level programmers, programmer specialists, computer programmers, senior programmers, chief business programmers, programmer analysts and information systems programmers.

The content prepares individuals to analyze business situations and to design, develop and write computer programs; store, locate, and retrieve specific documents, data and information; analyze problems using logic/analysis tools; code into computer language; and test, monitor, debug, document and maintain computer programs.

Program Learning Outcomes

- Perform program analysis activities.
- Perform program development activities.
- Demonstrate fundamental proficiency in network security essentials.
- Perform testing activities.
- Perform user support activities.
- Demonstrate workplace skills.

General Education Courses

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- Social Sciences Choose from AMH 1020 or POS 1041 (**3 Credit Hours**)
- Humanities Choose from Category A, Area IV, A.S. (**3 Credit Hours**)
- Mathematics Choose from Category A, Area II, A.S. Excluding MGF 1106 or MGF 1107 (**3 Credit Hours**)
- Natural Science Choose from Category A, Area V, A.S. (**3 Credit Hours**)

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1000 - Computer Information Systems (**3 Credit Hours**)
- CGS 2820 - Web Page Development (**3 Credit Hours**)
- COP 2510 - Programming Concepts (**3 Credit Hours**)

- COP 2250 - Java Programming I (**3 Credit Hours**)
- COP 2805 - Java Programming II (**3 Credit Hours**)
- COP 2842 - Developing Websites Using PHP/MYSQL (**3 Credit Hours**)
- CGS 1543 - Database Design and Implementation (**3 Credit Hours**)
- CET 1600 - Networking Fundamentals (**3 Credit Hours**)
- COP 2373 - Programming Concepts II (**3 Credit Hours**)
- CTS 2433 - SQL Implementation (**3 Credit Hours**)
- COP 2822 - Web Scripting (**3 Credit Hours**)
- CEN 2361 - Mobile Device Software Development (**3 Credit Hours**)
- CTS 1150 - Microcomputer Hardware and Maintenance (**3 Credit Hours**)

- CIS 2931 - Current Issues in Computing (**3 Credit Hours**) OR
- CGS 1949 - Co-op Work Experience in Computer Science (**1 to 3 variable Credit Hours**) (3 credit hour format only)

- CIS 2321 - Introduction to Systems Analysis and Design (**3 Credit Hours**)

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Articulated credit from a technical college/secondary school may be applicable.

For information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

A related certificate also is offered. See Computer Programmer [3004] listing.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

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

Construction Management Technology [2039]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Program Goals

This program is designed to prepare students for employment as construction project managers, project estimators, superintendents, schedulers and/or construction purchasing agents. The focus of the program is on providing students with broad transferrable skills, understanding and demonstration of the basic elements of construction management with an environmentally conscientious, sustainable, "green" building perspective. Elements of construction management that are taught include planning; basic principles of business, management and finance; and the technical aspects of the construction industry, including materials and methods, reading blueprints, estimating quantities of materials, procuring materials, scheduling and working in a general construction environment.

Program Learning Outcomes

- Apply basic drafting skills.
- Prepare computer-aided drawings for construction.
- Apply technical mathematics.
- Prepare architectural, engineering and construction (AEC) drawings.
- Demonstrate appropriate communication and coordination skills.
- Demonstrate employability skills.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- MAC 1105 - College Algebra **(3 Credit Hours)**
- Social Sciences Choose from AMH 1020 or POS 1041 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- BCN 1251C - Construction Drafting **(3 Credit Hours)**
- ETI 1644 - Production and Inventory Control **(3 Credit Hours)**
- BCN 1512C - Energy Efficient HVAC Engineering **(3 Credit Hours)**
- BCN 1592 - Energy Efficient Building Construction **(3 Credit Hours)**
- BCN 1597 - Introduction to Solar Energy **(3 Credit Hours)**
- BCN 2230 - Building Construction Materials and Methods **(3 Credit Hours)**
- BCT 2760 - Building Codes and Specifications **(3 Credit Hours)**
- BCT 2770 - Building Construction Estimating **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- ETI 1701 - Industrial Safety **(3 Credit Hours)**
- ETI 2441 - Project Management **(3 Credit Hours)**
- BCN 2280 - Surveying Construction Layout **(3 Credit Hours)**

- ETD 1320C - Introduction to Auto CAD (**3 Credit Hours**) OR
- ETD 1390C - Autodesk Revit (**3 Credit Hours**)
- SLS 1350 - Job Marketing Skills (**1 Credit Hour**)
- ETD 2949 - Internship in Technology (**2 Credit Hours**)

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Articulated credit from a technical college/secondary school may be applicable.

For more information click link: [SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp)

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://www.scf.edu/Academics/degree-pathways.asp)

Criminal Justice Technology [2014]

Associate in Science Degree

(60 Term Hours)

Program Manager

Dr. Michael Ryan
941-752-5495
RyanM@SCF.edu

Program Goals

The Criminal Justice Technology program educates with an effective balance of knowledge and skills for criminal justice employment venues including law enforcement, corrections, and other public and private sector security fields.

Program Learning Outcomes

- Describe and discuss the criminal justice system including the courts, law enforcement and correction.
- Describe and discuss the principles of criminology.

- Identify criminal investigation procedure and how the U.S. Court System relates to the rules of evidence.
- Describe and discuss juvenile delinquency.
- Summarize law enforcement administration, the field of criminal law, and employability skills in these fields.
- Identify issues relating to human diversity in the criminal justice system.

General Education Courses

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

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- POS 1041 - American Government **(3 Credit Hours)**
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**
- CCJ 1020 - Introduction to Criminal Justice **(3 Credit Hours)**
- CJE 1300 - Police Administration and Organization **(3 Credit Hours)**
- CCJ 2010 - Introduction to Criminology **(3 Credit Hours)**
- CJJ 2002 - Juvenile Delinquency and Rehabilitation **(3 Credit Hours)**
- CJE 2600 - Criminal Investigations **(3 Credit Hours)**
- CJL 2100 - Criminal Law **(3 Credit Hours)**
- CCJ 1600 - Deviant Behavior **(3 Credit Hours)**
- CJE 1000 - Introduction to Law Enforcement **(3 Credit Hours)**
- CJC 1000 - Introduction to Corrections **(3 Credit Hours)**
- CJE 2640 - Criminalistics I **(3 Credit Hours)**
- CJL 2130 - Criminal Evidence and Procedures **(3 Credit Hours)**
- Electives Choose from outside Criminal Justice area **(6 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

This program is offered through SCF with articulation opportunities available through Sarasota County Technical Institute (SCTI) and Manatee Technical Institute (MTI). See Criminal Justice Program manager for advisement. Students must take the Major Field Test for Criminal Justice as a requirement for graduation. Articulated credit from a technical college/secondary school may be applicable. For more information click here:

SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://scf.edu/Academics/degree-pathways.asp)

Early Childhood Education [2009]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Kristen Fisher

941-363-7265

FisherK1@SCF.edu

Program Goals

The A.S. degree in Early Childhood Education provides students with a strong foundation in early childhood knowledge and prepares them for entry or continuation in the workforce. The program prepares students to work in early learning centers as teachers or managers. Students can also immediately begin the B.S. degree in Early Childhood Education upon conferral of the A.S. degree. Students will learn about developmentally appropriate practices for children from birth through 8 years old. Field experiences and the internship include a variety of ages and settings. Students will be eligible for at least one specialization certificate as part of the program.

Program Learning Outcomes

- Demonstrate knowledge of child growth and development.
- Demonstrate knowledge of early childhood education from birth to age 8.
- Demonstrate the importance of positive interactions with the family and communities.
- Demonstrate knowledge of rules and regulations governing early childhood programs.
- Demonstrate knowledge of child abuse and neglect.
- Demonstrate knowledge of safety, health, and nutrition.
- Demonstrate knowledge of the early childhood education profession.
- Demonstrate knowledge of appropriate methods of guidance and classroom management.
- Demonstrate knowledge of various observation, screening, assessment, and documentation methods.
- Demonstrate knowledge of children with exceptionalities.

General Education Courses

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- Mathematics - Choose from Category A, Area II, A.S. (**3 Credit Hours**)
- Social Sciences - Choose from AMH 1020 **or** POS 1041, (**3 Credit Hours**)

- Humanities - Choose from Category A, Area IV A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Core Courses

Please consult the course description section of the Catalog for any prerequisites.

- HSC 2401 - Emergency First Aid and CPR **(3 Credit Hours)**
- EEC 1000 - Introduction to Early Childhood Education **(3 Credit Hours)**
- EEC 1601 - Observation and Assessment in Early Childhood **(3 Credit Hours)**
- EDF 1030 - Effective Classroom Management **(3 Credit Hours)**
- EDF 2085 - Introduction to Diversity for Educators **(3 Credit Hours)**
- EEC 2401 - Family Interaction and Cultural Continuity **(3 Credit Hours)**
- EEX 2010 - Introduction to Exceptional Learners **(3 Credit Hours)**
- EEC 1001 - Early Childhood Growth and Development **(3 Credit Hours)**
- Elective - Choose from EDF, EDG, EEC, or EME program courses **(3 Credit Hours)**
- EEC 1319 - Portfolio Development and Performance Observation **(3 Credit Hours)**
- EDG 2949 - Final Internship in Education **(3 Credit Hours)**

Subtotal Credit Hours: 33

Plus, One Specialization Area

12 credits must be completed from courses within one specialization area.

Preschool Teacher

- EEC 1312 - Creative Experiences for Young Children **(3 Credit Hours)**
- EEC 2217 - Introduction to Language and Emergent Literacy **(3 Credit Hours)**
- EDF 1005 - Introduction to the Teaching Profession **(3 Credit Hours)** OR
- EEC 2226 - Introduction to Principles of Mathematics and Science for Young Children **(3 Credit Hours)**
- EEC 2002 - Early Child Care Center Management **(3 Credit Hours)**

Subtotal Credit Hours: 12

Child Development Center Management

- EEC 2202 - Program Development in Early Childhood **(3 Credit Hours)**
- EEC 2520 - Early Childhood Education Organizational Leadership Management **(3 Credit Hours)**
- EEC 2527 - Legal Issues and Financial Issues in Child Care **(3 Credit Hours)**
- EEC 2002 - Early Child Care Center Management **(3 Credit Hours)**

Subtotal Credit Hours: 12

Total Credit Hours: 60

Note(s):

Internship courses EEC 1319 and EDG 2949: EEC 1319 must be completed immediately following EEC 1000, EEC 1001, and EEC 1601. EDG 2949 is the final internship course, and all coursework must be completed prior to entering the final internship. Field hours are required in both courses. Any background check or cost required by an early learning center is the responsibility of the student, not included as a course fee.

Elective courses: It is recommended that students take EDF 1005 or EME 2040 as the elective. These courses are prerequisites for the B. S. Early Childhood program.

Florida Child Care Professional Certification (FCCPC): Students who want the Florida Child Care Professional Certificate must complete EEC 1000, EEC 1001, EEC 1601, and EEC 1319 and work or volunteer at least a total of 480 hours in an early learning center during the semester the coursework is completed. Once EEC 1319 is complete, the program director will submit appropriate paperwork to the State for obtaining the FCCPC. Credit for the FCCPC will appear on the student's DCF transcript.

Child Development Associate Credentials: Students who want the National CDA (Child Development Associate) Credential must complete EEC 1000 EEC 1001 EEC 1601 and EEC 1319 and then apply to the National Council for Early Childhood Recognition to complete the credentialing process. The Council's number is 1-800-424-4310. SCF does not submit paperwork directly. To participate in CDA credentialing, students are responsible for submitting the CDA paperwork.

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

Articulated credit from a technical college/secondary school may be applicable. For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

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

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: SCF.edu/Academics/degree-pathways.asp

Engineering Technology [2040]

Associate in Science Degree

(60 Credit Hours)

Program Manger

Samuel Aldrich

941-408-1417

AldricS@SCF.edu

Program Goals

The purpose of this program is to prepare students for employment in engineering technology and related occupations. The program also provides updated training for incumbent workers employed as production technicians in manufacturing, electronics, industrial design, biomedical and related industries. The degree has a specialization in alternative energy and four college credit certificates: engineering technology support specialist, alternative energy, electronics, and computer aided design and drafting. It is recommended that students complete the engineering support core prior to completing elective requirements. The 18-hour engineering technical support core has been aligned with the Manufacturing Skills Standard Council's (MSSC) industry certification.

Program Learning Outcomes

- Perform industrial processes using material properties activities.
- Demonstrate proficiency in using tools, instruments and testing devices for quality assurance.
- Understand fundamental electronics and electricity.
- Apply the requirements of safety, health, and environmental standards.
- Generate and interpret computer-aided drawings in industry.
- Demonstrate workplace skills.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- MAC 1105 - College Algebra **(3 Credit Hours)**
- Social Sciences Choose from AMH 1020 **Or** POS 1041 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- BCN 1597 - Introduction to Solar Energy **(3 Credit Hours)**
- BCN 2046 - Introduction to Sustainability **(3 Credit Hours)**
- ENC 2210 - Technical Communication **(3 Credit Hours)**
- ETI 1110 - Quality Assurance **(3 Credit Hours)**
- ETM 1010C - Mechanical Measurement and Instrumentation **(3 Credit Hours)**
- ETI 1701 - Industrial Safety **(3 Credit Hours)**
- ETI 1420C - Manufacturing Processes and Materials **(3 Credit Hours)**
- EGN 1111C - Engineering Drawing **(3 Credit Hours)**

- CAD Course - Choose one of the following:
ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)** OR
ETD 1390C - Autodesk Revit **(3 Credit Hours)** OR
ETD 2364C - Introduction to SolidWorks **(3 Credit Hours)**
- Select elective credits **(9 Credit Hours)**
BCN, BCT, EET, EGS, ETD, ETG, ETI, ETM, ETS
- SLS 1350 - Job Marketing Skills **(1 Credit Hour)**
- ETD 2949 - Internship in Technology **(2 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Articulated credit from a technical college/secondary school may be applicable.

For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp.

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

Note: An A.S. degree in this field will transfer to Daytona State College toward the Bachelor of Science in Engineering Technology.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: SCF.edu/Academics/degree-pathways.asp

Entrepreneurship [2043]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Dr. Tylisha Johnson

941-752-5669

JohnsoT1@SCF.edu

Program Goals

The purpose of this program is to teach students the fundamentals of starting and operating a business venture while presenting entrepreneurship as a viable career option. The program will also give students an opportunity to evaluate their potential as entrepreneurs. Coursework covers all aspects of starting and operating a new venture business with emphasis on the entrepreneurial skills needed for success.

Program Learning Outcomes

- Describe the entrepreneurial discovery processes.
- Develop entrepreneurial concepts.
- Develop entrepreneurial resources.
- Develop entrepreneurial leadership skills.
- Develop an entrepreneurial personal assessment.
- Develop entrepreneurial personal management skills.

General Education Courses

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

Subtotal Credit Hours: 15

Program Specialization Courses

- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- RMI 2302 - Risk in Business & Society **(3 Credit Hours)**
- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
- ENT 2120 - Digital Marketing **(3 Credit Hours)**
- ENT 2411 - Business Operations for Entrepreneurs **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- APA 2141 - Computerized Accounting Applications **(3 Credit Hours)**
- ENT 2100 - Building and Presenting a Business Plan **(3 Credit Hours)**
- Elective Any Business Course SLS, ENT, GEB, FIN, MAN **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

*Prerequisite may be required.

Articulated credit from a technical college/secondary school may be applicable.

For more information click here: [SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp)

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://www.scf.edu/Academics/degree-pathways.asp)

Filmmaking [2031] (Formerly Digital Cinema)

Associate in Science Degree

(60 Credit Hours)

Program Manager

Christopher Fletcher

941-752-5460

FletchC1@SCF.edu

Program Goals

The filmmaking program trains students in the techniques of narrative video production. Our graduates use video production technology and techniques to further their careers as professional filmmakers, content creators, and storytellers. Skills learned include screenwriting; project development and production; video capture and editing; audio capture and sound design; and crewing for single-camera and television studio productions. Focus is placed on preparing the student for immediate employment in the field of video production.

Program Learning Outcomes

- Function as part of a team on film/video productions.
- Analyze and execute tasks for the area of film/video editing.
- Analyze and execute tasks for the area of camera and lighting.
- Formulate strategies to interpret and implement audio recording requirements for film production.
- Demonstrate employability skills.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from AMH 1020 or POS 1041 **(3 Credit Hours)**
- ARH 2000 - Art Appreciation **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- DIG 2000 - Media Interpretation and Adaptation **(3 Credit Hours)**
- FIL 1007 - Film Analysis and Critique **(3 Credit Hours)**
- FIL 1420 - Digital Production- Non Fiction **(3 Credit Hours)**
- FIL 1537 - Sound Recording and Design **(3 Credit Hours)**
- FIL 2100 - Screenwriting I **(3 Credit Hours)**
- FIL 2423 - Introduction to Film Production **(3 Credit Hours)**
- FIL 2441 - Film Crew Workshop **(3 Credit Hours)**
- FIL 2461 - Cinematography **(3 Credit Hours)**
- FIL 2571 - Video Post -Production **(3 Credit Hours)**
- FIL 2949 - Internship in Film/Video **(3 Credit Hours)**
- PGY 1800C - Digital Imaging I **(3 Credit Hours)**
- RTV 1510 - Introduction to Television Production **(3 Credit Hours)**
- RTV 1530 - Electronic Field Production I **(3 Credit Hours)**
- Electives Choose any approved course in FIL, GRA, MMC, or PGY **(3 Credit Hours)**
- Electives Choose any approved course in FIL, GRA, or PGY **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

Articulated credit from a technical college/secondary school may be applicable. For more information click here:
[SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp)

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://www.scf.edu/Academics/degree-pathways.asp)

Fire Science Technology [2016]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Dr. Michael Ryan

941-752-5495

RyanM@SCF.edu

Program Goals

The Fire Science Technology Program educates with an effective balance of knowledge and practical skills in fire science. We prepare students to begin a career in fire science as well as those currently employed and interested in expanding their fire fighter career opportunities.

This A.S. Degree is designed to meet the needs of those just starting careers in fire science as well as those currently employed and interested in expanding their fire fighter career opportunities. Students desiring to transfer into the SCF Public Safety Administration and Emergency Management BAS Degree should consult the SCF Catalog for required Pre-requisites. Students who desire to transfer to the University of Florida Fire and Emergency Services BS Degree Program, should contact the University of Florida for required prerequisites.

Program Learning Outcomes

- Demonstrate the knowledge to understand how building construction, fire protection systems, fire and life-safety codes, and public education practices contribute to the limitation and spread of fires.
- Demonstrate the knowledge of fire chemistry and hazardous materials to understand why fires and hazardous releases start, spread, and how they are controlled including the problems of recognition, reactivity, and health encountered by firefighters.
- Demonstrate an understanding of the principles of fire control through the proper utilization of water, hydraulic principles, tactics and strategies, equipment, personnel, and other extinguishing agents on the fire ground.
- Demonstrate the knowledge of proper fire scene interpretations related to origin and cause, preservation of evidence, documentation, scene security, and types of fire causes including applicable local, state, and federal laws that influence the fire services tort, liability, and review of court cases.
- Demonstrate an understanding of the methodologies involved in the planning and delivering of effective training and education for fire service professionals as well as members of the community from all age demographics.

Admissions Requirements

1) Any student who has completed a high school diploma, GED, or is eligible to enter high school dual enrollment program.

General Academic Courses

Beginning with 2022-2023 catalog year, prior to being awarded an Associate in Science (A.S.) degree, students are required to complete at least one core course (Category A) in each general education subject area. A grade of "C" or better

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

(Offered by SCF)

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

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- POS 1041 - American Government **(3 Credit Hours)**
- PHI 2010 - Introduction to Philosophical Reasoning **(3 Credit Hours)**
- Natural Science choose from Category A, Area V, A.S. . **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- FFP 1000 - Introduction to Fire Science **(6 Credit Hours)** (This credit is awarded for FFP 1000 after enrollment as an SCF student, based on proof of the *Florida Firefighter Certificate of Compliance* awarded by the Office of the Fire Marshall of Florida, and is authorized by the Florida Statewide Articulation Agreement.)
- FFP 1793 - Fire and Life Safety Educator **(3 Credit Hours)**
- FFP 2111 - Fire Chemistry **(3 Credit Hours)**
- FFP 2541 - Private Fire Protection Systems II **(3 Credit Hours)**
- FFP 2770 - Ethical and Legal Issues for the Fire Services **(3 Credit Hours)**
- FFP 2706 - Public Information Officer **(3 Credit Hours)**

Track Officer I Courses

- FFP 1740 - Fire Service Course Delivery **(3 Credit Hours)**
- FFP 1810 - Fire Fighting Tactics and Strategies I **(3 Credit Hours)**
- FFP 2120 - Building Construction for the Fire Service **(3 Credit Hours)**
- FFP 2720 - Company Officer **(3 Credit Hours)**

Track Officer II Courses

- FFP 1505 - Fire Prevention Practices **(3 Credit Hours)**
- FFP 1540 - Private Fire Protection Systems I **(3 Credit Hours)**
- FFP 2741 - Fire Service Course Design **(3 Credit Hours)**
- FFP 2811 - Firefighting Tactics and Strategies II **(3 Credit Hours)**

Subtotal Credit Hours: 45

Total Credit Hours 60

Graphic Design Technology [2033]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Charles Darwin

941-408-1507

DarwinC@SCF.edu

Program Goals

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

Program Learning Outcomes

- Demonstrate effective interpersonal communication and collaboration skills and safe, efficient work practices.
- Create raster-based and vector-based drawings and visual solutions.
- Formulate concepts/theories demonstrating use of color and typography.
- Apply marketing/advertising principles for effective visual communication.
- Demonstrate knowledge of current standards, practices and techniques for production of electronic content.
- Demonstrate appropriate usage of electronic media for self-promotion.

Related Certificates

- Graphic Design Support [3021]
- Graphic and Web Design [3022]

General Education Courses

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

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

- ART 1205C - Color Fundamentals **(3 Credit Hours)**
- ART 1300C - Drawing I **(3 Credit Hours)**
- DIG 2111C - Digital Illustration I **(3 Credit Hours)**
- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**
- GRA 2190C - Graphic Design Basics **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**
- GRA 2121C - Communication Design **(3 Credit Hours)**
- GRA 2122C - Desktop Publishing **(3 Credit Hours)**

- GRA 2142C - Web Design I (**3 Credit Hours**)
- GRA 2150C - Photoshop (**3 Credit Hours**)
- GRA 2151C - Illustrator (**3 Credit Hours**)
- GRA 2177C - Visual Identity Systems (**3 Credit Hours**)
- GRA 2950C - Professional Practices (**3 Credit Hours**)
- GRA 2949 - Internship in Graphic Design (**3 Credit Hours**)
- MKA 2511 - Principles of Advertising (**3 Credit Hours**)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

Articulated credit from a technical college/secondary school may be applicable. For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

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

Hospitality and Tourism [2051]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Suzanne Anderson
941-752-5281
AndersS@SCF.edu

Program Goals

A.S. Hospitality and Tourism is a new AS degree that provides a pathway for students interested in the hospitality and tourism industry and who wish to transfer to USF to complete their BAS degree in Hospitality and Tourism. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Hospitality & Tourism career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Hospitality & Tourism career cluster.

Program Learning Outcomes

- Demonstrate employability skills.
- Demonstrate customer service skills.
- Apply human relations skills.
- Demonstrate proficiency in communication skills.
- Demonstrate proficiency in applying mathematics skills.
- Demonstrate knowledge of economic principles applicable to the hospitality industry.
- Identify effective selling techniques and procedures.
- Explain the organizational structure and functional application of the hospitality industry.
- Perform general hotel duties.
- Manage the front office.
- Demonstrate housekeeping operations and management functions.
- Demonstrate leadership and supervisory skills.
- Apply and maintain security and safety procedures.
- Manage hotel staffing operations.
- Analyze laws that affect the hospitality and tourism industry.
- Operate liability and risk identification program.
- Plan and maintain purchasing and receiving procedures.
- Demonstrate the use of hospitality and tourism software.
- Exhibit skills for resort/club/marina/hotel management.

General Education Courses

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

Subtotal Credit Hours: 15

Program Specializations Courses

- HFT 1000 - Introduction to Hospitality and Tourism **(3 Credit Hours)**
- HFT 2410 - Front Office Systems and Procedures **(3 Credit Hours)**
- HFT 1254 - Lodging Operations **(3 Credit Hours)**
- HFT 2750 - The Event Industry **(3 Credit Hours)**
- HFT 2220 - Human Resource Management for Hospitality **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- ENT 2120 - Digital Marketing **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**

- SLS 2949 - Internship Exploration and Work Experience (**0 to 3 variable Credit Hours**)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

* Prerequisite may be required.

Articulated credit from a technical college/secondary school may be applicable.

For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: SCF.edu/Academics/degree-pathways.asp

Music Production [2050]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Pete Carney

941-752-5590

CarneyP@SCF.edu

Program Goals

This program prepares students for work in the field of music production, live sound reinforcement, digital music, virtual media, and other related fields. Through this program, students may gain experience in a variety of positions including recording engineer, music producer, broadcast technician, event coordinator, or work in booking and promotion, live sound production, tour production, and audio/video post-production. Students will have the opportunity to study studio and live sound techniques, post-production and MIDI, as well as foundational musicianship. Students will develop technical skills and aesthetic judgment to handle the technical, artistic, and business demands of music and sound production in live, recorded, and virtual markets of the industry.

This program may appeal to a wide scope of students interested in careers in the music industry. It is not dependent on a specific genre of music for coursework.

Program Learning Outcomes

- Demonstrate proficient musical instrument skills that meet music studio knowledge expectations in the professional workforce.
- Create music or sound as a prompted response to market demands in advertising, film, podcasting, music video, video games, or live stage.
- Demonstrate and apply detailed listening skills drawn from historical precedents in music.
- Create a portfolio of music compositions for multiple fields using professional music production standards in formal structure, audio mixing, sound quality, and aesthetics.
- Apply professional standards in studio conduct, collaboration, microphone placement, music notation, signal flow, acoustics, and equipment management towards the successful completion of a creative project.
- Apply critical thinking, planning, budgeting, and evaluation to the production process for live, virtual, and recorded music projects.
- Demonstrate technical acoustic knowledge and common work practices required for employment in various music production related fields.
- Apply professional standards in studio conduct, collaboration, microphone placement, music notation, signal flow, acoustics, and equipment management towards the successful completion of a creative project.
- Apply professional standards in studio conduct, collaboration, microphone placement, music notation, signal flow, acoustics, and equipment management towards the successful completion of a creative project.
- Demonstrate knowledge of copyright, music clearance, and contracts.
- Demonstrate knowledge of employability and management skills including interview, resume, cover letter, portfolio development, Gantt chart, and work habits.
- Identify the benefits and risks of entrepreneurship and small business management.

Program Entrance Requirements

Acceptance and admission to State College of Florida is required. Students with little music experience may be required to take MUT 1001 Fundamentals of Music before being admitted into the degree program.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. **(3 Credit Hours)**
- Social Sciences Choose from Category A, Area III, A.S. **(3 Credit Hours)**
- MUL 2010 - Music Appreciation **(3 Credit Hours)**
- Natural Science choose from Category A, Area IV, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- MUS 1550 - Music Technology **(3 Credit Hours)**
- MUT 1111 - Music Theory I **(3 Credit Hours)**
- MUT 1241 - Aural Theory I **(1 Credit Hour)**
- MVK 1111A - Class Piano I **(1 Credit Hour)**
- MUM 2661 - Sound Recording **(3 Credit Hours)**
- FIL 1537 - Sound Recording and Design **(3 Credit Hours)**

- MUT 1112 - Music Theory II **(3 Credit Hours)**
- MUT 1242 - Aural Theory II **(1 Credit Hour)**
- MVK 1111B - Class Piano II **(1 Credit Hour)**
- MUM 1620 - Sound and Stage **(3 Credit Hours)**
- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours)**
- MUM 2600 - Professional Digital Audio Workstation **(2 Credit Hours)**
- MUM 2609 - Advanced Music Studio Production **(3 Credit Hours)**
- MUM 2949 - Music Production Internship **(3 Credit Hours)**

Subtotal Credit Hours: 33

Applied Prep and/or Applied Lessons

Any instrument or voice offered by SCF for applied lesson instruction may be studied in this degree path. Students may study any instrument/voice for the completion of 4 credits in applied or applied prep lessons, including the option of taking applied music composition for 2 credits towards the completion of 4 credit hours total.

- Choose Two of any of the following: MUC, MVB, MVP, MVS, MVV, or MVW

Subtotal Credit Hours: 4

Ensemble Electives

Ensembles may be taken for 0-3 credit hours, students enrolled in the A.S. in Music Production degree must complete two semesters for a total of at least 2 credits towards ensembles.

- MUN 1310 - Concert Choir I **(1 Credit Hour)**
- MUN 1340 - Chamber Choir Ensembles I **(1 Credit Hour)**
- MUN 1640 - Music Theatre Ensemble I **(1 Credit Hour)**
- MUN 1210 - College Orchestra I **(1 Credit Hour)**
- MUN 1120 - Symphonic Wind Ensemble I **(1 Credit Hour)**
- MUN 1710 - Jazz Ensemble I **(1 Credit Hour)**
- MUN 1711 - Jazz Combo I **(1 Credit Hour)**
- MUN 1480 - Guitar Ensemble I **(1 Credit Hour) Or**
- Choose two MUN **(1 Credit Hour)**

Subtotal Credit Hours: 2

Recital Hour

Participation in Recital Hour each Semester *(repeat 2x total)*

- MUS 1010L - Student Recital Attendance **(0 Credit Hours)**

Program Electives

Choose two courses from the following:

- ENT 2120 - Digital Marketing **(3 Credit Hours)**

- MUC 2000 - Introduction to Songwriting (**3 Credit Hours**)
- MUM 1620 - Sound and Stage (**3 Credit Hours**)
- MUM 2602 - Collaborative Music Production and Recording Studio Techniques (**3 Credit Hours**)

Subtotal Credit Hours: 6

Total Credit Hours: 60

Note(s):

There are no specific skills needed to participate in the program, though grade minimum of "C" in all classes will be required to advance in the course pathway towards the successful completion of the degree.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow the link to: SCF.edu/Academics/degree-pathways.asp

Network Systems Technology [2027]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Jason Reed
 941-752-5461
ReedJ@SCF.edu

Program Goals

This program offers a sequence of courses that provides coherent rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as cabling specialist, PC support technician, network control operator, data communications analyst, help desk specialist, network technician, computer security specialist, network specialist, network manager, network systems analyst, network systems technician, network troubleshooter, WAN/LAN manager or systems administrator.

The content includes, but is not limited to, how to plan, install, configure, monitor, troubleshoot and manage computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

Program Learning Outcomes

- Demonstrate proficiency in basic computer maintenance, support, and common operating system concepts and practices.
- Demonstrate a fundamental understanding of networking.
- Demonstrate an understanding of network system services implementation and monitoring.
- Demonstrate an understanding of network configuration, maintenance, support, and troubleshooting.
- Demonstrate fundamental proficiency in information security essentials.
- Demonstrate an understanding of basic project management concepts and processes.
- Demonstrate an understanding of planning for business continuity and high availability.
- Demonstrate workplace readiness skills and proficiency in technical communication and workplace protocols.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. Excluding MGF 1106 and MGF 1107 **(3 Credit Hours)**
- Social Sciences Choose from AMH 1020 or POS 1041 **(3 Credit Hours)**
- Humanities Choose from category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Courses (All Specializations)

Choose (15) courses from below:

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**
- CTS 2375 - Cloud Services **(3 Credit Hours)**
- CET 1605 - CCNA1 Introduction to Networks **(3 Credit Hours)**
- CET 1610 - CCNA2 Switching, Routing and Wireless Essentials **(3 Credit Hours)**
- CET 2615 - CCNA3 Enterprise Networking, Security, and Automation **(3 Credit Hours)**

- CIS 2121 - Cybersecurity Analysis **(3 Credit Hours)** OR
- CTS 2433 - SQL Implementation **(3 Credit Hours)**

- CIS 2931 - Current Issues in Computing **(3 Credit Hours)** OR
- CGS 1949 - Co-op Work Experience in Computer Science **(1 to 3 variable Credit Hours)** (3 credit hour format only)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Articulated credit from a technical college/secondary school may be applicable.

For more information click here: [SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp)

Related certificates are offered. See Network Security [3007], Network Server Administration [3006] and Network Infrastructure [3033] listings.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://www.scf.edu/Academics/degree-pathways.asp)

Occupational Therapy Assistant [2020]

Associate in Science Degree

(74 Credit Hours)

Program Director

Julie Bezold, OTD, OTR/L

941-752-5346

BezoldJ@SCF.edu

Program Goals

The program prepares graduates to become occupational therapy assistants. The occupational therapy assistant uses functional activities as treatment to assist individuals of all age groups to live as independently as possible. Graduates of the program are eligible for the national certification examination of the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states also require licensure in order to practice; state licenses are usually based on the results of the NBCOT Certification Examination.

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Blvd., Suite 200, North Bethesda, Maryland 20852-4929. AOTA's phone number is (301) 652-AOTA. For more information about program accreditation or ACOTE, go to www.acoteonline.org.

OTA Program Mission

The mission of the occupational therapy assistant program is to provide an engaging learning environment guided by measurable standards of institutional and professional excellence. The program is designed to meet the needs of the community by fostering the maturation of essential skills, knowledge, professional and ethical behaviors, and aptitudes to perform as entry-level certified occupational therapy assistants (COTAs).

Program Learning Outcomes

- Recruit and retain qualified students that are committed to becoming Certified Occupational Therapy Assistants.
- Provide effective didactic, collaborative, and experiential learning experiences that include opportunities for creative activity and critical thinking. This shall include teaching students to think holistically, following the Person, Environment, Occupation Model, and systematically using the Occupational Therapy Practice Framework as a guide.
- Prepare the graduates to be lifelong learners and evidence-based practitioners.
- Prepare the graduates to articulate and apply therapeutic use of occupations with persons, groups, or populations to improve participation in meaningful activities and occupations. The settings may include home, school, the workplace, community, or other practice settings as informed by the Occupational Therapy Framework.
- Prepare students to be active in professional development, leadership and advocacy, while upholding ethical standards, values, and attitudes of the occupational therapy profession.
- Prepare students to successfully complete the National Board for Certification in Occupational Therapy examination to become Certified Occupational Therapy Assistants and qualify them for licensure.
- Provide experiences that allow students to participate in professional activities through SCF SOTA, as well as the local, state, and national Occupational Therapy organizations.

Student Learning Outcomes

Upon successful completion of the Occupational Therapy Program at State College of Florida, the graduate will be able to:

1. Demonstrate knowledge of the structures, functions, and systems of the human body in addition to signs of conditions commonly seen in occupational therapy practice and recognize the importance of safe practice procedures. (FDE 5, 6, 7, 10)
2. Demonstrate knowledge of global/social issues and prevailing health and welfare needs of populations with or at risk for disabilities and chronic health conditions. (FDE 1, 13)
3. Demonstrate familiarity with current technology available in the profession to support performance, participation, health, and well-being while making accurate, complete, and pertinent observations of client performance and communicate these observations clearly and correctly both verbally and in writing. (FDE 2, 12, 8)
4. Demonstrate knowledge of human growth and development, the impact of the environment, and the importance engagement in occupation has on human performance as well as the effects of disease and disability in the developmental process. (FDE 13, 14, 15)
5. Demonstrate the ability to provide optimal occupational therapy services for culturally diverse clients throughout the lifespan by incorporating therapeutic use of self, including one's personal insights, perceptions, and judgments, as part of the therapeutic process. (FDE 1,4,5,6,7,10,11,14,15,17,18,19)
6. Articulate the role of the OTA and understand the functions of other professions while working inter-professionally with those services who contribute to the maintenance and recovery of health and wellness. (FDE 1,2,9)
7. Demonstrate an understanding of health literacy and the ability to educate and train the client, caregiver, and family and significant others to facilitate skills in areas of occupation as well as prevention, health maintenance, health promotion and safety. (FDE 4, 13, 15)

8. Understand the models of health care, education, community and social systems as they relate to the practice of occupational therapy. (FDE 1, 9, 3, 16)
9. Identify how scholarly activities can be used to evaluate professional practice, service delivery, and/or professional issues while promoting lifelong learning to meet the needs of a diverse and ever-changing healthcare environment. (FDE 1, 3, 9, 16)
10. Demonstrate professional behaviors and active involvement in professional development, leadership, and advocacy by understanding and utilizing the AOTA Code of Ethics and Standards of Practice for a consistent philosophy of ethical responsibility while working with clients, families, and other professionals. (FDE, 3, 16,

Program Entrance Requirements

1. Earned grade point average (GPA) of 2.75 or better on **ALL** general education courses required by the program toward the degree and a minimum overall GPA of 2.0 to meet graduation requirements.
2. Satisfactory completion of any remedial coursework needed to be eligible for college/credit level courses.
NOTE: Prerequisite courses may be required for ENC 1101 and mathematics any Category A, Area II, A.S.*. These prerequisite courses **MUST** be taken and successfully completed **PRIOR** to entry into OTH 1001. Consult the course descriptions in the Catalog or the specific department of the College for additional information.
3. Prerequisite courses **MUST** be completed with a grade of "C" or better at the time of application to be considered for priority acceptance.

Prerequisite courses:

BSC 2085 - Anatomy and Physiology I *

BSC 2085L - Anatomy and Physiology I Laboratory *

Mathematics Choose from Category A, Area II, A.S. *

PSY 2012 - General Psychology *

ENC 1101 - Written Communication I*

4. A minimum grade of "C" is required on all courses applied to the Occupational Therapy Assistant degree.
5. A completed application for the Occupational Therapy Assistant Program and the nonrefundable application fee of \$35. (A separate application is required for admission to the College.)
6. Degree Works "What if Analysis submitted directly to the Occupational Therapy Assistant Program.
 1. A statement of satisfactory physical and mental health and a record of current serum titers verifying immunity from communicable diseases from a licensed physician or nurse practitioner. (Form to be provided after admission to the program.)
 2. A criminal background check (form to be provided after admission to the program) and drug screen.
 3. Successful completion of Basic Life Support for the Health Care Provider course offered through the American Heart Association.
 4. Mandatory attendance at the Occupational Therapy Assistant Program orientation. (Date to be announced.)
 5. To submit to a drug screening as a condition for remaining in the program.

Students are admitted to the Occupational Therapy Assistant Program **ONCE** a year in the Fall term. This is a **limited** enrollment program.

For additional program information including admissions requirements and application instructions check the program website at: SCF.edu/OTA

General Academic Courses

Students are encouraged to complete as many as possible of the general academic courses listed below **PRIOR** to entry into the program.

- BSC 2085 - Anatomy and Physiology I (**3 Credit Hours**) *
- BSC 2085L - Anatomy and Physiology I Laboratory (**1 Credit Hours**)
- BSC 2086 - Anatomy and Physiology II (**3 Credit Hours**)
- BSC 2086L - Anatomy and Physiology II Laboratory (**1 Credit Hours**)
- Mathematics Choose from Category A, Area II, A.S. (**3 Credit Hours**) *
- PSY 2012 - General Psychology (**3 Credit Hours**) *
- DEP 2004 - Human Development: Life Span (**3 Credit Hours**)
- ENC 1101 - Written Communication I (**3 Credit Hours**) *
- POS 1041 - American Government (**3 Credit Hours**) Or AMH 1020- US History 1877 to present (**3 Credit Hours**)
- Humanities Choose from Category A, Area IV, A.S. (**3 Credit Hours**)

Subtotal Credit Hours: 26

Occupational Therapy Assistant Courses

- OTH 1001C - Introduction to Occupational Therapy (**3 Credit Hours**)
- OTH 1014C - Functional Anatomy and Kinesiology (**5 Credit Hours**)
- OTH 1114C - Occupational Therapy Skills and Techniques I (**4 Credit Hours**)
- OTH 1520C - Occupational Therapy During Growth Years (**5 Credit Hours**)
- OTH 1410 - Introduction to Human Disease (**3 Credit Hours**)
- OTH 2261C - Occupational Therapy Skills and Techniques II (**4 Credit Hours**)
- OTH 1012C - Understanding Screening & Assessment in OT Practice (**2 Credit Hours**)
- OTH 2420C - Physical Rehabilitation in Occupational Therapy (**3 Credit Hours**)
- OTH 2300C - Occupational Therapy in Mental Health (**3 Credit Hours**)
- OTH 2802L - Occupational Therapy Practicum (**4 Credit Hours**)
- OTH 2933C - Seminar for Clinical Practice (**2 Credit Hours**)
- OTH 2840L - Supervised Clinical Practice I (**5 Credit Hours**) **
- OTH 2841L - Supervised Clinical Practice II (**5 Credit Hours**) **

Subtotal Credit Hours: 48

Total Credit Hours: 74

Note(s):

* These courses MUST be completed at the time of application to the Occupational Therapy Assistant Program.

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

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

Notification on Professional Licensure (USDOE Regulation 34 CFR 668.43 (a) (5) (v) and National Council for State Authorization Reciprocity (NC- SARA): Current and prospective students for certain programs at State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill education requirements for specific professional licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' educational or professional requirements. Since the professional licensure and certification requirements vary from state

to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

Paralegal/Legal Assisting [2018]

Associate in Science Degree

(64 Credit Hours)

Program Manager

Dr. Suzanne Bechtol

941-752-5359

BechtoS@SCF.edu

Program Goals

The Paralegal/Legal Assisting Program educates students with an effective balance of legal knowledge and practical skills. We prepare students for work as a legal paraprofessional upon graduation and to attain professional certification.

Program Learning Outcomes

- Demonstrate knowledge of the ethical and professional standards of the paralegal.
- Demonstrate ability to utilize legal research materials and apply knowledge in legal writing.
- Demonstrate basic knowledge of substantive law, including tort law, constitutional law, criminal law, real property law, estate planning and probate, business organizations, contracts, and family law.
- Demonstrate basic knowledge of procedural law, including the fundamental steps of civil and criminal litigation and court rules and procedures.
- Demonstrate basic knowledge of law office procedures and the technology involved in carrying out law firm management activities, case management, and document preparation/management.
- Demonstrate employability skills, including communication, employment search strategies, work habits, appearance, and basic computer skills.

General Education Courses

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- Mathematics Choose from Category A, Area II, A.S. (**3 Credit Hours**)
- Social Sciences Choose from AMH 1020- US History 1877 to Present (**3 Credit Hours**) Or POS1041- American Government (**3 Credit Hours**)
- Humanities Choose from category A, Area IV, A.S. (**3 Credit Hours**)
- Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours)

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites.

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

- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- PLA 1003 - Introduction to Legal Systems **(3 Credit Hours)**
- PLA 2001 - General Law **(3 Credit Hours)**
- PLA 2800 - Introduction to Family Law **(3 Credit Hours)**
- PLA 2763 - Law Office Management **(3 Credit Hours)**
- PLA 2303 - Criminal Law and Procedures **(3 Credit Hours)**
- PLA 1104 - Legal Research and Writing I **(3 Credit Hours)**
- PLA 2433 - Corporations and Business Organizations **(3 Credit Hours)**
- PLA 2600 - Wills, Trusts and Probate Administration **(3 Credit Hours)**
- PLA 2732 - Law Office Computer Applications **(3 Credit Hours)**
- PLA 1610 - Real Property Law and Transactions I **(3 Credit Hours)**
- PLA 2203 - Civil Litigation I **(3 Credit Hours)**
- PLA 2223 - Civil Litigation II **(3 Credit Hours)**
- PLA 2949 - Internship in Paralegal/Legal Assisting **(3 Credit Hours)**
- PLA 1730 - Computer Assisted Legal Research **(1 Credit Hour)**

Electives (3 Credit Hours):

Choose one from:

- PLA 2114 - Legal Research and Writing II **(3 Credit Hours)**
- PLA 2612 - Real Property Law and Transactions II **(3 Credit Hours)**
- PLA 2614 - Real Property Law and Transactions III **(3 Credit Hours)**
- PLA 1949 - Career Decision Work Experience in Legal Assisting **(3 Credit Hours)**
- PLA 2950 - Certified Paralegal Examination Review **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**

Subtotal Credit Hours: 49

Note(s):

The Legal Assisting Program has a recommended sequence that includes both general and specialized program courses. Please see the Paralegal/Legal Assisting Program manager for additional information. Articulated credit from a technical college/secondary school may be applicable.

For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

A related certificate is also offered. See certificate listing.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a State College of Florida, Manatee-Sarasota

student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://scf.edu/Academics/degree-pathways.asp)

Photographic Technology [2044]

Associate in Science Degree

(60 Credit Hours)

Program Manager

TBA

941-752-5251

Program Goals

Photographic Technology provides students with a technical and theoretical study of photography that prepares them for a career in advertising, commercial, editorial, or fine art photography. At the core of the program is visual communication. Using analog and digital techniques to convey a narrative, intention, concept, or client's perspective are the skills emphasized in the curriculum. Courses may include darkroom photography, digital imaging, location lighting, studio lighting, and photojournalism. Students will be in critique-based courses that prepare them for the demands of a technology driven career in photography.

Program Learning Outcomes

- Formulate and Apply concepts and theories in color, composition, contrast, design, and light.
- Demonstrate safe and efficient work practices and knowledge of current industry standards and techniques.
- Apply problem solving concepts using analog and digital techniques.
- Create a portfolio of work and promotional materials utilizing contemporary standards.
- Apply critical thinking skills and critical analysis to final projects.

General Education Courses

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

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the catalog for any prerequisites.

- PGY 2101C - Visual Literacy: Photography (**3 Credit Hours**)
- PGY 2000 - History of Photography (**3 Credit Hours**)
- ART 1201C - Two-Dimensional Design (**3 Credit Hours**)
- ART 1205C - Color Fundamentals (**3 Credit Hours**)
- PGY 2401C - Photography I (**3 Credit Hours**)
- PGY 1800C - Digital Imaging I (**3 Credit Hours**)
- PGY 2201C - Studio Lighting Techniques (**3 Credit Hours**)
- PGY 2224C - Location Photography (**3 Credit Hours**)
- PGY 2404C - Photography II (**3 Credit Hours**)
- PGY 2405C - Advanced Imaging (**3 Credit Hours**)
- PGY 2801C - Digital Imaging II (**3 Credit Hours**)
- JOU 2602 - Introduction to Photojournalism (**3 Credit Hours**)
- ENT 2000 - Introduction to Entrepreneurship (**3 Credit Hours**)
OR
- ENT 2120 - Digital Marketing (**3 Credit Hours**)
- ART 2950 - Portfolio Preparation (**3 Credit Hours**)
- PGY 2949 - Internship in Photography (**3 Credit Hours**)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

Articulated credit from a technical college/secondary school may be applicable.

For more information click here: [SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp).

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://www.scf.edu/Academics/degree-pathways.asp)

Physical Therapist Assistant [2022]

Associate in Science Degree

(74 Credit Hours)

Program Director

Bruce Wassung

941-752-5340

WassunB@SCF.edu

Program Goals

Graduates of the program will become physical therapist assistants (PTA's), who are skilled health care providers working under the direction and supervision of a physical therapist. The PTA assists the physical therapist in implementing and performing treatment programs, teaching exercises and functional activities to improve the patient's abilities and communicating the patient's responses to the physical therapist.

Upon successful completion of the program, the graduate is eligible to take the national Federation of State Boards of Physical Therapy licensing examination to become a licensed physical therapist assistant.

The State College of Florida, Manatee-Sarasota (SCF) Physical Therapist Assistant (PTA) Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association, located at 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085. CAPTE's phone number is (800) 999-2782.

Program Learning Outcomes

- Use knowledge and skills to provide optimal physical therapy services for culturally diverse clients throughout the lifespan.
 - Assist the physical therapist in gathering assessment data through the use of interviewing skills, screening mechanisms, and testing procedures.
 - Collaborate with the client, significant others, therapist, and other members of the health team to develop and individualized plan of care.
 - Implement the plan of care correctly and safely, by engaging clients in prevention, treatment intervention, rehabilitation, and client and family education related to disability or dysfunction.
 - Identify individual client needs and use available resources to assist in meeting those needs.
 - Participate with the client, significant others, therapist, and other members of the health team in evaluating the individual's progress toward meeting identified goals.
- Use the processes of communication, organization, and collaboration to assist in managing physical therapy services.
 - Establish positive professional relationships in the health care setting.
 - Use communication skills in interacting with clients and their significant others to foster the individual's progress toward meeting identified goals.
 - Communicate orally and document in writing, client responses to treatment interventions.
 - Demonstrate effective management skills in planning and implementing physical therapy programs.
- Incorporate values and attitudes congruent with the profession's standards and ethics.
 - Maintain confidentiality of client information.
 - Use the APTA Code of Ethics for the Physical Therapist Assistant to guide professional practice.
 - Follow the Guide to Physical Therapist Practice.
 - Assume responsibility for making professional decisions and practicing within the ethical and legal framework for the physical therapist assistant.
- Use resources for continued personal and professional growth.

Program Application and Eligibility Requirements

1. Minimum earned grade point average (GPA) of 2.75 on ALL completed general education courses required by the PTA program.
2. Completion of the following prerequisite courses with a grade of "C" or better by the application deadline.
 - BSC 2085 - Anatomy and Physiology I*
 - BSC 2085L- Anatomy and Physiology I Laboratory
 - ENC 1101- Written Communication I*
 - PSY 2012 - General Psychology*
 - Mathematics Choose from Category A, Area II, A.S.*
3. A completed PTA Program application and payment of a one-time PTA Program application fee of \$35. (A separate application is required for admission to the College.)
 - * **NOTE:** Students accepted into the PTA program are required to complete all PTA Core Courses (PHT) with a minimum grade of "C" to remain enrolled in the program.

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health and a record of current serum titers or inoculations verifying immunity from communicable diseases from a licensed physician or nurse practitioner. (Form will be provided upon acceptance to the program.)
2. A criminal background check (form to be provided upon acceptance to the program) and drug screen.
3. Successful completion of the Basic Life Support for the Health Care Provider course offered through the American Heart Association.
4. Mandatory attendance at the Physical Therapist Assistant Program orientation. (Date to be announced.)

Students are admitted to the Physical Therapist Assistant Program ONCE per year in the Fall term. This is a **limited** enrollment program. Completion of all or part of the general academic coursework toward the degree does not guarantee acceptance into the program. If there are more qualified applicants than available seats in the program, selection will be based on the GPA for and number of completed program-required general education courses. For additional program and admissions information, check the website scf.edu/PTA.

General Academic Courses

Students are encouraged to complete as many of the general academic courses listed below PRIOR to entry into the program.

Note: Courses marked with an (*) **MUST** be completed **BY** the application deadline:

- BSC 2085 - Anatomy and Physiology I (**3 Credit Hours**) *
- BSC 2085L - Anatomy and Physiology I Laboratory (**1 Credit Hours**)
- BSC 2086 - Anatomy and Physiology II (**3 Credit Hours**)
- BSC 2086L - Anatomy and Physiology II Laboratory (**1 Credit Hours**)
- DEP 2004 - Human Development: Life Span (**3 Credit Hours**)
- ENC 1101 - Written Communication I (**3 Credit Hours**) *
- POS 1041 - American Government (**3 Credit Hours**) Or AMH 1020- U.S. History 1877 to Present (**3 Credit Hours**)
- Mathematics Choose from Category A, Area II, A.S. (**3 Credit Hours**) *
- PSY 2012 - General Psychology (**3 Credit Hours**) *
- Humanities Choose from Category A, Area IV, A.S. (**3 Credit Hours**)

Subtotal Credit Hours: 26

Physical Therapist Assistant Courses

- PHT 1007C - Introduction to Physical Therapy and Patient Care **(5 Credit Hours)**
- PHT 1124C - Applied Anatomy and Kinesiology **(6 Credit Hours)**
- PHT 1211C - Disabilities and Physical Therapy Procedures I **(6 Credit Hours)**
- PHT 1800L - Clinical Experience I **(4 Credit Hours)**
- PHT 2337C - Disabilities and Physical Therapy Procedures II **(5 Credit Hours)**
- PHT 2321C - Disabilities and Physical Therapy Procedures III **(5 Credit Hours)**
- PHT 2810L - Clinical Experience II **(6 Credit Hours)**
- PHT 2931 - Trends in Physical Therapy **(3 Credit Hours)**
- PHT 2820L - Clinical Experience III **(8 Credit Hours)**

Subtotal Credit Hours: 48

Note(s):

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

Notification on Professional Licensure (USDOE Regulation 34 CFR 668.43 (a) (5) (v) and National Council for State Authorization Reciprocity (NC- SARA) : Current and prospective students for certain programs at State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill education requirements for specific professional licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' educational or professional requirements. Since the professional licensure and certification requirements vary from state to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

Radiography [2023]

Associate in Science Degree

(77 Credit Hours)

Program Director

Patrick Patterson

941-752-5245

PatterP@SCF.edu

Program Goals

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

Program Learning Outcomes

- Be clinically competent.
 - The student will properly position the patient.
 - The student will select appropriate technique factors.
 - The Student will utilize radiation protection.
- Demonstrate effective communication.
 - The student will demonstrate effective oral communication skills.
 - The student will demonstrate effective written communication skills.
- Utilize effective critical thinking skills.
 - Students will perform non-routine procedures.
 - Students will analyze images.

Program Entrance Requirements

1. Earned grade point average (GPA) of 2.5 or better on **ALL** general education courses required by the program toward the degree and a minimum overall GPA of 2.0 to meet graduation requirements.
2. Satisfactory completion of any remedial coursework needed to be eligible for college level courses.
NOTE: Prerequisite courses may be required for ENC 1101 and mathematics requirement. These prerequisite courses **MUST** be taken **PRIOR** to entry into RTE 1002 to be eligible to take the required courses. Consult the course descriptions in the Catalog or the specific department of the College for additional information.
3. **Program Prerequisite courses MUST be completed** with the *following grades* by the end of the Fall term prior to the year in which the applicant is applying. *
Prerequisite courses:
BSC 2085 - Anatomy and Physiology I* (**Must be completed with a grade of "B" or better**)
Mathematics* Choose from Category A, Area II, A.S. (*with grade "C" or better*)
4. A minimum grade of "C" is required for all courses applied to the radiography degree *with exception of Anatomy and Physiology I*
5. A completed application for the Radiography Program and the nonrefundable application fee of \$35. (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).

* Students are admitted to the Radiography Program once a year with classes beginning in the Summer term. This is a limited enrollment program. Completion of all or part of the general academic courses required for the degree does not guarantee acceptance into the program. However, priority is given to applicants who have completed the most required hours of coursework toward the degree by the end of the Fall term preceding the year for which the applicant is applying. If there are more qualified applicants than seats available in the program, the primary criterion for selection is the GPA of the general education courses required by the program. The secondary selection criteria is the overall college GPA.

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health from a licensed physician or nurse practitioner. (Form to be provided.)
2. Background checks, fingerprinting, CPR certification, and health and drug screenings to meet local health care agency regulations. Based on the results of these checks and screenings, students may become ineligible for

program admission. Continuation in the program is based on acceptable results from random/ongoing screenings and background checks. Clinical facilities may limit or prohibit students with positive drug screen results or criminal 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.

For additional program and admission information, check the website at SCF.edu/Radiography.

General Academic Courses

Students are encouraged to complete as many as possible of the general academic courses listed below PRIOR to entry into the Radiography Program.

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- Mathematics Choose from Category A, Area II, A.S. (**3 Credit Hours**) *
- POS 1041- American Government (**3 Credit Hours**) OR AMH 1020- US History 1877 to Present (**3 Credit Hours**)
- Humanities Choose from any Category A, Area IV, A.S., (**3 Credit Hours**)
- BSC 2085 - Anatomy and Physiology I (**3 Credit Hours**) *
- BSC 2085L - Anatomy and Physiology I Laboratory (**1 Credit Hours**)
- BSC 2086 - Anatomy and Physiology II (**3 Credit Hours**)
- BSC 2086L - Anatomy and Physiology II Laboratory (**1 Credit Hours**)

* These prerequisite courses MUST be taken PRIOR to entry into RTE 1002.

Subtotal Credit Hours: 20

Radiography Courses

Summer

- RTE 1001 - Medical Terminology for Radiographers (**1 Credit Hour**)
- RTE 1002 - Introduction to Radiologic Technology (**5 Credit Hours**)
- RTE 1308 - Radiation Protection and Safety (**2 Credit Hours**)

Fall

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

Spring

- RTE 1458 - Radiographic Exposures II (**5 Credit Hours**)
- RTE 1513C - Radiographic Procedures II (**4 Credit Hours**)
- RTE 1814L - Practicum II (**3 Credit Hours**)
- RTE 1930 - Seminar in Radiography (**1 Credit Hour**)

Summer

- RTE 1824C - Practicum III **(4 Credit Hours)**

Fall

- RTE 2523C - Radiographic Procedures III **(4 Credit Hours)**
- RTE 2834L - Practicum IV **(4 Credit Hours)**
- RTE 2762 - Cross-Sectional Anatomy **(2 Credit Hours)**
- RTE 2931 - Radiographic Image Analysis **(1 Credit Hour)**

Spring

- RTE 2563 - Radiographic Procedures IV **(4 Credit Hours)**
- RTE 2844L - Practicum V **(4 Credit Hours)**
- RTE 2061 - Radiologic Review **(1 Credit Hour)**

Subtotal Credit Hours: 57

Note(s):

Please refer to the Radiography Program's website at scf.edu/Radiography for the most current program information.

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

Notification on Professional Licensure (USDOE Regulation 34 CFR 668.43 (a) (5) (v) and National Council for State Authorization Reciprocity (NC- SARA) : Current and prospective students for certain programs at State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill education requirements for specific professional licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' educational or professional requirements. Since the professional licensure and certification requirements vary from state to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

Radiography, ARRT Articulated [2041]

Associate in Science Degree

(60 Credit Hours)

Program Director

Patrick Patterson

941-752-5245

PatterP@SCF.edu

Program Goals

To enable students who have graduated from a hospital-based radiography program and currently are registered with the American Registry of Radiologic Technologist (ARRT) to acquire an Associate in Science in Radiography.

Program Entrance Requirements

In addition to the general education requirements of the College, the student must:

1. Present a copy of a current ARRT certification to the associate vice president of corporate and community development.
2. Complete 32 semester hours of general academic courses listed below with a grade of "C" or better.

General Academic Courses**

- ENC 1101 - Written Communication I (3 Credit Hours)
- REA 1105 - Critical Reading Techniques (3 Credit Hours)
- Mathematics Choose from Area II, A.S. (3 Credit Hours)
- PSY 2012 - General Psychology (3 Credit Hours)

- INP 1390 - Human Relations (3 Credit Hours) OR
- SYG 2000 - Principles of Sociology (3 Credit Hours)

- Humanities Choose from Area IV, A.A.S. (3 Credit Hours)
- PHI 2600 - Applied Ethics (3 Credit Hours)
- Elective Any course with CGS, CDA, CET, CIS prefix (3 Credit Hours)
- BSC 2085 - Anatomy and Physiology I (3 Credit Hours)
- BSC 2085L - Anatomy and Physiology I Laboratory (1 Credit Hours)
- BSC 2086 - Anatomy and Physiology II (3 Credit Hours)
- BSC 2086L - Anatomy and Physiology II Laboratory (1 Credit Hours)
- Radiography ARRT Certificate (28 Credit Hours)

Total Credit Hours: 60

Note(s):

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

Technology Project Management [2047]

Associate in Science Degree

(60 Term Hours)

Program Manager

Jason Reed

941-752-5461

ReedJ@SCF.edu

State College of Florida, Manatee-Sarasota

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Program Goals

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as project managers and professionals incorporating IT project management strategies in their business activities in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to a balance of business and technology components and allows the student to gain additional skills in the area of Project Management.

Program Learning Outcomes

- Demonstrate the implementation and use of IT tools and activities relevant to project management.
- Explain the fundamentals of project management, including costs, budgeting, and human resource management.
- Describe and develop the components of a project including project phases, stakeholder expectations, and project management documents.
- Identify and select tools and techniques to manage and monitor project risks, resources, and collaboration.
- Demonstrate the optimization of project scheduling and resource allocation.
- Describe management of a project within organizational constraints, changing scope, resources and schedules.
- Demonstrate the management of a project with ethical consideration.
- Demonstrate employability and communication skills relevant to project management.

General Education Courses

- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Choose from Category A, Area II, A.S. Excluding MGF 1106 or 1107 **(3 Credit Hours)**
- Social Sciences Choose from AMH 1020 or POS 1041 **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**
- Natural Science Choose from Category A, Area V, A.S. **(3 Credit Hours)**

Subtotal Credit Hours: 15

Program Specialization Courses

- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**

- ENT 2000 - Introduction to Entrepreneurship **(3 Credit Hours) OR**

- MAR 2011 - Principles of Marketing (**3 Credit Hours**)
- ETI 2441 - Project Management (**3 Credit Hours**)
- MAN 2021 - Principles of Management and Organization (**3 Credit Hours**)
- MAN 2300 - Management and Personnel (**3 Credit Hours**)
- MAN 2241 - Organizational Behavior (**3 Credit Hours**)

Subtotal Credit Hours: 45

Total Credit Hours: 60

Note(s):

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

Articulated credit from a technical college/secondary school may be applicable. For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their coursework during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: SCF.edu/Academics/degree-pathways.asp

Biotechnology [2042]

Associate in Science Degree - Transfer/Career

(61 Credit Hours)

Program Manager

Dr. Matthew Thomas

941-752-5624

ThomasM1@SCF.edu

Program Goals

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 Learning Outcomes

- Demonstrate communication skills.
- Demonstrate safety skills.
- Demonstrate basic laboratory skills.
- Demonstrate regulatory compliance.
- Demonstrate appropriate decision making and problem-solving techniques.
- Demonstrate specific laboratory skills.
- Demonstrate quality assurance/control.
- Maintain facilities and equipment.
- Demonstrate knowledge and proper care/use of test animals/plants. (optional)
- Demonstrate skills in bioinformatics. (optional)

General Education Courses

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- MAC 1105 - College Algebra (**3 Credit Hours**) (Meets Area II, A.S.)
- BSC 2010C - Fundamentals of Biology I (**5 Credit Hours**) (Meets Area V, A.S.)
- Humanities Choose from Category A, Area IV, A.S. (**3 Credit Hours**)
- Social Sciences Choose AMH 1020 or POS 1041, Area III (**3 Credit Hours**)

Subtotal Credit Hours: 17

Academic Required Classes

- STA 2023 - Elementary Statistics (**3 Credit Hours**)
- CHM 2045C - General Chemistry I (**5 Credit Hours**)
- CHM 2046C - General Chemistry II (**5 Credit Hours**)
- MCB 2010C - Microbiology (**4 Credit Hours**)
- BSC 1020 - Human Body (**3 Credit Hours**)

Subtotal Credit Hours: 20

Program Specialization Courses

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

Complete one of the three 1 credit hour classes:

- BSC 1421 - Introduction to Biotechnology (**1 Credit Hour**)
- BSC 2930 - Special Topics in Bioscience (**1 to 4 variable Credit Hours**)

- MCB 2910L - Directed Independent Research **(1-3 Credit Hours)**

Complete all of the following:

- BSC 2420C - Introduction to Biotechnology Methods **(4 Credit Hours)**
- BSC 2426C - Biotechnology Methods I **(4 Credit Hours)**
- BSC 2427C - Biotechnology Methods II **(4 Credit Hours)**
- BSC 2419C - Plant and Animal Cell Culture **(4 Credit Hours)**
- BSC 2943C - Biotechnology Internship **(3 Credit Hours)**
- BSC 2435 - Introduction to Bioinformatics **(3 Credit Hours)**
- BSC 2031 - Topics in Biology - Bioethics **(1 Credit Hour)**

Subtotal Credit Hours: 24

Total Credit Hours: 61

Note(s):

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

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: SCF.edu/Academics/degree-pathways.asp

Dental Hygiene [2029]

Associate in Science Degree

(88 Credit Hours)

Program Director

Kimberly G. Bastin, CDA, EFDA, CRDH, MS

941-752-5245, Bradenton

BastinK@SCF.edu / DentalHygiene@SCF.edu

Program Mission Statement

The mission of the dental hygiene program is to provide an engaging learning environment for the education of oral health professionals who will provide ethical and comprehensive dental hygiene care for the community. The program will foster the maturation of technical, communication and critical thinking skills in the development of excellent clinicians, oral health educators and lifelong learners. The program is designed to meet the needs of the community by maintaining an industry current facility and a curriculum that supports the current standards of dental hygiene practice.

Program Goals

- The program will provide the students with engaging educational and clinical opportunities that promote entry level competency in dental hygiene practice.
- The program will meet the needs of the community and the curriculum will reflect the current standards of dental hygiene practice.
- The program will provide an accessible educational environment that encourages ethical practice, professional leadership, self-assessment, effective communication, critical thinking and lifelong learning.
- The program will participate in ongoing activities to maintain the standards of accreditation, at the highest level, with the Commission on Dental Accreditation of the American Dental Association.

Program Learning Outcomes

- Illustrate ethics, professional development, and life-long learning.
- Employ quality patient care.
- Demonstrate education of individuals and groups.

Program Entrance Requirements

In addition to the admission requirements of the College, the following are requirements for admission into the Dental Hygiene Program:

1. Earned grade point average (GPA) of 2.75 or better in **ALL** general education courses required by the program toward the degree, and a minimum overall GPA of 2.0 to meet graduation requirements.
2. Satisfactory completion of any remedial coursework needed to be eligible for college level courses.
NOTE: Prerequisite courses may be required for ENC 1101 and mathematics requirement. These prerequisites **MUST** be taken **PRIOR** to entry into the Dental Hygiene Program. Consult the course descriptions in the Catalog or the specific department of the College for additional information.
3. **Prerequisite courses must be completed** with a grade of "C" or better by the end of the Fall term prior to the year to which you are applying.
Prerequisite courses:
BSC 2085 - Anatomy and Physiology I, BSC 2085L- Anatomy and Physiology I Lab
CHM 1020C - The Chemistry of Everyday Life
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 \$35. (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, students will complete the course together during the first semester of the program.
4. Mandatory attendance at the Dental Hygiene Program orientation (date to be announced).

Students are admitted to the Dental Hygiene Program once a year with classes beginning in the Summer term. This is a limited enrollment program. Completion of all or part of the general academic courses required for the degree does not guarantee acceptance into the program. However, priority is given to applicants who have completed the most required hours of coursework toward the degree by the end of the Fall term preceding the year for which the applicant is applying. If there are more qualified applicants than seats available in the program, the GPA of the general education courses required by the program will be the determining criteria for acceptance into the program along with any previous dental experience as outlined in the detailed application instructions.

For additional program and admission information, check the website at SCF.edu/DentalHygiene.

General Academic Courses

Students are encouraged to complete as many of the general academic courses as possible **BEFORE** entering the Dental Hygiene Program to ease their academic load during the program.

- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)** *
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- CHM 1020C - The Chemistry of Everyday Life **(3 Credit Hours)** * or higher

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

- MCB 2010C - Microbiology **(4 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**
- SPC 1608 - Fundamentals of Speech Communication **(3 Credit Hours)**
- SYG 2000 - Principles of Sociology **(3 Credit Hours)**
- Humanities Choose from Category A, Area IV, A.S. **(3 Credit Hours)**

- Social Sciences Choose from POS 1041 - American Government **(3 Credit Hours)** Or
- AMH 1020 - U.S. History 1877 to Present **(3 Credit Hours)**

Subtotal Credit Hours: 36

Dental Hygiene Courses

- DES 1020 - Oral Anatomy **(2 Credit Hours)**
- DES 1010 - Head and Neck Anatomy **(1 Credit Hour)**
- DES 1200C - Dental Radiography **(3 Credit Hours)**

- DEH 1002C - Introduction to Clinical Procedure **(6 Credit Hours)**
- DEH 1720 - Preventive Dentistry **(1 Credit Hour)**
- DEH 1000 - Introduction to Dental Hygiene **(2 Credit Hours)**
- DES 1100C - Dental Materials **(3 Credit Hours)**
- DEH 1130 - Oral Embryology and Histology **(1 Credit Hour)**
- DEH 1800C - Clinical Dental Hygiene I **(5 Credit Hours)**
- DEH 2822 - Dental Office Emergencies **(1 Credit Hour)**
- DEH 2802C - Clinical Dental Hygiene II **(4 Credit Hours)**
- DEH 2602 - Periodontology **(2 Credit Hours)**
- DEH 2300 - Pharmacology and Pain Control **(3 Credit Hours)**
- DEH 2400 - General and Oral Pathology **(2 Credit Hours)**
- DEH 2804C - Clinical Dental Hygiene III **(7 Credit Hours)**
- DEH 2702 - Community Dental Health **(2 Credit Hours)**
- DEH 2702L - Community Dental Health Laboratory **(1 Credit Hours)**
- DEH 2806C - Clinical Dental Hygiene IV **(6 Credit Hours)**

Subtotal Credit Hours: 52

Total Credit Hours: 88

Note(s):

* These courses **MUST** be completed **PRIOR** to entry into the Dental Hygiene Program

NOTE: This A.S. program follows state-approved requirements for articulation into one or more state university B.S. degree programs which may require additional courses.

For a more detailed description of the Dental Hygiene Program, please access the program's website at: SCF.edu/DentalHygiene.

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

Notification on Professional Licensure (USDOE Regulation 34 CFR 668.43 (a) (5) (v) and National Council for State Authorization Reciprocity (NC- SARA) : Current and prospective students for certain programs at State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill education requirements for specific professional licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' educational or professional requirements. Since the professional licensure and certification requirements vary from state to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

Health Services Management [2048]

Associate in Science Degree

(60 Credit Hours)

Program Manager

Heather Hernandez, CRDH, MBA

941-752-5658

HernanH@SCF.edu

Program Goals

To prepare students to seek employment as entry-level, non-clinical health service support/administrative personnel with the skills and knowledge required to work into management positions after gaining experience, or further their education in the field of health services management and administration. The degree will also provide supplemental training for current professionals wishing to enhance their management/administrative skills.

Program Learning Outcomes

- Demonstrate knowledge of the health care delivery system, including safety, and operations.
- Demonstrate knowledge of the interpersonal skills associated with the healthcare industry including standards of communications, employability and ethical considerations.
- Demonstrate an understanding of information technology applications in healthcare.
- Demonstrate basic knowledge of medical language, anatomy and physiology, and disease processes.
- Demonstrate leadership, human resources management, and administrative skills basic to management in any healthcare facility.
- Interpret federal state and local laws as they apply to health care facilities.
- Identify and apply basic knowledge of departmental capital and operational budgets, including volume, growth, and reimbursement systems.

Required General Academic Courses

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- Mathematics Choose from Category A, Area II, A.S. (**3 Credit Hours**)
- PSY 2012 - General Psychology (**3 Credit Hours**)
- Humanities Choose from Category A, Area IV, A.S. (**3 Credit Hours**)
- BSC 2085 - Anatomy and Physiology I (**3 Credit Hours**)
- BSC 2085L - Anatomy and Physiology I Laboratory (**1 Credit Hours**)
- MCB 2010C - Microbiology (**4 Credit Hours**)
- BSC 2086 - Anatomy and Physiology II (**3 Credit Hours**)
- BSC 2086L - Anatomy and Physiology II Laboratory (**1 Credit Hours**)
- CGS 1000 - Computer Information Systems (**3 Credit Hours**)

Take either: (3 credit hours)

- POS 1041 - American Government (**3 Credit Hours**) Or
- AMH 1020 - U.S. History 1877 to Present (**3 Credit Hours**)

Take either: (3 credit hours)

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

Subtotal Credit Hours: 33

Required HSM Program Courses

- HSA 1100 - Healthcare Delivery Systems **(3 Credit Hours)**
- HSA 1102 - Current Issues in Health **(2 Credit Hours)**
- HSA 2182 - Health Services Management Concepts **(2 Credit Hours)**
- HSC 1149 - General Pharmacology for Health Professionals **(1 Credit Hour)**
- HIM 2012 - Health Law Concepts and Practices **(3 Credit Hours)**
- HIM 2652 - Electronic Health/Medical Record Systems **(3 Credit Hours)**
- HIM 2721 - Introduction to Coding and Reimbursement Systems **(3 Credit Hours)**

Subtotal Credit Hours: 17

Elective HSM Program Courses

(Choose any 10 credits)

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- HSC 2531 - Understanding Medical Language **(2 Credit Hours)**
- HSC 2200 - Community Health Problems **(3 Credit Hours)**
- HSC 1100 - Personal Health **(3 Credit Hours)**
- HSC 2721 - Evidence-Based Healthcare Practice **(2 Credit Hours)**
- HLP 1081 - Concepts of Wellness **(3 Credit Hours)**
- HIM 1102 - Introduction to Health Informatics **(3 Credit Hours)**
- HIM 2510 - Quality and Performance Improvement **(2 Credit Hours)**
- HSC 1004 - Professions of Caring **(3 Credit Hours)**

Subtotal Credit Hours: 10

Total Credit Hours: 60

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

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

(72 Credit Hours)

Dean of Nursing

Dr. Tammy Sawmelle, Ph.D., MSN, RN

ASN Program Manager

Michele Tomaino

TomainM@SCF.edu

Program Goals

Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX-RN) to become licensed as a registered nurse.

The Nursing Program is approved by the Florida Board of Nursing. The Associate nursing program at State College of Florida is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>

Program Learning Outcomes

- Incorporate knowledge of biological, psychological, social, spiritual and cultural needs of clients and families when providing patient centered nursing care in diverse settings and across the life span.
- Exemplify a respectful and caring attitude and incorporate skills of advocacy when working with diverse clients in a variety of health care environments.
- Apply current evidence and clinical reasoning to guide the nursing process in the direct delivery of safe, culturally competent, quality care to clients, families, and communities along the health-illness continuum.
- Employ effective and therapeutic communication techniques with patients, families, communities and members of the health care team.
- Integrate leadership skills in the various nursing roles: manager and provider of care, advocate, teacher, and as a member of the nursing profession.
- Synthesize ethical and legal principles in the professional role as a nurse in the clinical and community setting.
- Employ information literacy skills to identify current evidence through the effective use of informatics to communicate, manage knowledge, improve the quality.

Program Entrance Requirements (Prerequisites - application requirements)

1. A cumulative grade point average (GPA) of 3.00 or better in the following prerequisite courses, and successful completion of a nursing entrance test at the required level, are required to make an application to the Associate in Science (A.S.) in Nursing Program.

Prerequisite courses:

BSC 2085 - Anatomy and Physiology I (3 Credit Hours)

BSC 2085L - Anatomy and Physiology I Laboratory (1 Credit Hours)

BSC 2086 - Anatomy and Physiology II (3 Credit Hours)

BSC 2086L - Anatomy and Physiology II Laboratory (1 Credit Hours)

ENC 1101 - Written Communication I (3 Credit Hours)

Mathematics Any Category A, Area II, A.A. (3 Credit Hours)

Additional General Academic Requirements

2. In addition to the program entrance requirements (prerequisites and testing), students are strongly encouraged to complete as many as possible of the general academic requirements, listed below, PRIOR to entry into the nursing program to ease their academic load. An overall and cumulate GPA of 2.75 or better is required in prerequisite and additional general academic courses. A grade of "C" or better is required for all coursework for the A.S. in Nursing Program.

Additional general academic courses:

POS 1041- American Government or AMH 1020 - US History 1877 to Present (3 Credit Hours)

Humanities - Any Category A, Area IV, A.A. **(3 Credit Hours)**

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

MCB 2010L - Microbiology Laboratory **(0 Credit Hours)**

PSY 2012 - General Psychology **(3 Credit Hours)**

DEP 2004 - Human Development: Life Span **(3 Credit Hours)**

3. A completed A.S. in Nursing Program application with the appropriate fee, submitted during the posted application period. Dates are posted at scf.edu/Nursing. A separate application is required for admission to the College.

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health from a licensed physician or nurse practitioner (form to be provided).
2. Completion of required immunizations (form to be provided).
3. A criminal background check (form to be provided) and drug screen.
4. Successful completion of the American Heart Association's CPR for the Health Care Provider with AED.

This program is offered during the Fall and Spring semesters. The program is a **limited** enrollment program with a selective admission process that is based upon the student's GPA and completion of prerequisites (including testing) and additional general academic practices.

Licensure Requirement

Any student who has been convicted, had adjudication withheld, or has criminal charges pending other than a minor traffic violation will need to obtain approval from the Florida Board of Nursing (or another state's board) for permission to take the licensure examination upon completion of the SCF A.S. in Nursing Program.

Nursing Courses

- NUR 1023C - Nursing Practice I **(10 Credit Hours)**
- NUR 1730C - Nursing Practice II **(10 Credit Hours)**
- NUR 2731C - Nursing Practice III **(10 Credit Hours)**
- NUR 2732C - Nursing Practice IV **(10 Credit Hours)**
- NUR 2813 - Nursing Seminar **(2 Credit Hours)**

Subtotal Credit Hours: 42

Note(s):

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

For RN to B.S.N. information, please contact RN2BSN@SCF.edu.

NOTE: This A.S. program follows state-approved requirements for articulation into one or more state university B.S. degree programs and may require additional courses.

The ASN to BSN "Fast Track" option is designed for qualified SCF ASN students who would like to obtain a Bachelor of Science in Nursing (BSN). This option allows SCF ASN students the opportunity to earn credits toward the Bachelor of Science degree in nursing (BSN) while enrolled in the ASN program. For additional information contact the BSN Coordinator at RN2BSN@scf.edu

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

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

(72 Credit Hours)

Director of Nursing

Dr. Tammy Sawmelle, Ph.D., MSN, RN

ASN Program Manager

Michele Tomaino

TomainM@SCF.edu

Program Goals

Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX-RN) to become licensed as a registered nurse.

The Nursing Program is approved by the Florida Board of Nursing.

The Associate nursing program at State College of Florida is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>

Program Learning Outcomes

- Incorporate knowledge of biological, psychological, social, spiritual and cultural needs of clients and families when providing patient centered nursing care in diverse settings and across the life span.
- Exemplify a respectful and caring attitude and incorporate skills of advocacy when working with diverse clients in a variety of health care environments.
- Apply current evidence and clinical reasoning to guide the nursing process in the direct delivery of safe, culturally competent, quality care to clients, families, and communities along the health-illness continuum.
- Employ effective and therapeutic communication techniques with patients, families, communities and members of the health care team.

- Integrate leadership skills in the various nursing roles: manager and provider of care, advocate, teacher, and as a member of the nursing profession.
 - + LPN Transition - SLO 5: Compare and contrast the role of the LPN to the scope of practice of the professional registered nurse.
- Synthesize ethical and legal principles in the professional role as a nurse in the clinical and community setting.
- Employ information literacy skills to identify current evidence through the effective use of informatics to communicate, manage knowledge, improve the quality.

Transition Program for Licensed Practical Nurses

The Associate in Science (A.S.) in Nursing Transition Program is specifically for qualified Licensed Practical Nurses (LPN). It is designed for the LPN who demonstrates current knowledge and skills so that advanced standing may be attained without unnecessary duplication of course content and experiences. Upon successful completion of the transition course NUR 2703C , a ten (10) credit hour course, students will be given advanced placement credit for the first year of the Associate in Science in Nursing (ASN) Program and will enter into the sophomore year.

Program Entrance Requirements (Prerequisites - application requirements)

1. A cumulative grade point average (GPA) of 3.00 or better in the following prerequisite courses, and successful completion of a nursing entrance test at the required level, are required to make an application to the Nursing Program.

Prerequisite courses:

- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- BSC 2086 - Anatomy and Physiology II **(3 Credit Hours)**
- BSC 2086L - Anatomy and Physiology II Laboratory **(1 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**
- Mathematics Any Category A, Area II, A.S. Mathematics course **(3 Credit Hours)**

Additional General Academic Requirements

2. In addition to the program entrance requirements (prerequisites and testing), students are strongly encouraged to complete as many as possible of the general academic requirements, listed below, PRIOR to entry into the A.S. in Nursing Program to ease their academic load. An overall and cumulate GPA of 2.75 or better is required in prerequisite and additional general academic courses. A grade of "C" or better is required for all coursework for the A.S. in Nursing Program.

Additional General Academic Courses:

- POS 1041 - American Government **or** AMH - US History 1877 to Present **(3 Credit Hours)**
- Humanities - Any Category A, Area IV, A.A. **(3 Credit Hours)**
- MCB 2010C - Microbiology **(4 Credit Hours)**
- MCB 2010L - Microbiology Laboratory **(0 Credit Hours)**
- PSY 2012 - General Psychology **(3 Credit Hours)**
- DEP 2004 - Human Development: Life Span **(3 Credit Hours)**

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

- a. A current Florida license as a Practical Nurse that is unencumbered and is unrestricted.
- b. An OFFICIAL transcript from the practical nursing program.

- c. Proof of **CURRENT** work (in the past year) in acute or extended care medical/surgical inpatient settings
OR
Graduation from practical nursing (PN) school within the past 12 months.

4. A completed Nursing Transition Program application, with the appropriate fee, submitted during the posted application period. Dates are posted at scf.edu/Nursing. A separate application is required for admission to the College.

Upon acceptance, the following are required:

1. A statement of satisfactory physical and mental health from a licensed physician or nurse practitioner (form to be provided).
2. Completion of required immunizations (form to be provided).
3. A criminal background check and drug screen.
4. Successful completion of the American Heart Association's CPR for the Health Care Provider with AED.

The LPN Transition Program is offered in the Fall/Spring term if enrollment permits. The program is a **limited** enrollment program with a selective admission process that is based upon the student's GPA and completion of prerequisite (including testing) and additional general academic courses.

Licensure Requirement

Any student who has been convicted, had adjudication withheld, or has criminal charges pending other than a minor traffic violation will need to obtain approval from the Florida Board of Nursing (or another state's board) for permission to take the licensure examination upon completion of the SCF A.S. in Nursing Program.

Nursing Courses

- NUR 2703C - Nursing Transition **(10 Credit Hours)** *
- NUR 2731C - Nursing Practice III **(10 Credit Hours)**
- NUR 2732C - Nursing Practice IV **(10 Credit Hours)**
- NUR 2813 - Nursing Seminar **(2 Credit Hours)**

Subtotal Credit Hours: 32

Total Credit Hours: 42 **

Note(s):

* NUR 2703C - Nursing Transition, is taken in lieu of NUR 1023C - Nursing Practice I and NUR 1730C - Nursing Practice II.

** **The LPN transition student is awarded an additional 10 credit hours** upon successful completion of the Nursing Program.

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

For RN to B.S.N. information, please contact rn2bsn@scf.edu.

NOTE: This A.S. program follows state-approved requirements for articulation into one or more state university B.S. degree programs and may require additional courses.

The ASN to BSN "Fast Track" option is designed for qualified SCF ASN students who would like to obtain a Bachelor of Science in Nursing (BSN). This option allows SCF ASN students the opportunity to earn credits toward the Bachelor of Science degree in nursing (BSN) while enrolled in the ASN program. For additional information contact the BSN Coordinator at RN2BSN@scf.edu.

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Business Administration and Management [1706]

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

(60 Credit Hours)

Program Manager

Justin McDonald

941-752-5679

McdonaJ@SCF.edu

Program Goals

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

Program Learning Outcomes

- Using appropriate software prepare, manage and use business and financial information about business organizations to support decision making.
- Develop and demonstrate understanding and application of effective business communication; human resource; employability and strategic and organizational skills appropriate to business environments and social engagement.
- Identify, classify and demonstrate management activities appropriate to business environments that support and accommodate significant legal and ethical issues affecting sustainability and demonstrate their application in real world application.
- Participate in a capstone project.

General Academic Courses

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

Subtotal Credit Hours: 24

Program Core Courses

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours) ***
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours) ***
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**

Subtotal Credit Hours: 24

Additional Program courses

- ENC 2210 - Technical Communication **(3 Credit Hours)**
- INP 1390 - Human Relations **(3 Credit Hours)**
- PHI 2600 - Applied Ethics **(3 Credit Hours)**
- A.A. General Ed. Category A, Area V **(3 Credit Hours)**

Subtotal Credit Hours: 12

Total Credit Hours: 60

Note(s):

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

* Prerequisite may be required.

Articulated credit from a technical college/secondary school may be applicable. For more information click here: [SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp](https://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp)

A related certificate is also offered. See certificate listing.

Degree Pathway

Required courses and recommended sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work during the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: [SCF.edu/Academics/degree-pathways.asp](https://scf.edu/Academics/degree-pathways.asp)

Construction Management Technology Articulated [1739]

Associate in Science Degree

(64 Credit Hours)

Program Manager

Samuel Aldrich

941-408-1417

AldricS@SCF.edu

Program Goals

This program is designed to prepare students for employment as construction project managers, project estimators, superintendents, schedulers and/or construction purchasing agents. The focus of the program is to provide students with broad transferrable skills, understanding and demonstration of the basic elements of construction management including planning; basic principles of business, management and finance; the technical aspects of the construction industry; materials and methods; reading blueprints; estimating quantities of materials; procuring materials; scheduling and working in a general construction environment.

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

General Academic Courses

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

Subtotal Credit Hours: 33

Program Specialization Courses

- BCN 1251C - Construction Drafting **(3 Credit Hours)**
- BCN 2230 - Building Construction Materials and Methods **(3 Credit Hours)**
- BCT 2760 - Building Codes and Specifications **(3 Credit Hours)**
- BCT 2770 - Building Construction Estimating **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)**
- ETI 2441 - Project Management **(3 Credit Hours)**
- FIN 2001 - Financial Management **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- SUR 2101C - Topographic Drafting and Survey **(4 Credit Hours)**

Subtotal Credit Hours: 31

Total Credit Hours: 64

Note(s):

This program will require some classes to be taken at one campus location. Contact the program director for specific details. Articulated credit from a technical institute/secondary school may be applicable.

For more information click here: SCF.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp

Advanced Technical Certificate

Leadership in Health Care [4006]

Advanced Technical Certificate

(15 Credit Hours)

Contact

Heather Hernandez, CRDH, MBA

941-752-5658

HernanH@SCF.edu

The Leadership in Healthcare Certificate is an academic pathway designed for working professionals who have completed an Associate in Science degree, Associate in Applied Science degree, or higher in an approved Allied Health profession or Nursing or who are pursuing the Bachelor of Science in Nursing or Bachelor of Applied Science in Health Services Administration degree.

The goal of the Leadership in Health Care Certificate is to provide specialized course work for those aspiring to, or already in, leadership positions within their respective health professions. Students completing this certificate will gain knowledge and skills related to healthcare administrative and supervisory duties which will enable them to effectively perform leadership roles within healthcare. This is an online program.

Program Requirements

- HSA 3111 - Health Care Delivery in The United States **(3 Credit Hours)**
- NUR 3826 - Ethics and Legal Issues in Healthcare **(3 Credit Hours)**

- NUR 4837 - Health Care Policy and Economics **(3 Credit Hours) Or**
- HSA 3430 - Health Care Economics **(3 Credit Hours)**

- HSA 3170 - Health Care Finance **(3 Credit Hours)**
- NUR 3870 - Informatics in Healthcare **(3 Credit Hours)**

Total Credit Hours: 15

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

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

Paralegal/Legal Assisting [4004]

Advanced Technical Certificate

(31 Credit Hours)

Program Manager

Dr. Suzanne Bechtol
941-752-5359
BechtoS@SCF.edu

Program Goals

The Paralegal/Legal Assisting Program educates with an effective balance of legal knowledge and practical skills. We prepare students for work in the legal profession upon graduation and to attain professional Certification.

Program Learning Outcomes

- Demonstrate knowledge of the ethical and professional standards of the paralegal.
- Demonstrate ability to utilize legal research materials and apply knowledge in legal writing.
- Demonstrate basic knowledge of substantive law, including: tort law, constitutional law, criminal law, real property law, estate planning and probate, business organizations, contracts, and family law.
- Demonstrate basic knowledge of procedural law, including: the fundamental steps of civil and criminal litigation and court rules and procedures.
- Demonstrate basic knowledge of law office procedures and the technology involved in carrying out law firm management activities, case management, and document preparation/management.
- Demonstrate employability skills, including: communication, employment search strategies, work habits, appearance, and basic computer skills.

Program Requirements

- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- PLA 1003 - Introduction to Legal Systems **(3 Credit Hours)**
- PLA 2001 - General Law **(3 Credit Hours)**
- PLA 1730 - Computer Assisted Legal Research **(1 Credit Hour)**
- PLA 1104 - Legal Research and Writing I **(3 Credit Hours)**
- PLA 2203 - Civil Litigation I **(3 Credit Hours)**
- PLA 2433 - Corporations and Business Organizations **(3 Credit Hours)**
- PLA 2732 - Law Office Computer Applications **(3 Credit Hours)**
- PLA 2949 - Internship in Paralegal/Legal Assisting **(3 Credit Hours)**

Subtotal Credit Hours: 25

Electives (6 Credit Hours)

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

- PLA 1610 - Real Property Law and Transactions I **(3 Credit Hours)**
- PLA 1949 - Career Decision Work Experience in Legal Assisting **(3 Credit Hours)**
- PLA 2114 - Legal Research and Writing II **(3 Credit Hours)**
- PLA 2223 - Civil Litigation II **(3 Credit Hours)**
- PLA 2303 - Criminal Law and Procedures **(3 Credit Hours)**
- PLA 2600 - Wills, Trusts and Probate Administration **(3 Credit Hours)**
- PLA 2612 - Real Property Law and Transactions II **(3 Credit Hours)**
- PLA 2614 - Real Property Law and Transactions III **(3 Credit Hours)**
- PLA 2763 - Law Office Management **(3 Credit Hours)**
- PLA 2800 - Introduction to Family Law **(3 Credit Hours)**
- PLA 2950 - Certified Paralegal Examination Review **(3 Credit Hours)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**

Total Credit Hours: 31

Note(s):

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

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

Teacher Certification Program [4005]

Advanced Technical Certificate

(24 Credit Hours)

Program Manager

Araceli Cumbo

941-408-1481

CumboA@SCF.edu

Program Goals

The SCF Educator Preparation Institute is a 9-12-month alternative teacher certification program that provides a quality teacher training option for bachelor's degree holders. At the completion of the program, the student will have successfully demonstrated mastery of the Florida Educator Accomplished Practices, Professional Educator Competencies, UCC (Uniform Core Curricula) and have provided documentation of mastery in a comprehensive professional portfolio. Completers of the program may then apply to the Florida Department of Education for a professional teaching certificate.

Admission requirements for the SCF Educator Preparation Program are:

- Possess any earned bachelor's degree from an accredited institution with a 2.5 GPA.
- Obtain a statement of status of eligibility from FDOE stating "You are eligible" for certification.
- Acquire passing scores on the General Knowledge Test (GKT) or provide documentation of a master's degree and Subject Area Exam (SAE).
- Attend an EPI orientation session.
- Complete EPI application.

Program Requirements

- EDF 3430 - Measurement, Evaluations, and Assessment in Education **(3 Credit Hours)**
- EDF 3214 - Child/Adolescent Development & Learning **(3 Credit Hours)**
- EDG 3620 - Curriculum & Instruction **(3 Credit Hours)**
- EDG 4410 - Classroom Management and Communication **(3 Credit Hours)**
- EEX 3242 - Differentiated Instruction of Exceptional and Diverse Learners **(3 Credit Hours)**
- EDF 3940 - Clinical Field Experience **(3 Credit Hours)**
- RED 3309 - Teaching Early and Emergent Literacy **(3 Credit Hours)**
- RED 4318 - Teaching Reading in Intermediate Grades **(3 Credit Hours)**

Total Credit Hours: 24

Program exit requirements:

Acquire passing scores on FDOE (Florida Department of Education) Professional Educator Test (PET) or earn a highly effective rating per their most recent performance evaluation.

Note(s):

RED 4940- Reading Internship (2 Credit Hours) This course is required for the following subject areas only: Elementary Education (K-6), Prekindergarten to Primary Education (Age 3 through grade 3), Middle Grades English (5-9), English (6-12), Reading (K-12), English to Speakers of Other Languages ESOL (K-12), Reading (endorsement).

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

Accounting Applications [3001]

Certificate

(27 Credit Hours)

Program Manager

Dr. Linda McKeag
941-752-5513
MckeagL@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of accounting in a business environment. The coursework will apply to the A.S. Accounting Technology degree [2005].

Program Goals

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

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate software.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support internal decision making.
- Prepare governmental tax forms, including income, payroll, and sales taxes.
- Consider the implications of professional values, ethics, and attitudes in business.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- QMB 1001 - Business Mathematics **(3 Credit Hours)**
- APA 1111 - Introduction to Accounting **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- APA 2141 - Computerized Accounting Applications **(3 Credit Hours)**
- ACG 2949 - Internship in Accounting **(1 to 3 variable Credit Hours)**

Total Credit Hours: 27

Note(s):

It is recommended that job-seeking students also complete SLS 1350 - Job Marketing Skills (1 credit). Credit load, and/or course availability may affect a student's individual progress.

Gainful employment information about this certificate is available at [SCF.edu/Academics/CareerTechnicalEducation/GEDT/](https://www.scf.edu/Academics/CareerTechnicalEducation/GEDT/).

Advanced Lean Manufacturing [3035]

Certificate

(12 Credit Hours)

Program Manager

Samuel Aldrich
941-408-1417
AldrichS@SCF.edu

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the manufacturing career cluster.

The content includes but is not limited to maintenance techniques, computer aided drafting/design skills, technical communications, maintenance and operation of various industrial components, quality control and testing, material handling protocols, and proper usage of tools and instrumentation.

Program Goals

This certificate program is part of the Engineering Technology AS degree program (1615000001) under the Advanced Manufacturing specialization. Students who complete this certificate will be able to demonstrate proficiency in the use of quality assurance methods, quality control concepts, identify lean and six sigma concepts in manufacturing environments, and identify, implement and/or interpret supply chain and operations management concepts and techniques.

Program Requirements

- ETI 1110 - Quality Assurance **(3 Credit Hours)**
- ETI 1622 - Introduction to Lean Manufacturing and Six Sigma **(3 Credit Hours)**
- ETI 1644 - Production and Inventory Control **(3 Credit Hours)**
- ETM 1010C - Mechanical Measurement and Instrumentation **(3 Credit Hours)**

Total Credit Hours: 12

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Alternative Energy [3002]

Certificate

(15 Credit Hours)

Program Manager

Samuel Aldrich

941-408-1417

AldricS@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of engineering technology. The coursework will apply toward the A.S. Engineering Technology degree [2040].

Program Goals

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

- Demonstrate a fundamental understanding of electronics and electricity.
- Demonstrate an understanding of industrial safety, health, and environmental requirements.
- Characterize alternative energy sources and technologies.
- Characterize the operation and performance of solar energy systems.
- Apply policy, regulation and good business practices for alternative energy systems.

Program Requirements

- BCN 1597 - Introduction to Solar Energy **(3 Credit Hours)**
- BCN 2046 - Introduction to Sustainability **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- ETI 1420C - Manufacturing Processes and Materials **(3 Credit Hours)**
- ETI 1701 - Industrial Safety **(3 Credit Hours)**

Electives

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

Total Credit Hours: 15

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

Gainful employment information about this certificate is available at [SCF.edu/Academics/CareerTechnicalEducation/GEDT/](https://www.scf.edu/Academics/CareerTechnicalEducation/GEDT/).

Automation [3034]

Certificate

(12 Credit Hours)

Program Manager

Samuel Aldrich

941-408-1417

AldricS@SCF.edu

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Manufacturing career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Manufacturing career cluster.

The content includes but is not limited to instruction in maintenance techniques, computer aided drafting/design skills, technical communications, maintenance and operation of various industrial components, quality control and testing, material handling protocols, and proper usage of tools and instrumentation.

Program Goals

This certificate program is part of the Engineering Technology AS degree program (1615000001) under the Advanced Manufacturing specialization. Students who complete this certificate will be able to operate industrial automation systems, troubleshoot industrial automation systems, apply the principles of robotics to automated systems and use proficiently human machine interfaces to operate automated systems.

Program Requirements

- EET 2525C - Programmable Logic Controllers **(3 Credit Hours)**
- ETI 1843C - Motors & Controls **(3 Credit Hours)**
- ETS 1535C - Automated Process Controls **(3 Credit Hours)**
- ETS 1540 - Industrial Applications Using PLC's & Robotics **(3 Credit Hours)**

Total Credit Hours: 12

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

Gainful employment information about this certificate is available at [SCF.edu/Academics/CareerTechnicalEducation/GEDT/](https://www.scf.edu/Academics/CareerTechnicalEducation/GEDT/).

Biotechnology Specialist [3028]

Certificate

(19 Credit Hours)

Program Manager

Dr. Matthew Thomas

941-752-5624

ThomasM1@SCF.edu

This certificate designed to prepare students for employment as technicians who will work in a research laboratory or industrial setting. The coursework will apply toward the A.S. Biotechnology program [2042]. This hands-on program is designed to provide students with entry level skills for a number of common laboratory techniques encountered in research and industrial settings

Program Goals

- Demonstrate communication skills
- Demonstrate safety skills
- Demonstrate basic laboratory skills
- Demonstrate regulatory compliance
- Demonstrate appropriate decision making and problem solving techniques
- Demonstrate specific Laboratory skills
- Demonstrate quality assurance/control
- Maintain facility and equipment.

General Education Courses

- BSC 2010C - Fundamentals of Biology I (**5 Credit Hours**)
- CHM 2045C - General Chemistry I (**5 Credit Hours**)

Subtotal Credit Hours: 10

Program Specialization Courses

Complete two of the three (4 credit hours) courses

- BSC 2420C - Introduction to Biotechnology Methods (**4 Credit Hours**)
- BSC 2426C - Biotechnology Methods I (**4 Credit Hours**)
- BSC 2427C - Biotechnology Methods II (**4 Credit Hours**)

Complete one of the three (1 credit hour) courses

- BSC 1421 - Introduction to Biotechnology (**1 Credit Hour**)
- BSC 2930 - Special Topics in Bioscience (**1 to 4 variable Credit Hours**) (1 credit hour) only
- MCB 2910L - Directed Independent Research (**1-3 Credit Hours**)

Subtotal Credit Hours: 9

Total Credit Hours: 19

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Business Management [3010]

Certificate

(30 Credit Hours)

Program Manager

Justin McDonald

941-752-5679

McdonaJ@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of business management. The coursework will apply toward any of the following A.S. degrees: Business Administration, Business Entrepreneurship [2043], Business Administration, Management [2006], Business Administration, Marketing [2007], and Business Administration and Management [1706].

Program Goals

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

Professional Skills:

- Prepare and use financial information about business organizations to support decision making. Manage business information using appropriate software.
- Demonstrate effective business communication skills. Describe the significance of legal and ethical issues in a business environment.
- Demonstrate employability skills. Prepare or develop strategic or organizational skills. Identify, classify and demonstrate management activities.

Management Skills:

- Prepare and use financial information about business organizations to support decision making. Manage business information using appropriate software.
- Demonstrate effective business communication skills. Describe the significance of legal and ethical issues in a business environment.
- Demonstrate employability skills. Prepare or develop strategic or organizational skills. Identify, classify and demonstrate management activities

Program Requirements

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- QMB 1001 - Business Mathematics **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- MNA 1345 - Management and Supervision **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- MAN 2933 - Management Seminar (A Class in Entrepreneurship) **(3 Credit Hours)**

Total Credit Hours: 30

Note(s):

NOTE: A grade of "C" or better must be attained for each course taken for this certificate. It also is recommended that job-seeking students complete SLS 1350 - Job Marketing Skills (1 credit). Credit load, and/or course availability may affect a student's individual progress.

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

Business Operations [3036]

Certificate

(18 Credit Hours)

Program Manager

Justin McDonald

941-752-5679

McDonaJ@SCF.edu

Program Goals

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in Business Management and administration career cluster; provides technical skill; proficiency, and includes competency-based applied learning and contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business management and Administration career cluster. The content includes but is not limited to instruction to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

Program Requirements

- ACG 2021 - Principles of Financial Accounting (**3 Credit Hours**)
- CGS 1000 - Computer Information Systems (**3 Credit Hours**)
- GEB 1011 - Introduction to Business (**3 Credit Hours**)
- MAN 2021 - Principles of Management and Organization (**3 Credit Hours**)
- ECO 2023 - Principles of Microeconomics (**3 Credit Hours**)
- MAR 2011 - Principles of Marketing (**3 Credit Hours**)

Total Credit Hours: 18

Note(s):

NOTE: A grade of "C" or better must be attained for each course taken for this certificate. Credit load, and/or course availability may affect a student's individual progress.

Business Specialist [3037]

Certificate

(16 Credit Hours)

Program Manager

Justin McDonald

941-752-5679

McdonaJ@SCF.edu

This program certificate offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration career cluster; provides technical skill proficiency, and includes competency based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration career cluster. The content includes but is not limited to individuals in the areas of planning, organizing, directing and controlling of a business, with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

Program Goals

This certificate is designed to prepare students for entry level employment in the field of business management. The coursework will apply toward any of the following A.S. degrees: Business Administration, Business Entrepreneurship [2043], Business Administration, Management [2006], Business Administration, Marketing [2007], and Business Administration and Management [1706].

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

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate software.
- Demonstrate employability skills.

- Prepare or develop strategic or organizational skills.
- Identify, classify, and demonstrate management activities.
- Demonstrate knowledge of accounting/budgeting operations.
- Demonstrate knowledge of the principles and practices of management.
- Demonstrate knowledge of essential human relations skills.
- Demonstrate knowledge of the supervisory responsibilities of management.
- Demonstrate knowledge of human resource management

Program Requirements

- ACG 2021 - Principles of Financial Accounting (**3 Credit Hours**)
- CGS 1000 - Computer Information Systems (**3 Credit Hours**) Or
- CGS 1570 - Integrated Business Apps Software (**3 Credit Hours**)
- GEB 1011 - Introduction to Business (**3 Credit Hours**)
- GEB 2210 - Business Presentations and Communications (**3 Credit Hours**) Or
- Choose any business elective
- GEB 2949 - Internship in Business (**1 to 3 variable Credit Hours**) (1 credit hour only)
- MAN 2021 - Principles of Management and Organization (**3 Credit Hours**)

Total Credit Hours: 16

Note(s):

A grade of "C" or better must be attained for each course taken for this certificate. Credit load, and/or course availability may affect a student's individual progress.

Child Care Center Management Specialization [3038]

Certificate

(12 Credit Hours)

Program Manager

Lisa Lucas
941-408-4212
LucasL@SCF.edu

Program Goals

This certificate will allow students to complete a specialized certificate, while working to complete their AS degree, which could lead to increase pay and/ or job promotion.

Program Requirements

- EEC 2002 - Early Child Care Center Management (**3 Credit Hours**)
- EEC 2202 - Program Development in Early Childhood (**3 Credit Hours**)
- EEC 2520 - Early Childhood Education Organizational Leadership Management (**3 Credit Hours**)
- EEC 2527 - Legal Issues and Financial Issues in Child Care (**3 Credit Hours**)

Total Credit Hours: 12

Note(s):

A grade of "C" or better must be attained for each course taken for this certificate.

Florida Child Care Professional Certification (FCCPC): Students who want the Florida Child Care Professional Certification must successfully complete EEC 1000, EEC 1001, EEC 1601, EEC 1319 and work or volunteer at least a total of 480 hours in a childcare facility during the semester the course work is completed. Once the coursework is complete, the student should contact Dr. K. DeWitt, DewittK@SCF.edu to submit to the state for obtaining the FCCPC Florida Child Care Professional Certificate.

Child Development Associate Credentials: Students who want the National CDA (Child Development Associate) credential must successfully complete EEC 1000, EEC 1001, EEC 1601 and EEC 1319 and then apply to the National Council for Early Childhood Recognition to complete the credentialing process. (The Council's toll-free number is 1-800-424-4310.)

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

Computer Aided Design and Drafting [3017]

Certificate

(24 Credit Hours)

Program Manager

Samuel Aldrich
941-408-1417
AldricS@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of engineering technology. The coursework will apply toward the A.S. Engineering Technology degree [2040].

Program Goals

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

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

- Demonstrate proficiency in solid modeling fundamentals.

Program Requirements

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

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

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

Electives

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

Total Credit Hours: 24

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

Gainful employment information about this certificate is available at
SCFedu/Academics/CareerTechnicalEducation/GEDT/

Computer Programmer [3004]

Certificate

(33 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@scf.edu

This certificate is designed to prepare students for entry level employment in the field of computer programming and analysis. Some coursework will apply toward the A.S. Computer Information Technology degree [2012].

Program Goals

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

- Perform data file activities.
- Perform analysis activities.

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

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CGS 2820 - Web Page Development **(3 Credit Hours)**
- COP 2373 - Programming Concepts II **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- COP 2250 - Java Programming I **(3 Credit Hours)**
- COP 2805 - Java Programming II **(3 Credit Hours)**
- COP 2842 - Developing Websites Using PHP/MYSQL **(3 Credit Hours)**
- CEN 2361 - Mobile Device Software Development **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Total Credit Hours: 33

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Computer Programming Specialist [3008]

Certificate

(18 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

Program Goals

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

- Perform data file activities.
- Perform program design activities.
- Perform coding activities.
- Perform testing activities.
- Perform implementation activities.
- Develop an algorithm that solves a problem.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CGS 1543 - Database Design and Implementation **(3 Credit Hours)**
- COP 2250 - Java Programming I **(3 Credit Hours)**
- COP 2805 - Java Programming II **(3 Credit Hours)**
- CIS 2321 - Introduction to Systems Analysis and Design **(3 Credit Hours)**

Total Credit Hours: 18

Notes:

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Criminal Justice Technology Specialist [3029]

Certificate

(24 Credit Hours)

Program Manager

Dr. Michael Ryan

941-752-5495

RyanM@SCF.edu

This certificate program is part of the Criminal Justice Technology AS degree program [2014]. The certificate consists of a sequence of courses that provides the foundational knowledge needed to continue to an AS Degree in Criminal Justice [2014] and a BAS Degree in Public Safety and Emergency Management. [8008]

Program Goals

This program prepares students to work in law enforcement, corrections, private/industry security, and other criminal justice, legal or public service related fields. The program prepares students to work as Police and Sheriff's Patrol Officers (SOC 33-3051), Correctional Officers and Jailers (SOC 33-3012), and criminal justice practitioners/supervisors/managers

in law enforcement agencies, correctional institutions, juvenile courts, crime laboratories, and mobile units dealing with physical evidence, etc. or to provide supplemental training for persons previously or currently employed in these occupations (SOC 33-1099). The program may also be beneficial to professionals seeking incentive benefits or career enhancement in the field.

Program Requirements

- CCJ 1020 - Introduction to Criminal Justice **(3 Credit Hours)**
- CJJ 2002 - Juvenile Delinquency and Rehabilitation **(3 Credit Hours)**
- CJE 1300 - Police Administration and Organization **(3 Credit Hours)**
- CJC 1000 - Introduction to Corrections **(3 Credit Hours)**
- CJL 2130 - Criminal Evidence and Procedures **(3 Credit Hours)**
- CCJ 1600 - Deviant Behavior **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)**

Total Credit Hours: 24

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

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

Digital Publishing [3030]

Certificate

(18 Credit Hours)

Program Manager

Matthew Masucci

941-408-1500

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The purpose of this program is to prepare students with hands-on training in new media and digital publications. This program focuses on the skills necessary to work on print and digital publications, work in social media and digital marketing, or work in layout, design, and editing fields. The skills in this program are transferable to both local and national level publications. This program includes editing, programming, and graphic design courses.

Program Goals

Upon completion, students will demonstrate the fundamental skills of the writing process for varied mass media and new media communication platforms. As well as appropriate analytical technical analytical and evaluative skills for new media creation, delivery, and social impact.

Core Requirements

- CGS 2820 - Web Page Development (**3 Credit Hours**)
- CRW 2001 - Creative Writing I (**3 Credit Hours**)
- GRA 1100C - Introduction to Computer Graphics (**3 Credit Hours**)
- JOU 1440L - College Magazine Production I (**1 to 3 variable Credit Hours**) (3 credit format only)

Choice of two (6 Credit) courses

- GRA 1206C - Typography (**3 Credit Hours**)
- GRA 2121C - Communication Design (**3 Credit Hours**)
- GRA 2150C - Photoshop (**3 Credit Hours**)
- ENC 2210 - Technical Communication (**3 Credit Hours**)
- JOU 1441L - College Magazine Production II (**1 to 3 variable Credit Hours**) (3 credit format only)
- MMC 2949 - Internship in Mass Communications (**3 Credit Hours**)
- PGY 1800C - Digital Imaging I (**3 Credit Hours**)

Total Credit Hours: 18

Note(s):

The entirety of this program can be completed at the Venice Campus and is open to all students. Credit load, and/or course availability may affect a student's individual progress.

Additionally, students completing this program could use some of these courses to complete a certificate in Graphic Design Technology, effectively earning two certificates by taking 27 credits instead of 36 (if both certificates were taken separately).

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

Early Childhood Education and Early Intervention [3003]

Certificate

(36 Credit Hours)

Program Manager

Lisa Lucas
 941-408-4212
LucasL@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of early childhood education. The coursework will apply toward the A.S. Early Childhood Education degree [2009] and toward the B.S. Early Childhood Education degree [8005].

Program Goals

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

- Demonstrate knowledge of child growth and development.
- Demonstrate knowledge of disabling conditions.
- Demonstrate knowledge of early childhood education.
- Guide physical development.
- Guide cognitive language and literacy development.
- Guide creative development.
- Guide social, self-help and affective development.
- Demonstrate knowledge of state and local rules and regulations.
- Demonstrate knowledge of appropriate methods of guidance and classroom management.
- Initiate and facilitate positive interaction with the child's family.
- Demonstrate knowledge of safety, health and nutrition.
- Identify and report child abuse and neglect in accordance with state regulations.
- Demonstrate knowledge of community needs and resources.
- Demonstrate professionalism.
- Demonstrate various observation and recording methods.
- Demonstrate use of classroom media.

Program Requirements

- ENC 1101 - Written Communication I (**3 Credit Hours**)
- Social Sciences Choose from Area III, A.S. (**3 Credit Hours**)
- MAT 1033 - Intermediate Algebra (**4 Credit Hours**) or higher Area II, A.S.
- Humanities Choose from Area IV, A.S. (3 Credit Hours)
- EEC 1001 - Early Childhood Growth and Development (**3 Credit Hours**)
- EEC 1000 - Introduction to Early Childhood Education (**3 Credit Hours**)
- EDF 1030 - Effective Classroom Management (**3 Credit Hours**)
- EEX 2010 - Introduction to Exceptional Learners (**3 Credit Hours**)
- EEC 1601 - Observation and Assessment in Early Childhood (**3 Credit Hours**)
- EEC 2401 - Family Interaction and Cultural Continuity (**3 Credit Hours**)
- EEC 2002 - Early Child Care Center Management (**3 Credit Hours**)
- EEC 1319 - Portfolio Development and Performance Observation (**3 Credit Hours**)

Total Credit Hours: 36

Note(s):

A grade of "C" or better must be attained for each course taken for this certificate.

Florida Child Care Professional Certification (FCCPC): Students who want the Florida Child Care Professional certification must successfully complete EEC 1000, EEC 1001, EEC 1601, EEC 1319 and work or volunteer at least a total of 480 hours in a childcare facility during the semester the course work is completed. Once the coursework is complete, the student should contact Dr. April Fleming, flemina@scf.edu to submit to the state for obtaining the FCCPC Florida Child Care Professional Certificate.

Child Development Associate Credentials: Students who want the National CDA (Child Development Associate) credential must successfully complete EEC 1000, EEC 1001, EEC 1601 and EEC 1319 and then apply to the National Council for Early Childhood Recognition to complete the credentialing process. (The Council's toll-free number is 1-800-424-4310.)

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

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

Electronics [3018]

Certificate

(14 Credit Hours)

Program Manager

Samuel Aldrich

941-408-1417

AldricS@SCF.edu

This certificate is designed to prepare students for entry level employment in the field of electronics. The coursework will lead toward the A.S. Engineering Technology degree [2040].

Program Goals

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

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

Program Requirements

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

Electives

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

Total Credit Hours: 14

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Engineering Technology Support Specialist [3016]

Certificate

(18 Credit Hours)

Program Manager

Samuel Aldrich

941-408-1417

AldricS@SCF.edu

This certificate is designed to prepare students for entry level employment within the career cluster of technology support. The coursework will apply toward the A.S. Engineering Technology degree [2040].

Program Goals

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

- Demonstrate an understanding of industrial processes and material properties.
- Generate and interpret computer-aided drawings.
- Demonstrate a fundamental understanding of electronics and electricity.
- Demonstrate an understanding of industrial safety, health, and environmental requirements.
- Demonstrate proficiently in the use of quality assurance methods and quality control concepts.
- Demonstrate proficiency in using tools, instruments and testing devices.
- Demonstrate basic troubleshooting skills.
- Demonstrate appropriate communication skills.
- Demonstrate appropriate math skills
- Demonstrate an understanding of modern business practices and strategies.
- Demonstrate employability skills.

Program Requirements

- ETM 1010C - Mechanical Measurement and Instrumentation **(3 Credit Hours)**
- ETI 1110 - Quality Assurance **(3 Credit Hours)**
- ETD 1320C - Introduction to Auto CAD **(3 Credit Hours)**
- EET 1084C - Introduction to Electronics **(3 Credit Hours)**
- ETI 1701 - Industrial Safety **(3 Credit Hours)**
- ETI 1420C - Manufacturing Processes and Materials **(3 Credit Hours)**

Total Credit Hours: 18

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Entrepreneurship [3023]

Certificate

(12 Credit Hours)

Program Manager

Dr. Tylisha Johnson

941-752-5669

JohnsoT1@SCF.edu

This certificate is designed to teach students the fundamentals of entrepreneurship and may lead to entry level employment within the business career cluster. The coursework will apply toward the A.S. Business Administration, Business Entrepreneurship degree [2043].

Program Goals

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

- Develop entrepreneurial concepts.
- Develop entrepreneurial resources.
- Apply accounting principles and concepts to perform accounting activities.
- Demonstrates money management skills.
- Describe and conduct business records management.
- Plan and develop a marketing-information management system.
- Plan and develop promotional strategies.
- Plan and develop pricing strategies.
- Analyze business risk.
- Analyze and identify legal considerations.
- Prepare a business plan.

Program Requirements

- ENT 2000 - Introduction to Entrepreneurship (**3 Credit Hours**)
- ENT 2120 - Digital Marketing (**3 Credit Hours**)
- ENT 2411 - Business Operations for Entrepreneurs (**3 Credit Hours**)
- ENT 2100 - Building and Presenting a Business Plan (**3 Credit Hours**)

Total Credit Hours: 12

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

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

Graphic and Web Design [3022]

Certificate

(24 Credit Hours)

Program Manager

Charles Darwin

941-408-1507

DarwinC@SCF.edu

This certificate is designed to provide students with a foundation in interactive media techniques that may lead to entry level employment within the field of media production. The coursework will apply toward the A.S. Graphic Design Technology degree [2033].

Program Goals

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

- Demonstrate effective communication skills.
- Demonstrate team skills.
- Demonstrate safe and efficient work practices.
- Perform raster and vector based illustration and graphic development.
- Formulate concepts/theories.
- Apply design theories.
- Demonstrate creative use of typography.
- Create advertising layouts.
- Demonstrate production skills.
- Demonstrate knowledge of current industry standards, practices, and techniques.
- Interpret photographic procedures.
- Apply color theories.
- Demonstrate industry level presentation procedures.
- Utilize computer hardware, software, networks and peripherals for the production of electronic content.
- Create electronic content.
- Demonstrate employability skills.

Program Prerequisites

Students may enter the program upon completion of Introduction to Computer Graphics (GRA 1100C) with a grade of "C" or better. This requirement may be waived if student can prove competency of the Adobe Creative Cloud programs via articulation, industry certification, testing provided by the SCF graphic design faculty or portfolio review. Please contact the program manager for specifics.

Program Requirements

- GRA 2190C - Graphic Design Basics **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**
- GRA 2150C - Photoshop **(3 Credit Hours)**
- GRA 2121C - Communication Design **(3 Credit Hours)**
- GRA 2142C - Web Design I **(3 Credit Hours)**
- GRA 2143C - Web Design II **(3 Credit Hours)**
- GRA 2723C - Web Design III **(3 Credit Hours)**
- GRA 2160C - Web Basic Animation **(3 Credit Hours)**

Total Credit Hours: 24

Note(s):

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

Students may enter the program upon completion of GRA 1100C - Introduction to Computer Graphics with a grade of "C" or better. This requirement may be waived if students can prove basic competency of the Adobe Create Suite via articulation, testing or portfolio review. Please contact program manager for specifics Credit load, and/or course availability may affect a student's individual progress.

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

Program formerly known as Interactive Media Production until Fall 2018.

Graphic Design Support [3021]

Certificate

(15 Credit Hours)

Program Manager

Charles Darwin

941-408-1507

DarwinC@SCF.edu

This certificate is designed to prepare students for initial employment in the field of graphic design. The coursework will apply toward the A.S. Graphic Design Technology degree [2033].

Program Goals

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

- Demonstrate effective communication skills.
- Perform raster and vector-based illustration and graphic development.

- Formulate concepts/theories.
- Apply design theories.
- Demonstrate creative use of typography.
- Demonstrate production skills.
- Interpret printing processes.
- Demonstrate knowledge of current industry standards, practices, and techniques.
- Interpret photographic procedures.
- Apply color theories.
- Demonstrate industry level presentation procedures.
- Utilize computer hardware, software, networks and peripherals for the production of electronic content.
- Create electronic content.
- Demonstrate employability skills.

Program Requirements

- GRA 1100C - Introduction to Computer Graphics **(3 Credit Hours)**
- GRA 2190C - Graphic Design Basics **(3 Credit Hours)**
- GRA 1206C - Typography **(3 Credit Hours)**
- GRA 2150C - Photoshop **(3 Credit Hours)**
- GRA 2121C - Communication Design **(3 Credit Hours)**

Total Credit Hours: 15

Note(s):

This certificate will require some or all classes to be taken at one campus location. Contact the department for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Green Belt Six Sigma [3031]

Certificate

(12 Credit Hours)

Program Manager

Samuel Aldrich
941-408-1417
AldricS@SCF.edu

This certificate program is part of the Engineering Technology AS degree program under the Quality specialization. The content includes but is not limited to the concepts, theories and tools of Lean Manufacturing and Six Sigma as used in the manufacturing and services industries. The programs cover the methods used in Lean and Six Sigma such as continuous

flow, overall equipment effectiveness (OEE), Kaizen, process mapping, the 5 S's, total productive maintenance (TPM), cellular manufacturing, self-directed work teams, the Kanban system, design for manufacturing and value stream mapping.

Program Goals

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

- Demonstrate proficiency in lean manufacturing/production.
- Demonstrate proficiency in developing self-directed work teams.
- Demonstrate proficiency in the tools of lean manufacturing.
- Demonstrate proficiency in basic Six Sigma concepts.

Program Requirements

- ETI 1622 - Introduction to Lean Manufacturing and Six Sigma **(3 Credit Hours)**
- ETI 1628 - Coaching Self-Directed Teams **(3 Credit Hours)**
- ETI 2610 - Principles of Six Sigma **(3 Credit Hours)**
- ETI 2623 - Tools for Lean Manufacturing **(3 Credit Hours)**

Total Credit Hours: 12

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Health Care Services [3039]

Certificate

(32 Credit Hours)

Contact

Heather Hernandez, CRDH, MBA
941-752-5658
HernanH@SCF.edu

Program Goals

This certificate offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general

employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This certificate is an educational pathway designed for students pursuing the A.S, Health Services Management degree program.

Program Requirements

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)**
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CGS 1570 - Integrated Business Apps Software **(3 Credit Hours)**
- HIM 2012 - Health Law Concepts and Practices **(3 Credit Hours)**
- HIM 2652 - Electronic Health/Medical Record Systems **(3 Credit Hours)**
- HIM 2721 - Introduction to Coding and Reimbursement Systems **(3 Credit Hours)**
- HSA 1100 - Healthcare Delivery Systems **(3 Credit Hours)**
- HSA 2001 - Interprofessional Team Based Health Care **(2 Credit Hours)**
- HSA 2182 - Health Services Management Concepts **(2 Credit Hours)**
- HSC 1149 - General Pharmacology for Health Professionals **(1 Credit Hour)**
- HSC 2721 - Evidence-Based Healthcare Practice **(2 Credit Hours)**

Total Credit Hours: 32

Homeland Security Specialist [3032]

Certificate

(9 Credit Hours)

Program Manager

Dr. Michael Ryan
941-752-5495
RyanM@SCF.edu

This certificate program is part of the Criminal Justice Technology AS degree program [2014]. The certificate consists of a sequence of courses that provides the foundational knowledge needed to continue on to earn an additional certificate in Criminal Justice, an AS Degree in Criminal Justice and a BAS Degree in Public Safety and Emergency Management. [8008]

Program Goals

This program prepares students for entry level work in law enforcement, homeland security, private/industry security, and other criminal justice, legal or public service related fields. The program prepares students to work as criminal justice or homeland security practitioners/supervisors/managers in law enforcement agencies and homeland security organizations and also provides supplemental training for persons previously or currently employed in these occupations (SOC 33-3051 Police and Sheriff's Patrol Officers, 33-3012 First-Line Supervisors of Police and Detectives, 33-1099 First-Line

Supervisors of Protective Service Workers, All Other). The program may also be beneficial to professionals seeking incentive benefits or career enhancement in the field.

Program Requirements

- CCJ 1020 - Introduction to Criminal Justice (**3 Credit Hours**)
- CJL 2100 - Criminal Law (**3 Credit Hours**)
- SYG 2000 - Principles of Sociology (**3 Credit Hours**)

Total Credit Hours: 9

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

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

Information Technology Analysis [3015]

Certificate

(27 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@scf.edu

This certificate is designed to prepare students for entry level employment in the field of computer information analysis. The coursework will apply toward the A.S. Network Systems Technology degree [2027].

Program Goals

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

- Demonstrate how to use current productivity software applications including word processing, spreadsheets, database, presentation software, email, and internet browser applications.
- Install, configure, upgrade and troubleshoot computer hardware and associated peripheral devices and other system components.
- Install, configure and troubleshoot system and device driver software and implement basic security measures.
- Demonstrate knowledge of networking technologies, networking hardware, and data communication concepts, protocols, and routing methods.
- Foundations of project management.
- Perform customer service skills.
- Perform computer information systems monitoring activities.
- Perform computer information systems analysis activities.

Program Requirements

- MAT 1033 - Intermediate Algebra (**4 Credit Hours**)
or any Higher Mathematics **Credits / Units:** 3-4
- CGS 1000 - Computer Information Systems (**3 Credit Hours**)
- CGS 1570 - Integrated Business Apps Software (**3 Credit Hours**)
- CGS 2820 - Web Page Development (**3 Credit Hours**)
- CGS 1543 - Database Design and Implementation (**3 Credit Hours**)
- CTS 1150 - Microcomputer Hardware and Maintenance (**3 Credit Hours**)
- CET 1600 - Networking Fundamentals (**3 Credit Hours**)
- CIS 2321 - Introduction to Systems Analysis and Design (**3 Credit Hours**)
- CIS 2931 - Current Issues in Computing (**3 Credit Hours**)

Total Credit Hours: 27/28

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Live Event Media Production [3024]

Certificate

(24 Credit Hours)

Program Manager

Chris Fletcher
941-752-5460
FletchC@SCF.edu

This certificate is designed to prepare students for entry level employment within the audio-visual technology and communication career cluster. This coursework will apply toward the A.S. Digital Cinema degree [2031].

Program Goals

The purpose of the Live Event Media Production certificate is to provide hands-on training to individuals who are interested in becoming camera operators for television, video, or internet production events. This program focuses on broad transferable skills and stresses understanding and demonstration of the following elements of the television video and internet/webcast industries: working as part of a team, safe and efficient work practices, use of lighting equipment, operation of video camera, set-up and use of audio recording equipment, operation of control room equipment, and organization and editing of video resources.

Program Requirements

- FIL 2423 - Introduction to Film Production (**3 Credit Hours**)
- RTV 1510 - Introduction to Television Production (**3 Credit Hours**)
- PGY 1750 - Creative Videomaking (**3 Credit Hours**)
- FIL 1537 - Sound Recording and Design (**3 Credit Hours**)

Suggested Courses for Second Term:

- RTV 1530 - Electronic Field Production I (**3 Credit Hours**)
- FIL 2571 - Video Post -Production (**3 Credit Hours**)
- DIG 2000 - Media Interpretation and Adaptation (**3 Credit Hours**)
- FIL 2949 - Internship in Film/Video (**3 Credit Hours**)

Total Credit Hours: 24

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

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

Marketing [3011]

Certificate

(30 Credit Hours)

Program Manager

Justin McDonald
 941-752-5679
 McdonaJ@SCF.edu

This certificate is designed to prepare students for entry level employment within the marketing, sales, and service career cluster. The coursework will apply toward the A.S. Business Administration, Marketing Degree [2007].

Program Goals

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

- Demonstrate the human relations skills necessary for success in promotion.
- Demonstrate the ability to communicate skillfully.
- Perform merchandising math operations unique to products and services marketing.
- Demonstrate knowledge of the principles of promotion.
- Demonstrate knowledge of advertising.
- Demonstrate knowledge of display.
- Demonstrate knowledge of basic economic principles.
- Demonstrate knowledge of public relations.
- Demonstrate knowledge of personal selling.

- Demonstrate knowledge of management functions.
- Demonstrate an understanding of entrepreneurship.

Program Requirements

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- QMB 1001 - Business Mathematics **(3 Credit Hours)**
- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- MAR 2011 - Principles of Marketing **(3 Credit Hours)**
- MKA 2511 - Principles of Advertising **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- MAN 2021 - Principles of Management and Organization **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- MKA 2021 - Personal Selling **(3 Credit Hours)**

Total Credit Hours: 30

Note(s):

It is recommended that job-seeking students also complete SLS 1350 - Job Marketing Skills (1 credit). Credit load, and/or course availability may affect a student's individual progress.

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

Network Infrastructure [3033]

Certificate

(21 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

This certificate is designed to prepare students for entry level employment within the field of the information technology career cluster. This certificate program is part of the Network Systems Technology AS degree program [2027], and is aligned with the CISCO Certified Network Associate (CCNA) industry certification.

Program Goals

Specific Program Goals of the Certificate are:

- Demonstrate a fundamental understanding of computer networking.
- Demonstrate an understanding of routing concepts.
- Demonstrate router configuration skills.

- Demonstrate an understanding of LAN design and concepts.
- Demonstrate VLAN configuration skills.
- Demonstrate an understanding of basic wireless concepts and configuration.
- Demonstrate an understanding of wide area networks (WAN).
- Demonstrate Wide Area Network configuration skills.
- Demonstrate an understanding of network security.
- Demonstrate an understanding of remote access.
- Demonstrate an understanding of IP Addressing Services.
- Demonstrate an understanding of network maintenance, support and troubleshooting.

Program Requirements

- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CET 1605 - CCNA1 Introduction to Networks **(3 Credit Hours)**
- CET 1610 - CCNA2 Switching, Routing and Wireless Essentials **(3 Credit Hours)**
- CET 2615 - CCNA3 Enterprise Networking, Security, and Automation **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**

Total Credit Hours: 21

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Network Security [3007]

Certificate

(30 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

This certificate is designed to prepare students for entry level employment within the field of the information technology career cluster. This coursework will apply toward the A.S. Network Systems Technology degree [2027].

Program Goals

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

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

- Demonstrate proficiency in securing network infrastructures and protecting data.
- Demonstrate proficiency in performing security penetration testing.
- Demonstrate proficiency in responding to cybersecurity incidents.
- Demonstrate proficiency in the essential elements of forensic analysis.
- Demonstrate employability skills.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CTS 2375 - Cloud Services **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CIS 2121 - Cybersecurity Analysis **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Total Credit Hours: 30

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

Gainful employment information about this certificate is available at [SCF.edu/Academics/CareerTechnicalEducation/GEDT/](https://www.scf.edu/Academics/CareerTechnicalEducation/GEDT/)

Network Server Administration [3006]

Certificate

(24 Credit Hours)

Program Manager

Jason Reed

941-752-5461

ReedJ@SCF.edu

This certificate is designed to prepare students for entry level employment within the field the information technology career cluster. This coursework will apply toward the A.S. Network Systems Technology degree [2027].

Program Goals

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

- Demonstrate understanding of computer network maintenance and support.
- Demonstrate understanding of networking fundamentals.
- Demonstrate understanding of operating system concepts and practices.
- Demonstrate understanding of network security fundamentals.
- Demonstrate how to install and deploy a server operating system.
- Demonstrate how to provide infrastructure services.
- Demonstrate how to provide remote and wireless network access.
- Demonstrate how to monitor and maintain network servers and services.
- Demonstrate an understanding of securing data transmission and authentication.
- Demonstrate an understanding of planning for business continuity and high availability.
- Demonstrate workplace-readiness skills.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**
- CTS 2375 - Cloud Services **(3 Credit Hours)**
- CIS 2931 - Current Issues in Computing **(3 Credit Hours)**

Total Credit Hours: 24

Note(s):

This program will require some or all classes to be taken at one campus location. Contact the program director for specific details. Credit load, and/or course availability may affect a student's individual progress.

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

Network Support Technician [3009]

Certificate

(21 Credit Hours)

Program Manager

Jason Reed
941-752-5461
ReedJ@SCF.edu

Program Goals

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to instruction in computer literacy; software application support; basic hardware configuration and troubleshooting; networking technologies, troubleshooting, security, and administration; and customer service and human relations skills.

Program Requirements

- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- COP 2510 - Programming Concepts **(3 Credit Hours)**
- CTS 1150 - Microcomputer Hardware and Maintenance **(3 Credit Hours)**
- CET 1600 - Networking Fundamentals **(3 Credit Hours)**
- CIS 1355 - Security Engineering **(3 Credit Hours)**
- CTS 2321 - Linux System Administration **(3 Credit Hours)**
- CTS 2143 - Server Fundamentals **(3 Credit Hours)**

Total Credit Hours: 21

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

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

Preschool Teacher Specialization [3040]

Certificate

(12 Credit Hours)

Program Manager

Kristen Fisher

941-363-7265

FisherK1@SCF.edu

Program Goals

This certificate will allow students to complete a specialized certificate, while working to complete their AS degree, which could lead to increased pay and/ or a job promotion.

Program Requirements

- EEC 2226 - Introduction to Principles of Mathematics and Science for Young Children **(3 Credit Hours)**
- EEC 1312 - Creative Experiences for Young Children **(3 Credit Hours)**
- EEC 2217 - Introduction to Language and Emergent Literacy **(3 Credit Hours)**
- EME 2040 - Introduction to Technology for Educators **(3 Credit Hours)**

Total Credit Hours: 12

Note(s):

A grade of "C" or better must be attained for each course taken for this certificate.

Real Estate Paraprofessional [3043]

Certificate

(12 Credit Hours)

Program Manager

Dr. Suzanne Bechtol

941-752-5359

BechtoS@SCF.edu

Program Requirements

This certificate program is part of the Paralegal Studies (Legal Assisting) AS degree program. The purpose of this program is to prepare students for employment as paralegals, title examiners or abstractors, or to provide supplemental training for persons previously or currently employed in these occupations. This program is a planned sequence of instruction consisting of 12 credit hours. The content includes real property law, ethics, contract law, and employability skills.

Program Goals

- Demonstrate knowledge of the ethical and professional standards of the paralegal.
- Demonstrate knowledge of real property law and its application to real property transactions.
- Demonstrate employability skills.
- Demonstrate knowledge of principles of contract law including the Uniform Commercial Code.

Program Requirements

- PLA 1610 - Real Property Law and Transactions I (**3 Credit Hours**)
- PLA 2612 - Real Property Law and Transactions II (**3 Credit Hours**)
- PLA 2614 - Real Property Law and Transactions III (**3 Credit Hours**)
- PLA 2949 - Internship in Paralegal/Legal Assisting (**3 Credit Hours**)

Total Credit Hours: 12

Note(s):

Credit load, and/or course availability may affect a student's individual progress.

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

Risk Management and Insurance Operations- [3041]

Certificate

(18 Credit Hours)

Program Director

Dr. Linda McKeag
941-752-5513
MckeagL@SCF.edu

Program Goals

This is an 18-credit hour program with the purpose of preparing students for further education and employment in the Insurance career cluster. The program is designed to develop the student's general employability by improving their work attitudes, communication, critical thinking, technical skills, problem-solving skills, and occupation-specific skills relative to insurance sales. The program content is broad-based to reflect the cross-functional relationships prevalent in risk management and insurance. Students are exposed to related business practices such as standard operating procedures, budgeting, planning, organizing, marketing, customer service, property and casualty rules, personal insurance rules, and risk management theory. Emphasis is placed on understanding the concept of risk, insurance sales, insurance products/policies, customer service, and providing the right coverage for the amount of risk exposure. Learning is promoted via teamwork, case studies, practitioner guest lectures, video lectures, online learning aides, and visits to insurance agency and carrier sites. This program prepares students for employment in roles such as: Customer service

representative, Insurance office assistant, Account Managers, Personal Lines Agent, Claims Adjuster, and Risk Analyst. Program learning outcomes include:

- Demonstrate effective business communication skills.
- Describe the significance of legal and ethical issues in a business environment.
- Demonstrate knowledge and application of product and service technology.
- Develop appropriate business records for an insurance agency.
- Demonstrate knowledge of employee compensation and benefits plan.
- Develop a successful promotion plan for an insurance agency

Program Requirements

- GEB 1011 - Introduction to Business **(3 Credit Hours)**
- GEB 2210 - Business Presentations and Communications **(3 Credit Hours)**
- BUL 2131 - Legal Environments of Business **(3 Credit Hours)**
- RMI 1201 - Principles of Property and Liability Insurance **(3 Credit Hours)**
- RMI 2113 - Personal Insurance **(3 Credit Hours)**
- RMI 2213 - Commercial Insurance **(3 Credit Hours)**

Total Credit Hours: 18

Bachelor of Applied Science

Health Services Administration [8002] †

Bachelor of Applied Science

(120 Credit Hours)

Program Director

Heather Hernandez, CRDH, MBA
941-752-5658
HernanH@SCF.edu
SCF.edu/BASHSA

Program Description and Goal

The Bachelor of Applied Science in Health Services Administration Program prepares individuals to develop, plan, and manage health care operations and services. Graduates acquire desired workforce skills in human services, health financial management, health information systems and an understanding of health care issues. This program prepares students for careers in a wide range of management and administrative positions in health-related organizations and health service delivery systems. Job opportunities may include clinical and laboratory manager, health care facility coordinator, and department manager among other administrative and managerial positions in hospitals, ambulatory care, physician group practices, social service agencies, long-term care facilities, rehabilitation centers and other health-related businesses.

Program Learning Outcomes

- Evaluate theories and concepts impacting the profession.
- Analyze and employ the proper ethical and legal standards required in advocating for patients and interacting with professionals.
- Differentiate and employ effective communications needed for patient, family, and staff interaction, as well as problem solving, critical reasoning and conflict resolution.
- Demonstrate the ability to collect and record data, as well as conduct research and implement quality improvement measures, and analyze information from a variety of sources in order to formulate sound decisions and program of action ensuring safe humanistic high-quality care.
- Analyze critical incidents utilizing evidence-based practice and take immediate steps to resolve the situation, in collaboration with others.
- Employ leadership concepts and skills in prioritizing, designing, coordinating, and managing professional responsibilities.
- Comprehend the influence of health care policy, finance, and regulatory environments on professional practice.

Separate Application

‡ Degrees/programs will require a separate application and acceptance notification from the specific department before enrollment in the desired program. For application information, visit scf.edu/bashsa.

Admission Requirements

1. An Associate in Science Degree or,
2. Associate in Arts Degree or
3. Completion of sixty (60) College credits
4. A 2.0 GPA on a scale of 4.0

Health Services Administration Program Requirements

Prerequisite Courses: 15 Credit Hours

Bachelor of Applied Science in Health Services Administration students will successfully complete (letter grade of "C" or better) The following prerequisite courses either prior to program admission or as part of the program completion.

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- BSC 2085 - Anatomy and Physiology I **(3 Credit Hours)** ⁽⁺⁾
- BSC 2085L - Anatomy and Physiology I Laboratory **(1 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- ENC 1101 - Written Communication I **(3 Credit Hours)** ⁽⁺⁾
- ENC 1102 - Written Communication II **(3 Credit Hours)** ⁽⁺⁾
- STA 2023 - Elementary Statistics **(3 Credit Hours)** ⁽⁺⁾

(Note: Prerequisite courses above (+) also count toward general education. In addition to the courses above, students will need to complete the A.A. General Education requirements.)

Health Services Administration Program Courses

Students in the Health Services Administration program complete the following 30 core credit hours plus 15 credit hours of upper-level Health Service Administration electives.

Health Services Administration Core Courses: 30 Credit Hours

- HSA 3111 - Health Care Delivery in The United States **(3 Credit Hours)**
- HSA 3113 - Contemporary Issues in Health Care **(3 Credit Hours)**
- HSA 3170 - Health Care Finance **(3 Credit Hours)**
- HSA 3383 - Quality Management in Health Care **(3 Credit Hours)**
- HSA 3430 - Health Care Economics **(3 Credit Hours)**
- HSA 3502 - Health Care Risk Management **(3 Credit Hours)**
- HSA 4180 - Health Care Management **(3 Credit Hours)**
- ISS 3300 - Introduction to Evidence Based Research Methods **(3 Credit Hours)**
- NUR 3870 - Informatics in Healthcare **(3 Credit Hours)**
- HSA 4850 - Health Care Capstone Course **(3 Credit Hours)**

Health Services Administration Electives: 15 Credit Hours

Students may choose from individualized specialization elective plans or incorporate any combination of upper-level health services electives to complete BAS degree requirements.

Specialized Elective Plans

Management Specialization:

- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 4102 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**

Nursing Specialization:

- GEY 3001 - Aging and Special Populations **(3 Credit Hours)**
- NUR 3826 - Ethics and Legal Issues in Healthcare **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- NUR 4636 - Community/Public Health: Population Based **(3 Credit Hours)**
- NUR 4837 - Health Care Policy and Economics **(3 Credit Hours)**

Emergency Management Specialization:

- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- DSC 4038 - Terrorism and Emergency Management **(3 Credit Hours)**
- PAD 3820 - Foundations of Public Safety Administration **(3 Credit Hours)**
- PAD 3821 - Contemporary Issues in Public Safety/Homeland Security **(3 Credit Hours)**

Gerontology Specialization:

- GEY 3001 - Aging and Special Populations **(3 credit Hours)**
- GEY 3045 - Nutrition and Gerontology **(3 Credit Hours)**
- GEY 3302 - Communicating with Older Adults **(3 Credit Hours)**
- GEY 4601 - Biology of Aging **(3 Credit Hours)**
- HUN 3205 - Dietary Influences on Disease **(3 Credit Hours)**

Nutrition Specialization:

- HUN 3126 - Food and Culture **(3 Credit Hours)**
- HUN 3272 - Sports Nutrition **(3 Credit Hours)**
- HUN 3403 - Lifecycle Nutrition **(3 Credit Hours)**
- HUN 3601 - Nutrition Education **(3 Credit Hours)**
- GEY 3045 - Nutrition and Gerontology **(3 Credit Hours)**

Leadership Specialization:

(Students completing this specialization will concurrently earn the Leadership in Health Care Certificate)

- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- NUR 3826 - Ethics and Legal Issues in Healthcare **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**

Validated Health Professions Credits

Up to 30 validated credit hours will be awarded to HSA graduation applicants who hold a current, unencumbered, unrestricted Florida Health Professions license in the following fields:

- Physical Therapist Assistant
- Occupational Therapy Assistant
- Radiography
- Dental Hygiene
- Registered Nurse
- Respiratory Therapists

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.

5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.
6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program.

SCF reserves the right to make changes in the regulations, offerings, requirements and any provisions announced in this Catalog at any time as circumstances require.

Management and Leadership- [8020]

Bachelor of Applied Science

(120 Credit Hours)

Program Manager (interim)

Gary Baker
941-752-5431
BakerG@SCF.edu

Program Description and Goal

The Bachelor of Applied Science (BAS) in Management and Leadership prepares individuals for supervisory and management roles and positions in private, governmental, and nonprofit organizations. This program will focus on developing the potential of students in the dynamic and competitive global environment by providing meaningful learning experiences and effective instructor-student interactions. The BAS Program uses a 2 + 2 model that requires the completion of an Associate Degree or 60 credits from a 2-year, 4-year college or university prior to entry. The curriculum emphasizes a practical hands-on approach to understanding supervision and management in various settings, and to meet workforce demands. The core curriculum requirements build the foundation and knowledge of supervision and management along with coursework in a selected concentration: Management and Leadership, International Business and Trade, or Technology Management.

A minimum of C or better must be achieved in all upper division courses.

Graduates of the program will be able to:

1. Demonstrate effective communications that integrate decision-making and analytic thinking skills.
2. Identify and apply concepts, theories, and models for diversity and cultural awareness to managerial decisions.
3. Incorporate and apply concepts, theories, and models of risk and risk management to achieve goals and objectives in a supervisory and management-related context.
4. Identify and apply concepts, theories, and models of organizational behavior.
5. Integrate information systems and information security into a managerial-specific context.
6. Demonstrate and apply legal and ethical concepts and models in supervisory and management situations.
7. Apply human resource methods and concepts that are consistent with community, industry, and organizational standards, policies, and procedures.
8. Conduct research and prepare reports and analyses that lead to evidence-based decisions.
9. Integrate operational and supply chain management processes in the context of major organizational functions.
10. Demonstrate knowledge of strategic management concepts and methods that include analysis, formulation, and implementation to achieve competitive advantage.
11. Demonstrate knowledge and skills related to the concentrations available under this degree by completing a Capstone Project, Internship or Practicum and obtaining available certifications.

Program Learning Outcomes

- Evaluate the functions and applications of various management processes in the areas of planning, organizing, staffing, directing, leading, and controlling.
- Analyze and interpret quantitative data and apply results to improve business management strategy, tactics, and practice
- Analyze the impact of international, legal, social, political, economic, technological, and environmental issues as they relate to supervisory and management behavior in terms of the individual, group/team, and overall organizational performance.
- Demonstrate skills in critical thinking, data interpretation, and decision making necessary for developing systematic processes and approaches in the management of human capital and achievement of organizational effectiveness.
- Demonstrate interpersonal and written communication skills in collaborative projects, and in providing clear directions, instructions, and guidelines within a business setting.
- Demonstrate ethical decision-making in business and develop strategies, practices, and policies that advance ethical management practices and corporate social responsibility in a global environment.

Admissions Requirements

- An Associate in Science Degree or
- An Associate in Arts Degree or
- 60 College Credits
- 2.0 GPA on a scale of 4.0

Prerequisites

*Students without these courses will be required to complete this requirement as part of the BAS Curriculum.

- ACG 2021 - Principles of Financial Accounting **(3 Credit Hours)**
- ACG 2071 - Principles of Managerial Accounting **(3 Credit Hours)**
- CGS 1000 - Computer Information Systems **(3 Credit Hours)**
- ECO 2013 - Principles of Macroeconomics **(3 Credit Hours)**
- ECO 2023 - Principles of Microeconomics **(3 Credit Hours)**
- STA 2023 - Elementary Statistics **(3 Credit Hours)**
- Mathematics Choose from Area II (A.A.) , **(3 Credit Hours)+**

Total Credit Hours: 21

Program Core Requirements

- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 3504 - Operations Management **(3 Credit Hours)**
- MAN 4102 - Managing Cultural Diversity **(3 Credit Hours)**

- MNA 4404 - Human Resources: Employee Relations & Employment Regulations **(3 Credit Hours)**
Or
- MNA 4304 - Resource Management for Government **(3 Credit Hours)**

- MAN 4720 - Strategic Management **(3 Credit Hours)**
- MAN 4915 - Senior Capstone Project or Internship **(3 Credit Hours)**

Total Core Credit Hours: 24

Management and Leadership Specialization

- ISM 3541 - Data Analytics **(3 Credit Hours)**
- GEB 3213 - Business Writing and Communications **(3 Credit Hours)**
- MAN 3593 - Logistics and Supply Chain Management **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- ECP 3009 - Economic Problems and Policy **(3 Credit Hours)**
- MAR 4354 - Marketing and Today's Job Market **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- GEB 3356 - Foundations of International Business **(3 Credit Hours)**

Total Credit Hours: 27

Management and Leadership Electives

Select three courses (9 credit hours)

- BUL 3322 - Legal Issues in International Business **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**

- ETP 3320 - Intro to Energy Technology **(3 Credit Hours)**
- ETS 4515 - Building Automation Systems **(3 Credit Hours)**
- ETS 4536 - Control Systems and Networking **(3 Credit Hours)**
- ISM 3324 - Applications in Information Security **(3 Credit Hours)**
- ISM 4212 - Database Design and Administration **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(3 Credit Hours)**
- MAN 3910 - Directed Research Principles and Applications **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- MAN 4442 - International Business Negotiations **(3 Credit Hours)**

Total Credit Hours: 9

Technology Management Specialization

- ISM 3541 - Data Analytics **(3 Credit Hours)**
- ETS 4515 - Building Automation Systems **(3 Credit Hours)**
- ETS 4536 - Control Systems and Networking **(3 Credit Hours)**
- ISM 3324 - Applications in Information Security **(3 Credit Hours)**
- ISM 4212 - Database Design and Administration **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(3 Credit Hours)**

Total Credit Hours: 21

Technology Management Electives

Select five courses (15 credit hours)

- BUL 3322 - Legal Issues in International Business **(3 Credit Hours)**
- CJE 4668 - Computer Crime **(3 Credit Hours)**
- ECP 3009 - Economic Problems and Policy **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- ETP 3320 - Intro to Energy Technology **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- GEB 3213 - Business Writing and Communications **(3 Credit Hours)**
- GEB 3356 - Foundations of International Business **(3 Credit Hours)**
- MAN 3593 - Logistics and Supply Chain Management **(3 Credit Hours)**
- MAN 3910 - Directed Research Principles and Applications **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- MAR 4354 - Marketing and Today's Job Market **(3 Credit Hours)**

Subtotal Credit Hours: 15

International Business and Trade Specialization

- GEB 3213 - Business Writing and Communications **(3 Credit Hours)**

- GEB 3356 - Foundations of International Business **(3 Credit Hours)**
- MAN 4570 - International Procurement and Outsourcing **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- MAN 3593 - Logistics and Supply Chain Management **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- BUL 3322 - Legal Issues in International Business **(3 Credit Hours)**
- MAN 4442 - International Business Negotiations **(3 Credit Hours)**

Total Credit Hours: 27

International Business and Trade Electives

Select three courses (9 credit hours)

- ECP 3009 - Economic Problems and Policy **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- ETP 3320 - Intro to Energy Technology **(3 Credit Hours)**
- ETS 4515 - Building Automation Systems **(3 Credit Hours)**
- ETS 4536 - Control Systems and Networking **(3 Credit Hours)**
- ISM 3324 - Applications in Information Security **(3 Credit Hours)**
- ISM 3541 - Data Analytics **(3 Credit Hours)**
- ISM 4212 - Database Design and Administration **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(3 Credit Hours)**
- MAN 3910 - Directed Research Principles and Applications **(3 Credit Hours)**
- MAR 4354 - Marketing and Today's Job Market **(3 Credit Hours)**
- PLA 3843 - Immigration Law and Procedures **(3 Credit Hours)**

Total Credit Hours: 9

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a

regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.

6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program.

SCF reserves the right to make changes in the regulations, offerings, requirements, and any provisions announced in this Catalog at any time as circumstances require.

Public Safety and Emergency Management [8008]

Bachelor of Applied Science

(120 Credit Hours)

Program Manager

Dr. Michael Ryan
941-752-5495
RyanM@SCF.edu

Program Description and Goal

The Bachelor of Applied Science In Public Safety and Emergency Management provides third year college students and associate degree graduates in areas such as law enforcement, paralegal, fire science, emergency medical services, emergency management, or an Associate in Arts with an educational pathway that leads to a bachelor's degree with workforce skills based on the Public Administration and Security Personnel needs of government and of private companies. Coursework includes the areas of general security, crisis and disaster issues, public safety, homeland security, management, administration, and terrorism prevention (including cyber-security). Graduates of this program will find employment opportunities in local, state, and federal governments, colleges and universities, and in private companies. In addition, the program is ideal preparation for further study in graduate school for programs in law, public administration, emergency management, or public policy.

Program Learning Outcomes

- Apply the knowledge, skills, attitudes, values, and ethics necessary for success as a professional public employee in the management of a variety of governmental and nongovernmental settings.
- Demonstrate the ability to effectively lead and supervise a group of managers and/or employees in both governmental and nongovernmental settings.
- Demonstrate the knowledge necessary to critically evaluate and manage the day-to-day safety operations of an agency or company.
- Discuss the needs in a community for coordinated safety action plans and know how to create and manage such plans.
- Demonstrate the ability to coordinate and manage different types of budgets in the governmental and non-governmental setting.
- Exhibit knowledge through the ability to apply the National Incident Management System (NIMS) to specific situations.
- Demonstrate the knowledge to properly integrate appropriate technology into the leadership and management of governmental and nongovernmental work settings.
- Understand the many forms of terrorism and analyze how to protect an agency or company from external threats.
- Apply the knowledge, skills, attitudes, values, and ethics necessary for success as a professional public employee in the management of a variety of governmental and nongovernmental settings.
- Demonstrate the ability to effectively lead and supervise a group of managers and/or employees in both governmental and nongovernmental settings.
- Demonstrate the knowledge necessary to critically evaluate and manage the day-to-day safety operations of an agency or company.
- Understand the many forms of terrorism and analyze how to protect an agency or company from external threats.

This Bachelor Degree has two tracks:

- The Public Safety Administration Track provides students in areas such as law enforcement, paralegal, fire science, emergency medical services, emergency management, or an Associate in Arts with an educational pathway that leads to a bachelor's degree with workforce skills desired in public administrative positions for first responders, in government, and some highly regulated private sectors. Coursework includes the areas of public safety, homeland security, public finance, public management, administrative law, crisis and disaster issues, and terrorism prevention. Employment options include positions such as fire chief, deputy chief, battalion chief, fire inspector, fire marshal, emergency management coordinator, training officer, captain and lieutenant (fire and law enforcement), emergency management officer, state trooper, emergency management communications center chief and mitigation coordinator. Work settings include fire and rescue departments, law enforcement agencies, emergency management operations and facilities, planning and utilities departments, and private companies as security officers or emergency coordinators. In addition, the Public Safety Administration Program is ideal preparation for further study in graduate school for programs in law, emergency management or public policy.
- The Homeland Security Track provides students in areas such as law enforcement, paralegal, fire science, emergency medical services, emergency management, or with an Associate in Arts with an educational pathway that leads to a bachelor's degree with workforce skills based on the Security Personnel needs of local, state and Federal governments and private companies. Coursework includes the areas of crisis and disaster issues, public safety, homeland security, management and terrorism prevention. Graduates of this program will find employment opportunities in local, state, or Federal government, colleges and universities, and corporate security offices. In addition, the Homeland Security Program is ideal preparation for further study in graduate school for programs in law, investigations, Homeland Security, emergency management or public policy.

Admission Requirements

Admission requirements include:

1. A 2.0 GPA on a scale of 4.0;
2. An A.S. or A.A. degree from a regionally accredited college or university.

Public Safety and Emergency Management Program Requirements

Upper Level Core Program Courses: 27 Credit Hours

- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3554 - Critical Infrastructure and Risk Analysis **(3 Credit Hours)**
- FES 3833 - Emerging Issues in Environmental Disaster Management **(3 Credit Hours)**
- FES 4014 - Evolution of Emergency Management **(3 Credit Hours)**
- PAD 3820 - Foundations of Public Safety Administration **(3 Credit Hours)**
- PAD 3821 - Contemporary Issues in Public Safety/Homeland Security **(3 Credit Hours)**
- PAD 4603 - Administrative Law **(3 Credit Hours)**
- PAD 4046 - Values, Ethics and Conflict Resolution **(3 Credit Hours)**
- PAD 4878 - Public Safety Administration/Homeland Security Capstone **(3 Credit Hours)**

Subtotal Credit Hours: 27

Homeland Security Track

Core courses (15 Credit Hours)

- DSC 3243 - Industrial Security **(3 Credit Hours)**
- CJE 3361 - Management of Specialized Law Enforcement Units **(3 Credit Hours)**
- DSC 4038 - Terrorism and Emergency Management **(3 Credit Hours)**
- DSC 4594 - Intelligence Analysis **(3 Credit Hours)**
- CJE 4668 - Computer Crime **(3 Credit Hours)**

Subtotal Credit Hours: 15

Public Safety Track

Core courses (15 Credit Hours)

- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Subtotal Credit Hours: 15

Electives: 18 Credit Hours

Choose six upper-level courses from the following list:

- BUL 4333 - Contract Negotiation and Administration **(3 Credit Hours)**
- CJE 3361 - Management of Specialized Law Enforcement Units **(3 Credit Hours)**
- CJE 4668 - Computer Crime **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- DSC 3243 - Industrial Security **(3 Credit Hours)**
- DSC 4038 - Terrorism and Emergency Management **(3 Credit Hours)**
- DSC 4594 - Intelligence Analysis **(3 Credit Hours)**
- ETI 3647 - Supply Chain Management **(3 Credit Hours)**
- ETI 4448 - Applied Project Management **(3 Credit Hours)**
- FIN 3400 - Financial Management **(3 Credit Hours)**
- GEY 3001 - Aging and Special Populations **(3 Credit Hours)**
- GEY 3302 - Communicating with Older Adults **(3 Credit Hours)**
- ISM 4382 - Global Information Systems **(3 Credit Hours)**
- ISM 4480 - Electronic Commerce Systems and Strategies **(3 Credit Hours)**
- ISS 3300 - Introduction to Evidence Based Research Methods **(3 Credit Hours)**
- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 3504 - Operations Management **(3 Credit Hours)**
- MAN 4102 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 3332 - Strategic Planning **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**
- PAD 4949 - Special Topics: Practicum in Public Safety or Homeland Security **(3 Credit Hours)**
- PLA 3843 - Immigration Law and Procedures **(3 Credit Hours)**

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a

regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.

6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program.

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.

Note(s)

(Note the Gordon Rule and Intercultural course requirements do not have to be met for a Bachelor Degree Program).

Bachelor of Science

Early Childhood Education [8005] ‡

Bachelor of Science

(120 Credit Hours)

Program Manager

Lisa Lucas
941-408-4212
LucasL@SCF.edu

Program Description and Goal

The Bachelor of Science Degree in Early Childhood Education (ECE) program is designed to prepare graduates to work in early learning programs serving young children birth through age four. The B.S. in ECE program is for students with a conferred Associate in Science or an Associate in Arts degree and are interested in pursuing additional education. While the B.S. in ECE does not lead to Florida teacher certification, it does meet requirements identified to become either Head Start or Voluntary Pre-Kindergarten (VPK) lead teachers. Students will graduate with a knowledge base in the variety of careers and professions related to working with young children, their families, and communities. The B.S. in ECE program does not lead directly to Florida teaching certification, it does prepare graduates for the Preschool Education (birth through age 4) subject area test.

Program Learning Outcomes

- Understand child development and learning related to supporting children's early development and growth.
- Develop ability to create positive family-teacher partnerships.
- Observe, document, and assess young children to make informed decisions.
- Demonstrate understanding of developmentally, culturally, and linguistically appropriate teaching practices.
- Demonstrate knowledge, application, and integration of content in the early childhood curriculum.
- Demonstrate professionalism as an early childhood educator.

Separate Application

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

Admission Requirements

The admission requirements for entering the B.S. in Early Childhood Education:

- Completed A.S. in Early Childhood or A.A. degree(with 2.0 GPA on a scale of 4.0), which must include EEC 1000, EEC 1001, EEC 1319, EEC 1601
- Completion of one lower-level prerequisite course: EDF 1005
- Successful completion (grade C or higher) in all required lower-level courses

Early Childhood Education Program Requirements

Lower -Level Courses: 15 Credit Hours

- EDF 1005 - Introduction to the Teaching Profession (**3 Credit Hours**)
- EEC 1000 - Introduction to Early Childhood Education (**3 Credit Hours**)
- EEC 1001 - Early Childhood Growth and Development (**3 Credit Hours**)
- EEC 1319 - Portfolio Development and Performance Observation (**3 Credit Hours**)
- EEC 1601 - Observation and Assessment in Early Childhood (**3 Credit Hours**)

General Education Courses: 36 Credit Hours

General education courses from Areas I - V.

Lower/Upper Level Electives: 15 Credit Hours

Recommended courses: (9 Credit Hours)

- EDF 2085 - Introduction to Diversity for Educators **(3 Credit Hours)**
- EME 2040 - Introduction to Technology for Educators **(3 Credit Hours)**
- EEX 2010 - Introduction to Exceptional Learners **(3 Credit Hours)**

Choose two A.A. electives over and above A.A. general education requirements. To meet the requirement of A.A. elective, any course that has (A.A.) after the course title in the catalog description.

Upper Level Core Courses: 54 Credit Hours

- EEC 3214 - Early Childhood Education Learning Environment **(3 Credit Hours)**
- EEC 3731 - Health, Nutrition and Safety of Young Children **(3 Credit Hours)**
- EEC 4204 - Infant/Toddler Curriculum **(3 Credit Hours)**
- EEC 4267 - Curriculum Programs - Preschool **(3 Credit Hours)**
- EEC 4268 - Curriculum Activities in Early Childhood (Child Dev.) **(3 Credit Hours)**
- EEC 4400 - Parents as Teachers and Field Experiences **(3 Credit Hours)**
- EEC 4402 - Cultural and Family Systems **(3 Credit Hours)**
- EEC 4661 - Theory and Practice in Early Childhood Education **(3 Credit Hours)**
- EEC 4706 - Language and Emerging Literacy **(3 Credit Hours)**
- EEC 4941 - Internship I: Early Childhood Education **(3 Credit Hours)**
- EEC 4942 - Internship II: Early Childhood Education **(3 Credit Hours)**
- EEC 4943 - Internship III: Early Childhood Education **(3 Credit Hours)**
- EEX 3226 - Assessment of All Young Children & Field Experience **(3 Credit Hours)**
- EEX 3401 - Special Needs of Children and their Families & Field Experiences **(3 Credit Hours)**
- EEC 4211 - Integrated Math and Science in Early Childhood **(3 Credit Hours)**
- EEC 4241 - Integrated Art, Music and Movement **(3 Credit Hours)**
- EEX 4603 - Behavior Management in the Preschool & Field Experience **(3 Credit Hours)**
- LAE 3414 - Children's Literature **(3 Credit Hours)**

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4 .0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a

regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.

6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program.

SCF reserves the right to make changes in the regulations, offerings, requirements and any provisions announced in this Catalog at any time as circumstances require.

Notification on Professional Licensure

(USDOE Regulation 34 CFR 668.43 (a) (5) (v) and National Council for State Authorization Reciprocity (NC- SARA) : Current and prospective students for certain programs at State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill education requirements for specific professional licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' educational or professional requirements. Since the professional licensure and certification requirements vary from state to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

Elementary Education (K-6) [8024]

Bachelor of Science

(120 Credit Hours)

Program Manager

Nicholas Catania

941-363-7215

CataniN@SCF.edu

Program Goals

The Bachelor of Science Elementary Education Program is a state-approved educator preparation program that prepares candidates to teach children in kindergarten through sixth grade. The program includes endorsements for Reading and

ESOL. Students will be placed in elementary school settings each semester of the program. The program ends in a semester long, 15-week student teaching internship. The SCF Bachelor of Science Elementary Education graduate is eligible for Florida Elementary Teacher Certification (K-Grade 6), and endorsements in Reading (K-12) and English for Speakers of Other Languages (ESOL, K-12).

Program Learning Outcomes

- Demonstrate the ability to develop, plan and implement lessons and units of study that are engaging, meaningful, and are standards-based.
- Demonstrate the ability to make instructional decisions, plan and create effective summative and formative assessment and generate higher order thinking questions.
- Demonstrate mastery of the Florida Educator Accomplished Practices (FEAP) and Professional Education Competencies (PEC).
- Demonstrate mastery of the English for Speakers of Other Languages (ESOL) Performance Standards and Subject Area Competencies and skills for ESOL.
- Demonstrate mastery of Reading Competencies 1-5.
- Demonstrate mastery of the Subject Area Competencies (SAC) and skills for teacher certification in Elementary Education K-6.
- Align additional Uniform Core Curriculum content.

Separate Application

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

Admission Requirements

The admission requirements for entering the B.S. Elementary Education:

1. Acceptance to State College of Florida as a degree-seeking student with all required admissions documents received by Enrollment Services.
2. Completion of an Associate in Arts (AA) degree from a regionally accredited college or university.
3. A program grade point average of at least 2.5 on a 4.0 scale for post-secondary work.
4. Students must complete the State mandated 36 hours of general education core prior to applying:
 - Communications - 9 hours;
 - Mathematics - 6-9 hours;
 - Social Sciences - 6-9 hours;
 - Humanities - 6-9 hours;
 - Natural Sciences - 6-9 hours;
 - International/Intercultural requirements - 6 hours; and all applicable Gordon Rule course requirement. Please see the SCF Catalog for General Education requirements for Associate in Arts Degree.
5. Completion of all lower-division state mandated common prerequisites including education prerequisite EDF 1005 - Introduction to the Teaching Profession with a grade of C or better

Elementary Education Program Requirements

Prerequisite Courses: 3 credit hours

- Required: EDF 1005 - Introduction to the Teaching Profession (3 credits)

General Education Courses: 36 Credit Hours

General education courses from Area I-V.

Electives from AA Degree: 24 Credit Hours

- Recommended: EDF 2085 - Introduction to Diversity for Educators **(3 Credit Hours)**
- Recommended: EME 2040 - Introduction to Technology for Educators **(3 Credit Hours)**
- Recommended: EEX 2010 - Introduction to Exceptional Learners **(3 Credit Hours)**

Please Note: Foreign language and civic literacy requirements must be satisfied.

Upper-Level Core Courses: 60 Credit Hours

- EDE 3223 - Integrating Art, Music and Physical Education **(3 Credit Hours)**
- EDF 3214 - Child/Adolescent Development & Learning **(3 Credit Hours)**
- MAE 3310 - Teaching Mathematics in Elementary School **(3 Credit Hours)**
- RED 3309 - Teaching Early and Emergent Literacy **(3 Credit Hours)**
- TSL 3080 - Foundations of Teaching ESOL **(3 Credit Hours)**
- EDE 4942 - Integrated Practicum: Elementary Education **(1 Credit Hour) ****
- SCE 3310 - Teaching Science in Elementary School **(3 Credit Hours)**
- SSE 3312 - Teaching Social Science in Elementary School **(3 Credit Hours)**
- TSL 4081 - TESOL Issues and Practices **(3 Credit Hours) ****
- LAE 3414 - Children's Literature **(3 Credit Hours)**
- MAE 3312 - How Children Learn Math **(3 Credit Hours) ****
- EDF 3430 - Measurement, Evaluations, and Assessment in Education **(3 Credit Hours) ***
- RED 4318 - Teaching Reading in Intermediate Grades **(3 Credit Hours)**
- EDG 4410 - Classroom Management and Communication **(3 Credit Hours) ****
- EDG 3620 - Curriculum & Instruction **(3 Credit Hours)**
- EEX 3012 - Educational Needs of Students with Exceptionalities **(3 Credit Hours)**
- RED 4519 - Diagnostic and Intervention in Reading **(3 Credit Hours) **+**
- RED 4940 - Reading Internship **(2 Credit Hours) **+**
- EDE 4945 - Final Internship: Elementary Education **(9 Credit Hours)**

+ Corequisite course

**School-based hours in major total 160 clinical clock hours plus a 15-week (min. 35 hrs. per week) internship in Elementary Education and Reading.

Notification on Professional Licensure

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Note(s):

1. Fingerprinting and a Level-2 criminal background check are required before a student may enroll in Internship courses.
2. General Knowledge Test: The GKT of the Florida Teacher Certification Exam is an exit requirement. The GKT examination for those students with a master's degree or higher would be deemed as passed and having met the GKT requirement. However, students without an advanced degree are required to pass the GKT prior to exiting the program.
3. Completion of all courses above with a minimum grade of "C" and verification of a passing score on GKT, SAE - ESE and Professional Educator Exams are required prior to EDE 4945- Final Internship: Elementary Education.
4. Final Internship is not offered in summer term.
5. This degree requires student teaching internship experience in the State of Florida. Certifications and licensure of graduates would apply only to the requirements of the State of Florida. Any institution approved to participate in SARA that offers courses or programs designated to lead to professional licensure or certification or advertised as leading to licensure must satisfy all federal requirements for disclosure regarding such licensure program (34 § C.F.R. 668.43).

Exceptional Student Education (ESE) [8025]

Bachelor of Science

(120 Credit Hours)

Program Manager

Dr. Kristina Callihan-DeWitt
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DewittK@SCF.edu

Program Goals

The Bachelor of Science in Exceptional Student Education (ESE) is a state approved program which combines college coursework related to the content of exceptional student education, the pedagogy of teaching and school-based experiences to prepare candidates in the Exceptional Student Education classroom, grades kindergarten through 12th grade. The program ends in a semester long, 15-week student teaching internship. The SCF Bachelor of Science in Exceptional Student Education (ESE) graduate is eligible for Florida Exceptional Student Education (ESE) Teacher Certification (K-12), and endorsements in Reading (K12) and English for Speakers of Other Languages (ESOL, K-12).

Program Learning Outcomes

- Demonstrate the ability to develop, plan and implement lessons and units of study that are engaging, meaningful, and are standards-based.
- Demonstrate the ability to make instructional decisions, plan and create effective summative and formative assessment, and generate higher order thinking questions.
- Demonstrate mastery of the Florida Educator Accomplished Practices (FEAP) and Professional Education Competencies (PEC).
- Demonstrate initial preparation standards from Council for Exceptional Children (CEC).
- Demonstrate mastery of the English for Speakers of Other Languages (ESOL) Performance Standards and Subject Area Competencies and skills for ESOL.
- Demonstrate mastery of Reading Competencies 1-5.

- Demonstrate mastery of the Subject Area Competencies (SAC) and skills for teacher certification in Exceptional Student Education.
- Align additional Uniform Core Curriculum content.

Separate Application

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

Admission Requirements

The admission requirements for entering the B.S. Exceptional Student Education:

1. Acceptance to State College of Florida as a degree-seeking student with all required admissions documents received by Enrollment Services.
2. Conferred Associate in Arts (AA) degree from a regionally accredited institution.
3. A cumulative grade point average of 2.5 on a 4.0 scale for post-secondary work.
4. Students must complete the State mandated 36 hours of general education core prior to applying:
 - Communications - 9 hours
 - Mathematics - 6-9 hours
 - Social Sciences - 6-9 hours
 - Humanities - 6-9 hours
 - Natural Sciences - 6-9 hours
 - International/Intercultural requirements - 6 hours; and Gordon Rule courses. *Please see the SCF Catalog for General Education requirements for Associate in Arts Degree*
5. Completion of all lower-division state mandated common prerequisites including education prerequisite EDF 1005- Introduction to the Teaching Profession and EEX 2010 Introduction to Exceptional Learners with a grade of C or better.

Exceptional Student Education Program Requirements

Prerequisite Courses: 3 credit hours

- Required: EDF 1005 - Introduction to the Teaching Profession (3 credits)

General Education Courses: 36 Credit Hours

General education courses from Area I-V.

Electives from AA Degree: 24 credit hours

- Recommended: EDF 2085 - Introduction to Diversity for Educators (**3 Credit Hours**)
 - Recommended: EME 2040 - Introduction to Technology for Educators (**3 Credit Hours**)
- Please Note:** Foreign language and civic literacy requirements must be satisfied.

Upper-Level Core Courses: 60 credit hours

- EEX 3012 - Educational Needs of Students with Exceptionalities (**3 Credit Hours**)
- EDF 3214 - Child/Adolescent Development & Learning (**3 Credit Hours**)

- RED 3309 - Teaching Early and Emergent Literacy **(3 Credit Hours)**
 - TSL 3080 - Foundations of Teaching ESOL **(3 Credit Hours)**
 - EEX 3830 - Practicum: Exceptional Student Education **(1 Credit Hour)** **
 - EEX 4221 - Assessment of Students with Exceptionalities **(3 Credit Hours)** **
 - EEX 3242 - Differentiated Instruction of Exceptional and Diverse Learners **(3 Credit Hours)**
 - EEX 3241 - Curriculum and Instruction for Exceptional Students **(3 Credit Hours)**
 - RED 4318 - Teaching Reading in Intermediate Grades **(3 Credit Hours)**
 - MAE 3312 - How Children Learn Math **(3 Credit Hours)** **
 - EDF 3430 - Measurement, Evaluations, and Assessment in Education **(3 Credit Hours)**

 - SSE 3312 - Teaching Social Science in Elementary School **(3 Credit Hours)**
- OR**
- SCE 3310 - Teaching Science in Elementary School **(3 Credit Hours)**

 - LAE 3414 - Children's Literature **(3 Credit Hours)**
 - EDG 4410 - Classroom Management and Communication **(3 Credit Hours)** **
 - TSL 4081 - TESOL Issues and Practices **(3 Credit Hours)** **
 - EEX 4604 - Effective Behavioral Interventions and Practices in Exceptional Students **(3 Credit Hours)**
 - RED 4519 - Diagnostic and Intervention in Reading **(3 Credit Hours)** **+
 - RED 4940 - Reading Internship **(2 Credit Hours)** **+
 - EEX 4995 - Final Internship: Exceptional Student Education **(9 Credit Hours)** **
- + Corequisite course
 **School-based hours in major total 160 clinical clock hours plus a 15-week (min. 35 hrs. per week) internship in Elementary Education and Reading.

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.

2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.

3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.

4. Students must earn a grade of C or better in all upper division program requirements.

5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.

6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign

language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.

7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program. SCF reserves the right to make changes in the regulations, offerings, requirements and any provisions announced in this Catalog at any time as circumstances require.

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Notification on Professional Licensure

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Note(s):

1. Fingerprinting and a Level-2 criminal background check are required before a student may enroll in Internship courses.
2. General Knowledge Test: The GKT of the Florida Teacher Certification Exam is an exit requirement. The GKT examination for those students with a master's degree or higher would be deemed as passed and having met the GKT requirement. However, students without an advanced degree are required to pass the GKT prior to exiting the program.
3. Completion of all courses above with a minimum grade of "C" and verification of a passing score on GKT, SAE - ESE and Professional Educator Exams are required prior to EEX 4945- Final Internship: Exceptional Student Education.
4. Final Internship is not offered in summer term.
5. This degree requires student teaching internship experience in the State of Florida. Certifications and licensure of graduates would apply only to the requirements of the State of Florida. Any institution approved to participate in SARA that offers courses or programs designated to lead to professional licensure or certification or advertised as leading to licensure must satisfy all federal requirements for disclosure regarding such licensure program (34 § C.F.R. 668.43).

(Note the Gordon Rule and Intercultural course requirements do not have to be met for a Bachelor Degree Program).

Bachelor of Science

(120 Credit Hours)

Dean of Nursing

Dr. Tammy Sawmelle, Ph.D., MSN, RN

BSN Program Manager

Dr. Katie Tinley

Tinleyk@SCF.edu

Program Description and Goals

The Registered Nurse to Bachelor of Science in Nursing (RN to BSN) program is designed primarily as a 2+2 program for current Florida registered nurses (RN) who would like to obtain a Bachelor of Science in Nursing (BSN.). This program incorporates prior nursing education and experience in nursing practice, theory and concepts. BSN. coursework addresses topics related to leadership and management, informatics, community and public health, nursing theory and research. This program is approved by the Florida State Department of Education.

This program is approved by the Florida State Department of Education. The Baccalaureate nursing program at State College of Florida is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Baccalaureate nursing programs is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <https://www.acenursing.org/search-programs/>

The RN to BSN 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.

Program Learning Outcomes

- Apply holistic health concepts with individuals, families, and communities in the role of professional nurse as a member of an interdisciplinary team.
- Evaluate theories and concepts impacting professional nursing.
- Competently perform a health history and physical appraisal incorporating principles of holistic health, and cultural humility.
- Incorporate ethical principles and legal standards to advocate for individuals as a member of an interdisciplinary team.
- Incorporate effective communication strategies with individuals, families, and/or communities in the role of professional nurse.
- Discriminate information from a variety of sources to promote safe care and improve outcomes.
- Integrate leadership concepts in the provision of high-quality nursing care.
- Analyze the influence of health care policy, finance, and regulatory environments on professional nursing practice.

Separate Application

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

Admission Requirements

1. A 2.0 GPA on a scale of 4.0.
2. A current, unencumbered, unrestricted Florida RN license or eligible for Florida RN licensure.
3. Completion of at least 60 hours with at least 32 hours of prerequisite courses listed below (with a grade of C or better).

RN-B.S.N. Program Requirements

Prerequisite Courses: 36 Credit Hours

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

- BSC 2085 - Anatomy and Physiology I (**3 Credit Hours**) ⁽⁺⁾
- BSC 2085L - Anatomy and Physiology I Laboratory (**1 Credit Hours**)
- BSC 2086 - Anatomy and Physiology II (**3 Credit Hours**) ⁽⁺⁾
- BSC 2086L - Anatomy and Physiology II Laboratory (**1 Credit Hours**)
- DEP 2004 - Human Development: Life Span (**3 Credit Hours**)
- ENC 1101 - Written Communication I (**3 Credit Hours**) ⁽⁺⁾
- ENC 1102 - Written Communication II (**3 Credit Hours**) ⁽⁺⁾
- Humanities - Any Area IV (A.A.) (**3 credit hours**) ⁽⁺⁾
- HUN 2201 - Fundamentals of Human Nutrition (**3 Credit Hours**)
- Mathematics - Any Area II (A.A.), (**3 Credit Hours**) ⁽⁺⁾
- MCB 2010C - Microbiology (**4 Credit Hours**) ⁽⁺⁾
- PSY 2012 - General Psychology (**3 Credit Hours**) ⁽⁺⁾
- STA 2023 - Elementary Statistics (**3 Credit Hours**) ⁽⁺⁾

Additional Academic Requirements: 9 Credit Hours

Courses from the prerequisites ⁽⁺⁾ count toward the 36 credit hours needed in general education requirements, Areas I - V.

To complete this requirement, students will need to complete the following courses:

- SPC 1608 - Fundamentals of Speech Communication (**3 Credit Hours**)
- Social Sciences Choose from Area III, A.A. (3 credit hours)
- Humanities Choose from Area IV-A, A.A. (3 Credit Hours)

BSN: 38 Credit Hours

Upper-Level Core Courses: 32 Credit Hours

- NUR 3066C - Health Assessment and Physical Appraisal (**4 Credit Hours**)
- NUR 3125 - Pathophysiology (**3 Credit Hours**)

- NUR 3145 - Pharmacology **(3 Credit Hours)**
- NUR 3805 - Dimensions of Professional Nursing Practice **(3 Credit Hours)**
- NUR 3826 - Ethics and Legal Issues in Healthcare **(3 Credit Hours)**
- NUR 3870 - Informatics in Healthcare **(3 Credit Hours)**
- NUR 4169 - Evidence Based Practice: Nursing Research **(3 Credit Hours)**
- NUR 4636 - Community/Public Health: Population Based **(3 Credit Hours)**
- NUR 4636L - Community/Public Health: Practicum **(3 Credit Hours)**
- NUR 4827 - Leadership and Management in Professional Nursing **(3 Credit Hours)**
- NUR 4925 - Colloquiums/Symposiums/Workshops **(1 Credit Hour)**

BSN Electives: 6 Credit Hours

Minimum of two courses from this list:

- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- GEY 3001 - Aging and Special Populations **(3 Credit Hours)**
- GEY 3045 - Nutrition and Gerontology **(3 Credit Hours)**
- GEY 3302 - Communicating with Older Adults **(3 Credit Hours)**
- GEY 4601 - Biology of Aging **(3 Credit Hours)**
- HSA 3111 - Health Care Delivery in The United States **(3 Credit Hours)**
- HSA 3113 - Contemporary Issues in Health Care **(3 Credit Hours)**
- HSA 3170 - Health Care Finance **(3 Credit Hours)**
- HSA 3383 - Quality Management in Health Care **(3 Credit Hours)**
- HSA 3430 - Health Care Economics **(3 Credit Hours)**
- HSA 3502 - Health Care Risk Management **(3 Credit Hours)**
- HSA 4180 - Health Care Management **(3 Credit Hours)**
- HUN 3126 - Food and Culture **(3 Credit Hours)**
- HUN 3205 - Dietary Influences on Disease **(3 Credit Hours)**
- HUN 3272 - Sports Nutrition **(3 Credit Hours)**
- HUN 3403 - Lifecycle Nutrition **(3 Credit Hours)**
- HUN 3601 - Nutrition Education **(3 Credit Hours)**
- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 4102 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- NSP 3276 - Basic Arrhythmia Interpretation **(1 Credit Hour)**
- NSP 3295C - Perioperative Nursing **(11 Credit Hours)**
- NSP 4275C - Adult Critical Care-Nursing **(8 Credit Hours)**
- NUR 3076 - Communication in Health Care **(3 Credit Hours)**
- NUR 3289 - Gerontology-Nursing **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- NUR 4837 - Health Care Policy and Economics **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 3332 - Strategic Planning **(3 Credit Hours)**
- PAD 3821 - Contemporary Issues in Public Safety/Homeland Security **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**

- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Lower/Upper-Level Electives: up to 7 Credit Hours to meet 120 Credit Hours graduation requirement

- Any A.A. elective course
- DSC 3013 - Introduction to Homeland Security **(3 Credit Hours)**
- DSC 3214 - Catastrophic Event Response Planning **(3 Credit Hours)**
- GEY 3001 - Aging and Special Populations **(3 Credit Hours)**
- GEY 3045 - Nutrition and Gerontology **(3 Credit Hours)**
- GEY 3302 - Communicating with Older Adults **(3 Credit Hours)**
- GEY 4601 - Biology of Aging **(3 Credit Hours)**
- HSA 3111 - Health Care Delivery in The United States **(3 Credit Hours)**
- HSA 3113 - Contemporary Issues in Health Care **(3 Credit Hours)**
- HSA 3170 - Health Care Finance **(3 Credit Hours)**
- HSA 3383 - Quality Management in Health Care **(3 Credit Hours)**
- HSA 3430 - Health Care Economics **(3 Credit Hours)**
- HSA 3502 - Health Care Risk Management **(3 Credit Hours)**
- HSA 4180 - Health Care Management **(3 Credit Hours)**
- HUN 3126 - Food and Culture **(3 Credit Hours)**
- HUN 3205 - Dietary Influences on Disease **(3 Credit Hours)**
- HUN 3272 - Sports Nutrition **(3 Credit Hours)**
- HUN 3403 - Lifecycle Nutrition **(3 Credit Hours)**
- HUN 3601 - Nutrition Education **(3 Credit Hours)**
- MAN 3240 - Applied Organizational Behavior **(3 Credit Hours)**
- MAN 3303 - Management and Leadership Practices **(3 Credit Hours)**
- MAN 3503 - Managerial Risk Analysis and Decision Making **(3 Credit Hours)**
- MAN 4102 - Managing Cultural Diversity **(3 Credit Hours)**
- MAN 4520 - Quality Management **(3 Credit Hours)**
- NSP 3276 - Basic Arrhythmia Interpretation **(1 Credit Hour)** Not available online.
- NSP 4275C - Adult Critical Care-Nursing **(8 Credit Hours)** Not available online.
- NUR 3076 - Communication in Health Care **(3 Credit Hours)** Not available online
- NUR 3289 - Gerontology-Nursing **(3 Credit Hours)**
- NUR 3895 - Teaching and Learning for Health Care Professional **(3 Credit Hours)**
- NUR 4837 - Health Care Policy and Economics **(3 Credit Hours)**
- PAD 3311 - Program Planning and Evaluation **(3 Credit Hours)**
- PAD 3821 - Contemporary Issues in Public Safety/Homeland Security **(3 Credit Hours)**
- PAD 3874 - Community Relations Theory and Practice **(3 Credit Hours)**
- PAD 4204 - Public Finance **(3 Credit Hours)**
- PAD 4414 - Human Resource Management Skills **(3 Credit Hours)**

Validated Nursing Credits

Upon validation of an unrestricted, unencumbered Florida RN license up to 30 credit hours will be awarded at the completion of the upper division nursing core courses and application for B.S.N. graduation.

Licensure Requirement

Students must hold a current, unencumbered, unrestricted Florida RN license within the first five weeks of program admission and throughout their study in the RN to B.S.N. Program.

Graduation Requirements for Bachelor's Degrees

The following general requirements for graduation from SCF must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at SCF. All other specific degree requirements also must be met. Developmental education (formerly college preparatory) instruction may not be counted toward fulfilling the total number of credit hours required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above. Of these, at least 15 credit hours must be taken at SCF.
3. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale for all work completed at SCF and a 2.0 grade point average or higher for combined coursework with SCF that includes all transferable credits.
4. Students must earn a grade of C or better in all upper division program requirements.
5. Students must complete the general education requirements (36 credit hours) as defined in the Associate in Arts degree. Students who transfer to SCF with either an Associate in Arts degree or a bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree. Courses will be reviewed for equivalency for students who transfer without an Associate in Arts or bachelor's degree.
6. Students must have completed Florida's foreign language requirement prior to the completion of the bachelor's degree. Students may meet this competency by: A) successful completion of two years (four semesters) of the same foreign language officially documented on a high school transcript; or B) successful completion (grade C or better) of two semesters of the same foreign language at a college or university officially documented on a college/university transcript; or C) education completed outside the United States as documented on an official foreign high school transcript that reflects a primary language other than English; D) or Successful completion of two foreign language equivalents through Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or UEXCEL exams. One or more of these exams can be in combination with successful completion of college/university credit in the same foreign language subject area. Official transcripts from a high school, college and/or university and/or official examination results must be submitted to the educational records office.
7. For students wishing to pursue another bachelor's degree, the student must complete a minimum of 15 additional credit hours beyond the first bachelor's degree as well as any other degree requirements and graduation requirements listed above for the second program.

SCF reserves the right to make changes in the regulations, offerings, requirements and any provisions announced in this Catalog at any time as circumstances require.

Notification on Professional Licensure

(USDOE Regulation 34 CFR 668.43 (a) (5) (v) and National Council for State Authorization Reciprocity (NC-SARA) : Current and prospective students for certain programs at State College of Florida (SCF) that lead to professional licensure and/or credential are hereby notified that SCF programs fulfill education requirements for specific professional

licensure and/or certification required for employment in the intended occupation of the academic program, in the state of Florida. SCF has not determined whether its programs meet other states' educational or professional requirements. Since the professional licensure and certification requirements vary from state to state and are subject to change, current and prospective students are strongly advised to determine whether courses and programs will meet the professional licensure requirements in states where they are located by contacting the appropriate licensing authority.

Florida's Statewide Course Numbering System

Courses in this Catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is on the SCNS website at scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (freshman) level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

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

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or 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 faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been accepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.

- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as special topics, internships, apprenticeships, practicals, study abroad, theses and dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practicals, clinical experiences and study abroad courses with numbers other than those ranging from 900-999
- G. Applied courses in the performing arts (art, dance, interior design, music and theatre) and skills courses in criminal justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (scns.fldoe.org) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Office of the Registrar or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at scns.fldoe.org.

Course Prefix Guide by Department Code

Find the three-letter prefix for the class you want.

Classes are listed in the order of their three-letter course prefix (or subject code). Three-letter prefixes are determined by the state education authority and apply to all state institutions of higher education.

PLEASE READ: Some academic areas list classes in more than one three-letter **prefix** (subject code), and some prefixes do not relate in an obvious manner to the subjects of study. For example, **Accounting** classes may be listed under **ACG**, **APA** or **TAX** prefixes.

Music classes can be found in **10** prefixes. On the other hand, some subjects, such as **Sociology** (listed under the prefix SYG) are found by a single three-letter prefix that directly corresponds to the subject.

Subject	Prefixes
Accounting	ACG APA TAX
American Sign Language	ASL
Anatomy	BSC
Anthropology	ANT
Art	ARH ART

Astronomy	AST
Biological Science, Biochemistry	BSC BCH**
Business	GEB
Business Law	BUL**
Business Math	QMB MTB
Chemistry	CHM
Child Development and Education	EDG EEC** EEX**
Computer Science	CAP CEN CET CGS CIS COP CTS LIS
Construction Management Technology	BCN BCT ETI** SUR
Criminal Justice	CCJ CJC CJE CJJ CJL
Dental Hygiene	DEH DES
Digital Media	DIG
Domestic Security	DSC**
Earth Science	ESC
Economics	ECO
Education	EDE EDF EDG EEC** EEX** EME EPI
Electronics	CET EET ETS**
Engineering	BCN BCT CET EET EGN ETM ETS** ETD ETG ETI** ETP** SUR
English	CRW EAP ENC
Entrepreneurship	ENT
Environmental Studies	EVR**
Film	FIL RTV
Finance	FIN**
Fire & Emergency Services	FES**
French	FRE
Geography	GEA GEO

German	GER
Gerontology	GEY**
Graphic Design	GRA
Health Information Management	HIM
Health Services Admin.	HSA**
History	AMH EUH
Human Nutrition	HUN
Humanities	HUM PHI REL
Information Systems Management	ISM**
Interdisciplinary Honors	IDH
Interdisciplinary Social Science	ISS
Latin American History	LAH
Legal Assisting	PLA
Literature	AML ENL LIT
Management	MAN** MNA
Marine Biology, Marine Tech & Nautical Science	MTE OCB
Marketing	MAR MKA
Mass Communications and Journalism	JOU MMC
Mathematics	MAC MAD MAP MAS MAT MGF STA
Microbiology	MCB
Music	MUC MUE MUH MUL MUN MUS MUT MVB MVK MVP MVS MVV MVW
Music, Applied	MVB MVK MVP MVS MVV MVW
Nursing	HLP 1081 HSC 1100 HSC 2200 HSC 2531 NSP** NUR**
Occupational Therapy Assistant	OTH
Oceanography	OCE
Office Systems Technology	OST

Philosophy	PHI
Photography	PGY
Physical Education and Wellness	HLP HSC LEI PEL PEM PEN PEO
Physical Therapist Assistant	PHT
Physics	PHY
Political Science	CPO INR POS
Psychology	DEP INP PSY SLS
Public Administration	PAD**
Radiography	RTE
Reading	REA
Religion	REL
Risk Management Insurance	RMI
Social Sciences	HSC 1132 ISS
Sociology	SYG
Spanish	SPN
Speech Communication	SPC
Sports Management	SPM
Student Life Skills	SLS
Theatre/Dramatic Arts	DAA THE TPA TPP

Dept. Initials	Department	SCF Bradenton Building - Room	SCF Venice	SCF Lakewood Ranch
A	Athletics	17-202		
ADH	Art, Design, Humanities Department <i>Art, Film, Graphic Design, Humanities, Mass Communications, Journalism, Philosophy, Photography, Religion</i>	10-113	Contact SCF Venice Academics for all courses,	Contact SCF Lakewood Ranch Academics

B	Business and Technology Department	18-125	Bldg. 600, Rm. 613.	for all courses, Bldg. CIT, Rm. 108
DH/RTE	Dental Hygiene/Radiography	2-131		
E	Education Department	Contact SCF Lakewood Ranch, Bldg. CIT, Room 109		
FPA	Fine and Performing Arts Department <i>Music, Applied Music, Theatre/Dramatic Arts</i>	11-148		
LL	Language and Literature Department	9-127		
M	Mathematics Department	27-108		
N	Nursing	29-107		
NS	Natural Sciences Department	25-102		
OTA/PTA	Occupational Therapy Assistant/Physical Therapist Assistant	28-101		
SBS	Social and Behavioral Sciences Department	9-115		

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

Key to Course Descriptions

(3) = Number of credit hours. Number of hours per week in a 16-week term.

(A.A.) = May be used to meet the credit requirements of the Associate in Arts (A.A.) degree, and may also be credited to an Associate in Science (A.S.) degree, or a Certificate.

(A.S.) = Only creditable to an Associate in Science (A.S.) degree or a Certificate. Will not be counted for the Associate in Arts (A.A.) degree and will not, as an individual course, transfer to a university.

(B.A.S.) = Only creditable to a Bachelor of Applied Science (B.A.S.) degree.

(B.S.) = Only creditable to a Bachelor of Science (B.S.) degree.

(D) = Carries developmental credit only. No credit toward any degree or certificate. Used for developmental (formerly referred to as college preparatory) courses. Counts in a student's time status (e.g., part-time) and financial aid except the Bright Futures scholarships.

(I.C.) = Institutional credit. These courses cannot be used to meet degree requirements and do not count toward the GPA.

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

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

concurrent = A course that must be taken during the same semester as another course.

Unless otherwise indicated, a grade of "C" or better shall be considered successful completion of prerequisite courses. Courses generally are offered in Fall, Spring and Summer terms unless indicated otherwise.

See current online Class Schedule for prefix guide. SCF.edu/ClassSchedules

Course Descriptions

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating 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."

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English Composition	Lower (freshman) level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course
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General Rule for Course Equivalencies

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

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course 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 faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

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

Courses at Non-regionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Non-regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Office of the Registrar.

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 for Lower Division, 1000 and 2000 Level Classes

Find the three-letter prefix for the class you want.

Classes are listed in the order of their three-letter course prefix (or subject code). Three-letter prefixes are determined by the state education authority and apply to all state institutions of higher education.

PLEASE READ: Some academic areas list classes in more than one three-letter prefix (subject code), and some prefixes do not relate in an obvious manner to the subjects of study. For example, **Accounting** classes may be listed under **ACG**, **APA** or **TAX** prefixes.

Music classes can be found in **10** prefixes. On the other hand, some subjects, such as **Sociology** (listed under the prefix SYG) are found by a single three-letter prefix that directly corresponds to the subject.

Subject	Prefixes	Department
Accounting	ACG APA TAX	B
Anatomy	BSC	NS
Anthropology	ANT	SBS
Art	ARH ART	FPA
Astronomy	AST	NS

Biology	BSC	NS
Biochemistry	BCH**	**
Business	GEB	B
Business Law	BUL**	B
Business Math	QMB	B
Chemistry	CHM	NS
Child Development and Education	EDG EEC EEX	SBS
Communication	COM**	**
Computer Science	CAP CDA CEN CET CGS CIS COP CTS LIS	B
Construction Management Technology	BCN BCT CET EET EGS ETC ETD ETG ETI** ETP** ETS** SUR	B
Criminal Justice	CCJ CJC CJE CJJ CJL	SBS
Dental Hygiene	DEH DES	HP
Domestic Security	DSC**	**
Earth Science	ESC	NS
Economics	ECO	B
Education	EDE EDF EDG EME EPI	SBS
Electronics	CET EET	B
Engineering Technology	BCN BCT CET EET EGS EST ETC ETD ETG ETI** ETP** ETS** SUR	B
English	CRW EAP ENC	LL
Environmental Studies	EVR**	**
Film	FIL RTV	FPA
Finance	FIN**	B
Fire and Emergency Services	FES**	**
French	FRE	LL

Geography	GEA GEO
German	GER
Gerontology	GEY**
Graphic Design	GRA
Health Professions	HSC HUN
History	AMH EUH
Humanities	HUM PHI REL
Human Nutrition	HUN**
Information Systems Management	ISM**
Interdisciplinary Studies	IDS
Interdisciplinary Social Science	ISS
Legal Assisting	PLA
Literature	AML ENL LIT
Management	MAN** MNA
Marine Biology	OCB
Marketing	MAR** MKA
Mass Communications and Journalism	JOU MMC
Mathematics	MAC MAD MAP MAS MAT MGF MTB STA
Meteorology	MET
Microbiology	MCB
Music	MUC MUE MUH MUL MUN MUS MUT MVK MVS MVV M
Applied Music	MVB MVK MVP MVS MVV MVW
Nursing	NUR NSP
Occupational Therapy Assistant	OTH
Oceanography	OCE

Office Systems Technology		OST	
Philosophy	PHI		FPA
Photography	PGY		FPA
Physical Education and Wellness	HLP HSC LEI PEL PEM PEN PEO		NS
Physical Geology	GLY		NS
Physical Science	PSC PHY		NS
Physical Therapist Assistant	PHT		HP
Physics	PHY		NS
Political Science	CPO INR POS		SBS
Psychology	DEP INP PSY SLS		SBS
Public Administration	PAD**		**
Radiography	RTE		HP
Reading	REA		LL
Religion	REL		FPA
Risk Management Insurance	RMI		B
Social Sciences	ISS		SBS
Sociology	SYG		SBS
Spanish	SPN		LL
Speech Communication	SPC		LL
Student Life Skills	SLS		SBS
Theatre/Dramatic Arts	DAA THE TPA TPP		FPA

Dept. Initials	Department	SCF Bradenton Building - Room	SCF Venice	SCF Lakewood Ranch
B	Business and Technology Department	18-128	Contact the Student Services	Contact either SCF Bradenton
FPA	Fine and Performing Arts Department <i>Art, Film, Graphic Design, Humanities, Mass</i>	10-112		

*Communications,
Journalism, Philosophy, Photography, Religion,
Theatre/Dramatic Arts*

Center for all
courses or SCF Venice
for all courses

FPA	Fine and Performing Arts Department <i>Music, Applied Music</i>	11-148
HP	Health Professions Division	29-107
LL	Language and Literature Department	3-102
M	Mathematics Department	27-108
NS	Natural Sciences Department (includes Physical Education and Wellness)	25-102
SBS	Social and Behavioral Sciences Department	9-107

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

Course Descriptions

- Florida's Statewide Course Numbering System
- Course Prefix Guide by Department Code
- Key to Course Descriptions

Accounting: General

ACG 2021 - Principles of Financial Accounting

ACG 2071 - Principles of Managerial Accounting

ACG 2100 - Intermediate Accounting I

ACG 2110 - Intermediate Accounting II

ACG 2360 - Cost Accounting

ACG 2930 - Special Topics in Accounting

ACG 2949 - Internship in Accounting

American History

AMH 1010 - U.S. History to 1877

AMH 1020 - U.S. History 1877 to Present

AMH 1091 - African American History and Culture

AMH 2036 - The 60's

AMH 2930 - Special Topics in American History

American Literature

AML 2010 - American Literature I

AML 2020 - American Literature II

AML 2266 - Florida Writers

AML 2600 - African American Literature

Anthropology

ANT 2000 - Introduction to Anthropology

ANT 2100 - Introduction to Archaeology

ANT 2410 - Introduction to Cultural Anthropology

ANT 2511 - Introduction to Physical Anthropology

ANT 2511L - Introduction to Physical Anthropology Lab

ANT 2930 - Special Topics in Anthropology

Applied Accounting

APA 1111 - Introduction to Accounting

APA 2141 - Computerized Accounting Applications

Art History

ARH 2000 - Art Appreciation

ARH 2050 - Art History: Prehistory through Medieval

ARH 2051 - Art History: Renaissance through Present

ARH 2500 – Non-Western Art History

ARH 2930 - Special Topics: Art History

Art

ART 1150C - Jewelry

ART 1201C - Two-Dimensional Design

ART 1203C - Three-Dimensional Design

ART 1205C - Color Fundamentals

ART 1300C - Drawing I

ART 1301C - Drawing II

ART 2251C - Illustration I

ART 2254C - Illustration II

ART 2330C - Figure Drawing I

ART 2331C - Figure Drawing II

ART 2500C - Painting I

ART 2501C - Painting II

ART 2502C - Figure Painting

ART 2623C - Introduction to 3D Modeling

ART 2701C - Sculpture

ART 2702C - Sculpture II

ART 2715C - Welding: Steel Fabrication

ART 2750C - Introduction to Ceramics

ART 2751C - Ceramics II

ART 2752C - Wheelthrowing I

ART 2753C - Wheelthrowing II

ART 2771C - Advanced Ceramics

ART 2773C - Mold Making

ART 2930 - Special Topics: Art

ART 2950 - Portfolio Preparation

American Sign Language: Interpreting

ASL 1140 - American Sign Language I

ASL 1140L - American Sign Language I Laboratory

ASL 1150 - American Sign Language II

ASL 1150L - American Sign Language II Laboratory

ASL 2160 - American Sign Language III

ASL 2200 - American Sign Language IV

Astronomy

AST 1002 - Descriptive Astronomy

Biochemistry

BCH 3023 - Introduction to Biochemistry

Building Construction

BCN 1227 - Building Envelope Science

BCN 1251C - Construction Drafting

BCN 1512C - Energy Efficient HVAC Engineering

BCN 1554 - Off the Grid

BCN 1592 - Energy Efficient Building Construction

BCN 1597 - Introduction to Solar Energy

BCN 2046 - Introduction to Sustainability

BCN 2230 - Building Construction Materials and Methods

BCN 2280 - Surveying Construction Layout

BCN 2930 - Special Topics: Building Construction

Building Construction Trades

BCT 2760 - Building Codes and Specifications

BCT 2770 - Building Construction Estimating

Biological Sciences

BSC 1005C - Diversity of Life

BSC 1007C - Introduction to Biology

BSC 1007L - Introduction to Biology Laboratory

BSC 1020 - Human Body

BSC 1421 - Introduction to Biotechnology

BSC 1949 - Co-op Work Experience I

BSC 2010C - Fundamentals of Biology I

BSC 2010L - Fundamentals of Biology I Laboratory

BSC 2011C - Fundamentals of Biology II

BSC 2011L - Fundamentals of Biology II Laboratory

BSC 2031 - Topics in Biology - Bioethics

BSC 2085 - Anatomy and Physiology I

BSC 2085L - Anatomy and Physiology I Laboratory

BSC 2086 - Anatomy and Physiology II

BSC 2086L - Anatomy and Physiology II Laboratory

BSC 2419C - Plant and Animal Cell Culture

BSC 2420C - Introduction to Biotechnology Methods

BSC 2426C - Biotechnology Methods I

BSC 2427C - Biotechnology Methods II

BSC 2435 - Introduction to Bioinformatics

BSC 2930 - Special Topics in Bioscience

BSC 2943C - Biotechnology Internship

BSC 2949 - Internship in Biological Science

Business Law

BUL 2131 - Legal Environments of Business

BUL 3322 - Legal Issues in International Business

BUL 4333 - Contract Negotiation and Administration

Computer Applications

CAP 2140 - Data Forensics

CAP 2141 - Data Forensics II

CAP 2930 - Special Topics in Computer Science

Criminology and Criminal Justice

CCJ 1020 - Introduction to Criminal Justice

CCJ 1600 - Deviant Behavior

CCJ 2010 - Introduction to Criminology

Computer Software Engineering

CEN 2361 - Mobile Device Software Development

CEN 2362 - Advanced Mobile Device Software Development

Computer Engineering Technology

CET 1114C - Digital Fundamentals

CET 1600 - Networking Fundamentals

CET 1605 - CCNA1 Introduction to Networks

CET 1610 - CCNA2 Switching, Routing and Wireless Essentials

CET 2123C - Microprocessor Fundamentals

CET 2535C - Process Control Systems

CET 2615 - CCNA3 Enterprise Networking, Security, and Automation

CET 2854 - Wireless Networks

CET 2890 - Network Infrastructure Security

Computer General Studies

CGS 1000 - Computer Information Systems

CGS 1543 - Database Design and Implementation

CGS 1570 - Integrated Business Apps Software

CGS 1949 - Co-op Work Experience in Computer Science

CGS 2172 - Implementing a Commerce Enabled Website

CGS 2820 - Web Page Development

CGS 2823 - Advanced Web Page Development

CGS 2932 - Emerging Web Technologies

Chemistry

CHM 1020C - The Chemistry of Everyday Life

CHM 1025C - Introductory Chemistry

CHM 1025L - Introductory Chemistry Laboratory

CHM 1032C - Chemistry for Health Professionals

CHM 1032L - Chemistry for Health Professionals Laboratory

CHM 2045C - General Chemistry I

CHM 2045L - General Chemistry I Laboratory

CHM 2046C - General Chemistry II

CHM 2046L - General Chemistry II Laboratory

CHM 2210C - Organic Chemistry I

CHM 2210L - Organic Chemistry I Laboratory

CHM 2211C - Organic Chemistry II

CHM 2211L - Organic Chemistry II Laboratory

CHM 2930 - Special Topics in Chemistry

Computer Science and Information Systems

CIS 1355 - Security Engineering

CIS 2121 - Cybersecurity Analysis

CIS 2321 - Introduction to Systems Analysis and Design

CIS 2352 - Ethical Hacking

CIS 2930 - Special Topics, Computer Science

CIS 2931 - Current Issues in Computing

CIS 2938 - Current Issues in Cybersecurity

Criminal Justice: Corrections

CJC 1000 - Introduction to Corrections

Criminal Justice: Law Enforcement

CJE 1000 - Introduction to Law Enforcement

CJE 1300 - Police Administration and Organization

CJE 2600 - Criminal Investigations

CJE 2640 - Criminalistics I

CJE 3361 - Management of Specialized Law Enforcement Units

CJE 4668 - Computer Crime

Criminal Justice: Juvenile

CJJ 2002 - Juvenile Delinquency and Rehabilitation

Criminal Justice: Law and Process

CJL 2100 - Criminal Law

CJL 2130 - Criminal Evidence and Procedures

Computer Programming

COP 2170 - Visual Basic Programming

COP 2224 - C++ Programming I

COP 2228 - C++ Programming II

COP 2250 - Java Programming I

COP 2373 - Programming Concepts II

COP 2510 - Programming Concepts

COP 2805 - Java Programming II

COP 2822 - Web Scripting

COP 2842 - Developing Websites Using PHP/MYSQL

Comparative Politics

CPO 2002 - Comparative Government

Creative Writing

CRW 2001 - Creative Writing I

CRW 2002 - Creative Writing II

CRW 2003 - Advanced Creative Writing Workshop

CRW 2200 - Magazine Writing

CRW 2201 - Introduction to Creative Non-Fiction

Computer Technology and Skills

CTS 1150 - Microcomputer Hardware and Maintenance

CTS 2143 - Server Fundamentals

CTS 2321 - Linux System Administration

CTS 2375 - Cloud Services

CTS 2390 - Windows Server I

CTS 2391 - Windows Server II

CTS 2392 - Windows Server III

CTS 2433 - SQL Implementation

CTS 2434 - Server Database Developer

CTS 2445 - SQL Server Database Advanced Development

CTS 2937 - Current Issues in Computer Administration

Communication

ENC 1136 - Multimodal Writing and Digital Literacy

Dance

DAA 1000 - Introduction to Dance I

DAA 1000B - Introduction to Dance IB

DAA 2101 - Contemporary and Traditional Dance

DAA 2101B - Contemporary and Traditional Dance IB

DAA 2930 - Special Topics: Dance

Dental Hygiene

DEH 1000 - Introduction to Dental Hygiene

DEH 1002C - Introduction to Clinical Procedure

DEH 1002L - Introduction to Clinical Procedures Laboratory

DEH 1130 - Oral Embryology and Histology

DEH 1720 - Preventive Dentistry

DEH 1800C - Clinical Dental Hygiene I

DEH 1800L - Clinical Dental Hygiene I Laboratory

DEH 2300 - Pharmacology and Pain Control

DEH 2400 - General and Oral Pathology

DEH 2602 - Periodontology

DEH 2702 - Community Dental Health

DEH 2702L - Community Dental Health Laboratory

DEH 2802C - Clinical Dental Hygiene II

DEH 2802L - Clinical Dental Hygiene II Laboratory

DEH 2804C - Clinical Dental Hygiene III

DEH 2804L - Clinical Dental Hygiene III Laboratory

DEH 2806C - Clinical Dental Hygiene IV

DEH 2806L - Clinical Dental Hygiene IV Laboratory

DEH 2822 - Dental Office Emergencies

DEH 2900 - Dental Hygiene Competency Review

DEH 2930 - Special Topics, Dental Hygiene

Developmental Psychology

DEP 2002 - Child Development

DEP 2004 - Human Development: Life Span

Dental Hygiene Support

DES 1010 - Head and Neck Anatomy

DES 1020 - Oral Anatomy

DES 1100C - Dental Materials

DES 1100L - Dental Materials Laboratory

DES 1200C - Dental Radiography

DES 1200L - Dental Radiography Laboratory

Digital Media

DIG 1132C - Digital Art and Design

DIG 2000 - Media Interpretation and Adaptation

DIG 2111C - Digital Illustration I

DIG 2117C - Digital Illustration II

DIG 2132C - Digital Media Design

DIG 2510 - Applications in Film Production Technology

DIG 2930 - Special Topics: Digital Media

Domestic Security

DSC 3013 - Introduction to Homeland Security

DSC 3214 - Catastrophic Event Response Planning

DSC 3243 - Industrial Security

DSC 3554 - Critical Infrastructure and Risk Analysis

DSC 4038 - Terrorism and Emergency Management

DSC 4594 - Intelligence Analysis

English for Academic Purposes

EAP 0385 - Integrated Grammar and Writing III

EAP 0386 - Integrated Reading, Speaking and Listening III

EAP 0485 - Integrated Grammar and Writing IV

EAP 0486 - Integrated Reading, Speaking and Listening IV

EAP 1520 - Reading V

EAP 1540 - Writing V

EAP 1620 - Reading VI

EAP 1640 - Writing VI

EAP 1660 - Advanced Grammar and Editing

EAP 2930 (A) or (B) - Special Topics: English for Academic Purposes

Economics

ECO 2013 - Principles of Macroeconomics

ECO 2023 - Principles of Microeconomics

Economics: Business

ECP 3009 - Economic Problems and Policy

Education: Elementary

EDE 2221 - Integrating Art, Music and Health Education Across the Curriculum

EDE 3223 - Integrating Art, Music and Physical Education

EDE 4942 - Integrated Practicum: Elementary Education

EDE 4945 - Final Internship: Elementary Education

Education: Foundation and Policy Studies

EDF 1005 - Introduction to the Teaching Profession

EDF 1030 - Effective Classroom Management

EDF 2085 - Introduction to Diversity for Educators

EDF 3214 - Child/Adolescent Development & Learning

EDF 3430 - Measurement, Evaluations, and Assessment in Education

EDF 3940 - Clinical Field Experience

Education: General

EDG 2949 - Final Internship in Education

EDG 3620 - Curriculum & Instruction

EDG 4410 - Classroom Management and Communication

Education: Early Childhood

EEC 1000 - Introduction to Early Childhood Education

EEC 1001 - Early Childhood Growth and Development

EEC 1312 - Creative Experiences for Young Children

EEC 1319 - Portfolio Development and Performance Observation

EEC 1601 - Observation and Assessment in Early Childhood

EEC 2002 - Early Child Care Center Management

EEC 2202 - Program Development in Early Childhood

EEC 2217 - Introduction to Language and Emergent Literacy

EEC 2226 - Introduction to Principles of Mathematics and Science for Young Children

EEC 2401 - Family Interaction and Cultural Continuity

EEC 2520 - Early Childhood Education Organizational Leadership Management

EEC 2527 - Legal Issues and Financial Issues in Child Care

EEC 2930 - Special Topics: Education

EEC 3214 - Early Childhood Education Learning Environment

EEC 3731 - Health, Nutrition and Safety of Young Children

EEC 4204 - Infant/Toddler Curriculum

EEC 4211 - Integrated Math and Science in Early Childhood

EEC 4241 - Integrated Art, Music and Movement

EEC 4267 - Curriculum Programs - Preschool

EEC 4268 - Curriculum Activities in Early Childhood (Child Dev.)

EEC 4400 - Parents as Teachers and Field Experiences

EEC 4402 - Cultural and Family Systems

EEC 4613 - Assessment and Evaluation for Young Children

EEC 4661 - Theory and Practice in Early Childhood Education

EEC 4706 - Language and Emerging Literacy

EEC 4941 - Internship I: Early Childhood Education

EEC 4942 - Internship II: Early Childhood Education

EEC 4943 - Internship III: Early Childhood Education

Electronic Engineering Technology

EET 1033C - Fundamentals of DC/AC Circuits

EET 1084C - Introduction to Electronics

EET 1141C - Electronic Devices and Circuits I

EET 2142C - Electronic Devices and Circuits II

EET 2525C - Programmable Logic Controllers

EET 2930 - Special Topics: Electronics

Education: Exceptional Child-Core

EEX 2010 - Introduction to Exceptional Learners

EEX 3012 - Educational Needs of Students with Exceptionalities

EEX 3226 - Assessment of All Young Children & Field Experience

EEX 3241 - Curriculum and Instruction for Exceptional Students

EEX 3242 - Differentiated Instruction of Exceptional and Diverse Learners

EEX 3401 - Special Needs of Children and their Families & Field Experiences

EEX 3830 - Practicum: Exceptional Student Education

EEX 4221 - Assessment of Students with Exceptionalities

EEX 4603 - Behavior Management in the Preschool & Field Experience

EEX 4604 - Effective Behavioral Interventions and Practices in Exceptional Students

EEX 4701 - Blending Early Childhood Methods & Field Experience

EEX 4995 - Final Internship: Exceptional Student Education

Engineering: General

EGN 1111C - Engineering Drawing

Education: Technology and Media

EME 2040 - Introduction to Technology for Educators

English Communication

ENC 0015 - Developmental Writing I

ENC 0022 - Modularized Developmental Writing

ENC 0022A - Modularized Developmental Writing-A

ENC 0022B - Modularized Developmental Writing-B

ENC 0025 - Developmental Writing II

ENC 1101 - Written Communication I

ENC 1102 - Written Communication II

ENC 1949 - Co-Op Work Experience I in English

ENC 2210 - Technical Communication

ENC 2930 - Special Topics: English

ENC 2949 - Internship Experience in English

English Literature

ENL 2010 - British Literature to 1790

ENL 2022 - British Literature after 1790

Entrepreneurship

ENT 2000 - Introduction to Entrepreneurship

ENT 2100 - Building and Presenting a Business Plan

ENT 2120 - Digital Marketing

ENT 2411 - Business Operations for Entrepreneurs

ENT 2430 - Entrepreneurship Legal Issues

Earth Science

ESC 1000C - Earth and Space Science

Engineering Technology: Drafting

ETD 1320C - Introduction to Auto CAD

ETD 1340C - AutoCAD II

ETD 1350C - AutoCAD III

ETD 1390C - Autodesk Revit

ETD 1395C - Architectural Computer-aided Design

ETD 2331C - AutoCAD AutoLISP

ETD 2364C - Introduction to SolidWorks

ETD 2368C - Advanced SolidWorks

ETD 2392 - Advanced Architectural Revit

ETD 2545C - Advanced Drafting

ETD 2701C - Elementary Machine Design

ETD 2930C - Selected Topics in Technology

ETD 2949 - Internship in Technology

Engineering Technology: General

ETG 2502 - Engineering Mechanics-Statics

ETG 2530C - Strength of Materials

Engineering Technology: Industrial

ETI 1110 - Quality Assurance

ETI 1420C - Manufacturing Processes and Materials

ETI 1622 - Introduction to Lean Manufacturing and Six Sigma

ETI 1628 - Coaching Self-Directed Teams

ETI 1644 - Production and Inventory Control

ETI 1701 - Industrial Safety

ETI 1843C - Motors & Controls

ETI 2315C - Hydraulics & Pneumatics

ETI 2441 - Project Management

ETI 2610 - Principles of Six Sigma

ETI 2623 - Tools for Lean Manufacturing

ETI 2781 - Industrial Management

ETI 3647 - Supply Chain Management

ETI 4448 - Applied Project Management

Engineering Technology: Mechanical

ETM 1010C - Mechanical Measurement and Instrumentation

Engineering Technology: Power

ETP 1511 - Introduction to Biofuels

ETP 2322 - Smart Grid Technology

ETP 3240 - Modern Electric Power Systems

ETP 3300 - Energy Policy and Regulations

ETP 3320 - Intro to Energy Technology

ETP 3930 - Special Topics: Energy Technology Management

Engineering Technology: Specialty

ETS 1535C - Automated Process Controls

ETS 1540 - Industrial Applications Using PLC's & Robotics

ETS 2364 - Introduction to Nanotechnology

ETS 2604 - Robotics Applications

ETS 4515 - Building Automation Systems

ETS 4536 - Control Systems and Networking

ETS 4950 - Senior Capstone Project in Energy Technology Management

European History

EUH 1000 - Western Civilization to 1600

EUH 1001 - Western Civilization from 1600 to Present

EUH 1952 - Study Abroad in Europe

EUH 2032 - History of World War II and the Holocaust

EUH 2930 - Special Topics in Western Civilization

Environmental Studies

EVR 1001 - Introduction to Environmental Science

EVR 3315 - Introduction to Renewable Energy

Fire and Emergency Services

FES 3833 - Emerging Issues in Environmental Disaster Management

FES 4014 - Evolution of Emergency Management

Fire Fighting and Protection

FFP 1000 - Introduction to Fire Science

FFP 1505 - Fire Prevention Practices

FFP 1540 - Private Fire Protection Systems I

FFP 1740 - Fire Service Course Delivery

FFP 1793 - Fire and Life Safety Educator

FFP 1810 - Fire Fighting Tactics and Strategies I

FFP 2111 - Fire Chemistry

FFP 2120 - Building Construction for the Fire Service

FFP 2510 - Codes and Standards

FFP 2521 - Construction Documents and Plans Review

FFP 2541 - Private Fire Protection Systems II

FFP 2610 - Fire Investigation: Cause and Origin

FFP 2706 - Public Information Officer

FFP 2720 - Company Officer

FFP 2741 - Fire Service Course Design

FFP 2770 - Ethical and Legal Issues for the Fire Services

FFP 2811 - Firefighting Tactics and Strategies II

Film

FIL 1007 - Film Analysis and Critique

FIL 1030 - History of Motion Pictures

FIL 1420 - Digital Production: Non-Fiction

FIL 1537 - Sound Recording and Design

FIL 1949 - Career Decision Work Experience In Film/Video

FIL 2100 - Screenwriting I

FIL 2423 - Introduction to Film Production

FIL 2441 - Film Crew Workshop

FIL 2461 - Cinematography

FIL 2552 - Editing

FIL 2571 - Video Post-Production

FIL 2580 - Film-Style Production

FIL 2835 - Appreciation of Film

FIL 2930 - Special Topics: Film

FIL 2949 - Internship in Film/Video

Finance

FIN 2001 - Financial Management

FIN 2100 - Personal Finance

FIN 3400 - Financial Management

French Language

FRE 1120 - Elementary French I

FRE 1120L - Elementary French I Laboratory

FRE 1121 - Elementary French II

FRE 1121L - Elementary French II Laboratory

FRE 2200 - Intermediate French I

FRE 2201 - Intermediate French II

Geography: Regional Areas

GEA 2000 - World Regional Geography

GEA 2930 - Special Topics: Geography

General Business

GEB 1011 - Introduction to Business

GEB 2210 - Business Presentations and Communications

GEB 2350 - Introduction to International Business

GEB 2930 - Special Topics: Business

GEB 2949 - Internship in Business

GEB 3213 - Business Writing and Communications

GEB 3356 - Foundations of International Business

Geography: Systematic

GEO 1200 - Introduction to Physical Geography

GEO 2420 - Environment and Culture

German

GER 1120 - Elementary German I

GER 1120L - Elementary German I Laboratory

GER 1121 - Elementary German II

GER 1121L - Elementary German II Laboratory

GER 2200 - Intermediate German I

GER 2201 - Intermediate German II

Gerontology

GEY 3001 - Aging and Special Populations

GEY 3045 - Nutrition and Gerontology

GEY 3302 - Communicating with Older Adults

GEY 4601 - Biology of Aging

Graphic Arts

GRA 1100C - Introduction to Computer Graphics

GRA 1206C - Typography

GRA 2121C - Communication Design

GRA 2122C - Desktop Publishing

GRA 2142C - Web Design I

GRA 2143C - Web Design II

GRA 2150C - Photoshop

GRA 2151C - Illustrator

GRA 2152C - Computer Image Making

GRA 2160C - Web Basic Animation

GRA 2177C - Visual Identity Systems

GRA 2190C - Graphic Design Basics

GRA 2723C - Web Design III

GRA 2930 - Special Topics: Graphic Design

GRA 2949 - Internship in Graphic Design

GRA 2950C - Professional Practices

Health Information Management

HIM 1102 - Introduction to Health Informatics

HIM 2012 - Health Law Concepts and Practices

HIM 2510 - Quality and Performance Improvement

HIM 2652 - Electronic Health/Medical Record Systems

HIM 2721 - Introduction to Coding and Reimbursement Systems

Health, Leisure and Physical Education

HLP 1000C - Introduction To Physical Education

HLP 1081 - Concepts of Wellness

HLP 1949 - Co-op Work Experience I Health and Physical Education

HLP 2949 - Internship in Interdisciplinary Health and Physical Education

Health Services Administration

HSA 1100 - Healthcare Delivery Systems

HSA 1102 - Current Issues in Health

HSA 2001 - Interprofessional Team Based Health Care

HSA 2182 - Health Services Management Concepts

HSA 3111 - Health Care Delivery in The United States

HSA 3113 - Contemporary Issues in Health Care

HSA 3170 - Health Care Finance

HSA 3383 - Quality Management in Health Care

HSA 3430 - Health Care Economics

HSA 3502 - Health Care Risk Management

HSA 4180 - Health Care Management

HSA 4817 - Practicum in Health Services Administration

HSA 4850 - Health Care Capstone Course

Health and Wellness

HSC 1004 - Professions of Caring

HSC 1100 - Personal Health

HSC 1132 - Family Life Education

HSC 1149 - General Pharmacology for Health Professionals

HSC 2200 - Community Health Problems

HSC 2401 - Emergency First Aid and CPR

HSC 2402 - American Red Cross Wilderness First Aid

HSC 2531 - Understanding Medical Language

HSC 2721 - Evidence-Based Healthcare Practice

HSC 2930 - Special Topics: Health and Wellness

Hospitality

HFT 1000 - Introduction to Hospitality and Tourism

HFT 1254 - Lodging Operations

HFT 2220 - Human Resource Management for Hospitality

HFT 2410 - Front Office Systems and Procedures

HFT 2750 - The Event Industry

HFT 2930 - Special Topics: Hospitality

Humanities

HUM 1020 - Introduction to the Humanities

HUM 2210 - Intercultural Humanities: The Ancient World

HUM 2234 - Intercultural Humanities: Enlightenment Through Romanticism

HUM 2235 - Intercultural Humanities: Medieval Period through Scientific Revolution

HUM 2250 - Intercultural Humanities: The Modern World

HUM 2930 - Special Topics: Humanities

Human Nutrition

HUN 2201 - Fundamentals of Human Nutrition

HUN 3126 - Food and Culture

HUN 3205 - Dietary Influences on Disease

HUN 3272 - Sports Nutrition

HUN 3403 - Lifecycle Nutrition

HUN 3601 - Nutrition Education

Interdisciplinary Honors

IDH 1110 - Interdisciplinary Studies in General Education I - Honors

IDH 1111 - Interdisciplinary Studies in General Education II - Honors

IDH 1112 - Interdisciplinary Studies in General Education - Honors

IDH 2120 - Interdisciplinary Studies in General Education III - Honors

IDH 2121 - Interdisciplinary Studies in General Education IV - Honors

Industrial and Applied Psychology

INP 1390 - Human Relations

INP 2101 - Applied Psychology

International Relations

INR 2002 - International Relations

INR 2500 - Model United Nations

INR 2500A - Model United Nations

INR 2500B - Model United Nations

Information Systems Management

ISM 3324 - Applications in Information Security

ISM 3541 - Data Analytics

ISM 4212 - Database Design and Administration

ISM 4382 - Global Information Systems

ISM 4480 - Electronic Commerce Systems and Strategies

Interdisciplinary Social Science

ISS 1949 - Work Experience I in Interdisciplinary Social Science

ISS 2949 - Work Experience II in Interdisciplinary Social Science

ISS 3300 - Introduction to Evidence Based Research Methods

Italian Language

ITA 1120 - Elementary Italian I

ITA 1120L - Elementary Italian I Laboratory

ITA 1121 - Elementary Italian II

ITA 1121L - Elementary Italian II Laboratory

Journalism

JOU 1100 - Basic Reporting

JOU 1103 - Advanced Reporting and Editing

JOU 1303 - Feature Article Writing

JOU 1440L - College Magazine Production I

JOU 1441L - College Magazine Production II

JOU 2602 - Introduction to Photojournalism

Language Arts and English Education

LAE 3414 - Children's Literature

Latin American History

LAH 2020 - Latin American History

Leisure

LEI 1263 - Backpacking

Library and Information Studies

LIS 2004 - Introduction to College Research

LIS 2930 - Special Topics: Library and Information Studies

LIS 3000 - Information Literacy for Professional Practice

Literature

LIT 1949 - Co-op Work Experience in Literature

LIT 2000 - Introduction to Literature

LIT 2012 - The Novel

LIT 2020 - The Short Story

LIT 2030 - Introduction to Poetry

LIT 2090 - Contemporary Literature

LIT 2110 - World Literature I

LIT 2120 - World Literature II

LIT 2310 - Horror, Fantasy and Science Fiction

LIT 2330 - Introduction to Children's Literature

LIT 2380 - Women in Literature

LIT 2930 - Special Topics: Literature

LIT 2949 - Internship in Literature

Mathematics: Calculus and Precalculus

MAC 1105 - College Algebra

MAC 1114 - Trigonometry

MAC 1140 - Precalculus Algebra

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

Mathematics: Discrete

MAD 2104 - Discrete Mathematics

Mathematics: Education

MAE 3310 - Teaching Mathematics in Elementary School

MAE 3312 - How Children Learn Math

Management

MAN 2021 - Principles of Management and Organization

MAN 2241 - Organizational Behavior

MAN 2300 - Management and Personnel

MAN 2933 - Management Seminar (A Class in Entrepreneurship)

MAN 3240 - Applied Organizational Behavior

MAN 3303 - Management and Leadership Practices

MAN 3503 - Managerial Risk Analysis and Decision Making

MAN 3504 - Operations Management

MAN 3593 - Logistics and Supply Chain Management

MAN 3910 - Directed Research Principles and Applications

MAN 4102 - Managing Cultural Diversity

MAN 4442 - International Business Negotiations

MAN 4520 - Quality Management

MAN 4534 - Business Architecture and Process Modeling

MAN 4570 - International Procurement and Outsourcing

MAN 4720 - Strategic Management

MAN 4915 - Senior Capstone Project or Internship

Mathematics: Applied

MAP 2302 - Differential Equations

Marketing

MAR 2011 - Principles of Marketing

MAR 2141 - International Marketing

MAR 4354 - Marketing and Today's Job Market

Mathematics: Algebraic Structures

MAS 2103 - Linear Algebra

Mathematics

MAT 0018 - Pre-algebra Developmental

MAT 0028 - Elementary Algebra Developmental

MAT 0057 - Pre-College Math Modules

MAT 0057A - Pre-College Math Modules-A

MAT 0057B - Pre-College Math Modules-B

MAT 1033 - Intermediate Algebra

MAT 2930 - Special Topics in Mathematics

Microbiology

MCB 2010C - Microbiology

MCB 2010L - Microbiology Laboratory

MCB 2910L - Directed Independent Research

Mathematics: General and Finite

MGF 1106 - Topics in Mathematics

MGF 1107 - Liberal Arts Mathematics

Marketing Applications

MKA 2021 - Personal Selling

MKA 2041 - Retailing

MKA 2511 - Principles of Advertising

Mass Media Communication

MMC 1949 - Career Decision Work Experience in Mass Communications

MMC 2000 - Mass Communications

MMC 2100 - Writing for Mass Communications

MMC 2700 - Mass Media and Popular Culture

MMC 2930 - Special Topics: Mass Communications

MMC 2949 - Internship in Mass Communications

Management: Applied

MNA 1345 - Management and Supervision

MNA 4304 - Resource Management for Government

MNA 4404 - Human Resources: Employee Relations & Employment Regulations

Mathematics: Technical and Business

MTB 1321 - Technical Mathematics

Music: Composition

MUC 1211 - Applied Music Composition I

MUC 1211B - Applied Music Composition IB

MUC 2000 - Introduction to Songwriting

MUC 2221 - Applied Music Composition II

MUC 2221B - Applied Music Composition IIB

Music Education

MUE 2930 - Selected Topics in Music

Music: History / Musicology

MUH 2018 - Jazz History and Literature

MUH 2050 - Folk/Traditional Music of World Cultures

MUH 2110 - Introduction to Music History and Literature

Music Literature

MUL 1019 - History of Rock and Popular Music

MUL 2010 - Music Appreciation

Music Production

MUM 1620 - Sound and Stage

MUM 2600 - Professional Digital Audio Workstation

MUM 2602 - Collaborative Music Production and Recording Studio Techniques

MUM 2609 - Advanced Music Studio Production

MUM 2630 - Sound for Media

MUM 2661 - Sound Recording

MUM 2949 - Music Production Internship

Music Ensembles

MUN 1120 - Symphonic Wind Ensemble I

MUN 1120B - Symphonic Wind Ensemble II

MUN 1120D - Symphonic Wind Ensemble III

MUN 1210 - College Orchestra I

MUN 1210B - College Orchestra II

MUN 1210D - College Orchestra III

MUN 1310 - Concert Choir I

MUN 1310B - Concert Choir II

MUN 1310D - Concert Choir III

MUN 1340 - Chamber Choir Ensembles I

MUN 1340B - Chamber Choir Ensembles II

MUN 1340D - Chamber Choir Ensembles III

MUN 1380 - Community Choir Ensembles I

MUN 1380B - Community Choir Ensembles II

MUN 1380D - Community Choir Ensembles III

MUN 1480 - Guitar Ensemble I

MUN 1480B - Guitar Ensemble II

MUN 1480D - Guitar Ensemble III

MUN 1640 - Music Theatre Ensemble I

MUN 1640B - Music Theatre Ensemble II

MUN 1640D - Music Theatre Ensemble III

MUN 1652 - Opera Theatre Ensemble I

MUN 1652B - Opera Theatre Ensemble II

MUN 1652D - Opera Theatre Ensemble III

MUN 1710 - Jazz Ensemble I

MUN 1710B - Jazz Ensemble II

MUN 1710D - Jazz Ensemble III

MUN 1711 - Jazz Combo I

MUN 1711B - Jazz Combo II

MUN 1711D - Jazz Combo III

Music

MUS 1010L - Student Recital Attendance

MUS 1550 - Music Technology

Music Theory

MUT 1001 - Fundamentals of Music

MUT 1011 - Fundamentals of Music for Non-Majors

MUT 1111 - Music Theory I

MUT 1112 - Music Theory II

MUT 1241 - Aural Theory I

MUT 1242 - Aural Theory II

MUT 1641 - Introduction to Jazz Improvisation

MUT 2116 - Music Theory III

MUT 2117 - Music Theory IV

MUT 2246 - Aural Theory III

MUT 2247 - Aural Theory IV

Applied Music: Brasses

MVB 1011A - Applied Preparatory Music I - Trumpet

MVB 1011B - Applied Preparatory Music II - Trumpet

MVB 1012A - Applied Preparatory Music I - Horn

MVB 1012B - Applied Preparatory Music II - Horn

MVB 1013A - Applied Preparatory Music I - Trombone

MVB 1013B - Applied Preparatory Music II - Trombone

MVB 1014A - Applied Preparatory Music I - Euphonium

MVB 1014B - Applied Preparatory Music II - Euphonium

MVB 1015A - Applied Preparatory Music I - Tuba

MVB 1015B - Applied Preparatory Music II - Tuba

MVB 1311 - Applied Music - Trumpet I

MVB 1311B - Applied Music - Trumpet IB

MVB 1312 - Applied Music - Horn I
MVB 1312B - Applied Music - Horn IB
MVB 1313 - Applied Music - Trombone I
MVB 1313B - Applied Music - Trombone IB
MVB 1314 - Applied Music - Euphonium I
MVB 1314B - Applied Music - Euphonium IB
MVB 1315 - Applied Music - Tuba I
MVB 1315B - Applied Music - Tuba IB
MVB 2321 - Applied Music - Trumpet II
MVB 2321B - Applied Music - Trumpet IIB
MVB 2322 - Applied Music - Horn II
MVB 2322B - Applied Music - Horn IIB
MVB 2323 - Applied Music - Trombone II
MVB 2323B - Applied Music - Trombone IIB
MVB 2324 - Applied Music - Euphonium II
MVB 2324B - Applied Music - Euphonium IIB
MVB 2325 - Applied Music - Tuba II
MVB 2325B - Applied Music - Tuba IIB

Applied Music: Keyboard

MVK 1011A - Applied Preparatory Music I - Piano
MVK 1011B - Applied Preparatory Music II - Piano
MVK 1013A - Applied Preparatory Music I - Organ
MVK 1013B - Applied Preparatory Music II - Organ
MVK 1111A - Class Piano I

MVK 1111B - Class Piano II

MVK 1311 - Applied Music - Piano I

MVK 1311B - Applied Music - Piano IB

MVK 1313 - Applied Music - Organ I

MVK 1313B - Applied Music - Organ IB

MVK 2121A - Class Piano III

MVK 2121B - Class Piano IV

MVK 2321 - Applied Music - Piano II

MVK 2321B - Applied Music - Piano IIB

MVK 2323 - Applied Music - Organ II

MVK 2323B - Applied Music - Organ IIB

Applied Music: Percussion

MVP 1011A - Applied Preparatory Music I - Percussion

MVP 1011B - Applied Preparatory Music II - Percussion

MVP 1311 - Applied Music - Percussion I

MVP 1311B - Applied Music - Percussion IB

MVP 2321 - Applied Music - Percussion II

MVP 2321B - Applied Music - Percussion IIB

Applied Music: Strings

MVS 1011A - Applied Preparatory Music I - Violin

MVS 1011B - Applied Preparatory Music II - Violin

MVS 1012A - Applied Preparatory Music I - Viola

MVS 1012B - Applied Preparatory Music II - Viola

MVS 1013A - Applied Preparatory Music I - Cello

MVS 1013B - Applied Preparatory Music II - Cello

MVS 1014A - Applied Preparatory Music I - String Bass

MVS 1014B - Applied Preparatory Music II - String Bass

MVS 1015A - Applied Preparatory Music I - Harp

MVS 1015B - Applied Preparatory Music II - Harp

MVS 1016A - Applied Preparatory Music I - Guitar

MVS 1016B - Applied Preparatory Music II - Guitar

MVS 1116 - Class Guitar

MVS 1311 - Applied Violin I

MVS 1311B - Applied Violin IB

MVS 1312 - Applied Viola I

MVS 1312B - Applied Viola IB

MVS 1313 - Applied Cello I

MVS 1313B - Applied Cello IB

MVS 1314 - Applied String Bass I

MVS 1314B - Applied String Bass IB

MVS 1315 - Applied Harp I

MVS 1315B - Applied Harp IB

MVS 1316 - Applied Guitar I

MVS 1316B - Applied Guitar IB

MVS 2321 - Applied Violin II

MVS 2321B - Applied Violin IIB

MVS 2322 - Applied Viola II

MVS 2322B - Applied Viola IIB

MVS 2323 - Applied Cello II

MVS 2323B - Applied Cello IIB

MVS 2324 - Applied String Bass II

MVS 2324B - Applied String Bass IIB

MVS 2325 - Applied Harp II

MVS 2325B - Applied Harp IIB

MVS 2326 - Applied Guitar II

MVS 2326B - Applied Guitar IIB

Applied Music: Voice

MVV 1011A - Applied Preparatory Music I - Voice

MVV 1011B - Applied Preparatory Music II - Voice

MVV 1111A - Class Voice I

MVV 1311 - Applied Voice I

MVV 1311B - Applied Voice IB

MVV 2321 - Applied Voice II

MVV 2321B - Applied Voice IIB

Applied Music: Woodwinds

MVW 1011A - Applied Preparatory Music I - Flute

MVW 1011B - Applied Preparatory Music II - Flute

MVW 1012A - Applied Preparatory Music I - Oboe

MVW 1012B - Applied Preparatory Music II - Oboe

MVW 1013A - Applied Preparatory Music I - Clarinet

MVW 1013B - Applied Preparatory Music II - Clarinet

MVW 1014A - Applied Preparatory Music I - Bassoon

MVW 1014B - Applied Preparatory Music II - Bassoon

MVW 1015A - Applied Preparatory Music I - Saxophone

MVW 1015B - Applied Preparatory Music II - Saxophone

MVW 1311 - Applied Music Flute I

MVW 1311B - Applied Music Flute IB

MVW 1312 - Applied Music Oboe I

MVW 1312B - Applied Music Oboe IB

MVW 1313 - Applied Clarinet I

MVW 1313B - Applied Clarinet IB

MVW 1314 - Applied Bassoon I

MVW 1314B - Applied Bassoon IB

MVW 1315 - Applied Saxophone I

MVW 1315B - Applied Saxophone IB

MVW 2321 - Applied Flute II

MVW 2321B - Applied Flute IIB

MVW 2322 - Applied Oboe II

MVW 2322B - Applied Oboe IIB

MVW 2323 - Applied Clarinet II

MVW 2323B - Applied Clarinet IIB

MVW 2324 - Applied Bassoon II

MVW 2324B - Applied Bassoon IIB

MVW 2325 - Applied Saxophone II

MVW 2325B - Applied Saxophone IIB

Nursing: Special

NSP 1050 - Basic Nursing Skills

NSP 3276 - Basic Arrhythmia Interpretation

NSP 3295C - Perioperative Nursing

NSP 4275C - Adult Critical Care-Nursing

Nursing

NUR 1013 - Math for Nurses

NUR 1023C - Nursing Practice I

NUR 1023L - Nursing Practice I Laboratory

NUR 1730C - Nursing Practice II

NUR 1730L - Nursing Practice II Laboratory

NUR 2703C - Nursing Transition

NUR 2703L - Nursing Transition Laboratory

NUR 2731C - Nursing Practice III

NUR 2731L - Nursing Practice III Laboratory

NUR 2732C - Nursing Practice IV

NUR 2732L - Nursing Practice IV Laboratory

NUR 2813 - Nursing Seminar

NUR 2930 - Special Topics in Nursing

NUR 3066C - Health Assessment and Physical Appraisal

NUR 3076 - Communication in Health Care

NUR 3125 - Pathophysiology

NUR 3145 - Pharmacology

NUR 3289 - Gerontology-Nursing

NUR 3805 - Dimensions of Professional Nursing Practice

NUR 3826 - Ethics and Legal Issues in Healthcare

NUR 3870 - Informatics in Healthcare

NUR 3895 - Teaching and Learning for Health Care Professional

NUR 4169 - Evidence Based Practice: Nursing Research

NUR 4636 - Community/Public Health: Population Based

NUR 4636L - Community/Public Health: Practicum

NUR 4827 - Leadership and Management in Professional Nursing

NUR 4837 - Health Care Policy and Economics

NUR 4925 - Colloquiums/Symposiums/Workshops

Biological Oceanography

OCB 1000C - Introduction to Marine Biology

General Oceanography

OCE 1001 - Introduction to Oceanography

Occupational Therapy Assistant

OTH 1001C - Introduction to Occupational Therapy

OTH 1001L - Introduction to Occupational Therapy Laboratory

OTH 1012C - Understanding Screening & Assessment in OT Practice

OTH 1012L - Understanding Screening and Assessment in OT

OTH 1014C - Functional Anatomy and Kinesiology

OTH 1014L - Functional Anatomy and Kinesiology Laboratory

OTH 1114C - Occupational Therapy Skills and Techniques I

OTH 1114L - Occupational Therapy Skills and Techniques I Laboratory

OTH 1410 - Introduction to Human Disease

OTH 1520C - Occupational Therapy During Growth Years

OTH 1520L - Occupational Therapy During Growth Years Laboratory

OTH 2261C - Occupational Therapy Skills and Techniques II

OTH 2261L - Occupational Therapy Skills and Tech II Laboratory

OTH 2300C - Occupational Therapy in Mental Health

OTH 2300L - Occupational Therapy Mental Health Laboratory

OTH 2420C - Physical Rehabilitation in Occupational Therapy

OTH 2420L - Occupational Therapy for Physically Disabled Laboratory

OTH 2802L - Occupational Therapy Practicum

OTH 2840L - Supervised Clinical Practice I

OTH 2841L - Supervised Clinical Practice II

OTH 2933C - Seminar for Clinical Practice

OTH 2933L - Seminar for Clinical Practice Laboratory

Public Administration

PAD 3311 - Program Planning and Evaluation

PAD 3332 - Strategic Planning

PAD 3820 - Foundations of Public Safety Administration

PAD 3821 - Contemporary Issues in Public Safety/Homeland Security

PAD 3874 - Community Relations Theory and Practice

PAD 4046 - Values, Ethics and Conflict Resolution

PAD 4204 - Public Finance

PAD 4414 - Human Resource Management Skills

PAD 4603 - Administrative Law

PAD 4878 - Public Safety Administration/Homeland Security Capstone

PAD 4930 - Special Topics: Homeland Security/Public Safety Administration

PAD 4949 - Special Topics: Practicum in Public Safety or Homeland Security

Physical Education Activity: Objective Centered (GEN.)

PEL 1341 - Tennis

PEL 1621 - Basketball Fundamentals

PEL 2111 - League Bowling

PEL 2121 - Golf

Physical Education Activity: Performance Centered

PEM 1130 - Basic Conditioning and Weight Training

PEM 1171 - Aerobic Fitness

PEM 2104 - Principles of Athletic Training

PEM 2930 - Special Topics: Physical Education

Physical Education Activity: Water, Snow

PEN 2251 - Canoeing

PEN 2930 - Special Topics: Physical Education Activity: Water, Snow

Physical Education Activity: Objective Centered (PROFNL.)

PEO 1216 - Baseball and Softball Fundamentals

PEO 2003 - Sports Officiating

Photography

PGY 1750 - Creative Videomaking

PGY 1800C - Digital Imaging I

PGY 1807C - Digital Imaging for Non-majors

PGY 1949 - Career Decision Work Experience

PGY 2000 - History of Photography

PGY 2101C - Visual Literacy: Photography

PGY 2201C - Studio Lighting Techniques

PGY 2224C - Location Photography

PGY 2401C - Photography I

PGY 2404C - Photography II

PGY 2405C - Advanced Imaging

PGY 2801C - Digital Imaging II

PGY 2930 - Special Topics in Photography

PGY 2949 - Internship in Photography

Philosophy

PHI 2010 - Introduction to Philosophical Reasoning

PHI 2070 - Introduction to Eastern Philosophy

PHI 2100 - Logic and Critical Thinking

PHI 2600 - Applied Ethics

PHI 2620 - Environmental Ethics

PHI 2631 - Business Ethics

PHI 2801 - Philosophy of Art and Beauty

PHI 2930 - Special Topics: Philosophy

Physical Therapist Assistant

PHT 1007C - Introduction to Physical Therapy and Patient Care

PHT 1007L - Introduction to Physical Therapy Patient Care Laboratory

PHT 1124C - Applied Anatomy and Kinesiology

PHT 1124L - Applied Anatomy and Kinesiology Laboratory

PHT 1211C - Disabilities and Physical Therapy Procedures I

PHT 1211L - Disabilities and Physical Therapy Procedures I Laboratory

PHT 1800L - Clinical Experience I

PHT 2230 - Therapeutic Exercise Prescription and Application in Physical Therapy

PHT 2321C - Disabilities and Physical Therapy Procedures III

PHT 2321L - Disabilities and Physical Therapy Procedures III Laboratory

PHT 2337C - Disabilities and Physical Therapy Procedures II

PHT 2337L - Disabilities and Physical Therapy Procedures II Laboratory

PHT 2810L - Clinical Experience II

PHT 2820L - Clinical Experience III

PHT 2930 - Special Topics, Physical Therapy

PHT 2931 - Trends in Physical Therapy

Physics

PHY 1020C - Fundamentals of Physics

PHY 2048C - General Physics I with Calculus

PHY 2048L - General Physics I with Calculus Laboratory

PHY 2049C - General Physics II with Calculus

PHY 2049L - General Physics II with Calculus Laboratory

PHY 2053C - General Physics I

PHY 2053L - General Physics I Laboratory

PHY 2054C - General Physics II

PHY 2054L - General Physics II Laboratory

PHY 2930 - Special Topics: Physics

Paralegal/Legal Assistant

PLA 1003 - Introduction to Legal Systems

PLA 1104 - Legal Research and Writing I

PLA 1610 - Real Property Law and Transactions I

PLA 1730 - Computer Assisted Legal Research

PLA 1949 - Career Decision Work Experience in Legal Assisting

PLA 2001 - General Law

PLA 2114 - Legal Research and Writing II

PLA 2203 - Civil Litigation I

PLA 2223 - Civil Litigation II

PLA 2303 - Criminal Law and Procedures

PLA 2433 - Corporations and Business Organizations

PLA 2600 - Wills, Trusts and Probate Administration

PLA 2612 - Real Property Law and Transactions II

PLA 2614 - Real Property Law and Transactions III

PLA 2732 - Law Office Computer Applications

PLA 2763 - Law Office Management

PLA 2800 - Introduction to Family Law

PLA 2930 - Special Topics: Legal Assistant/Paralegal

PLA 2949 - Internship in Paralegal/Legal Assisting

PLA 2950 - Certified Paralegal Examination Review

PLA 3843 - Immigration Law and Procedures

Political Science

POS 1041 - American Government

POS 2930 - Special Topics: Political Science

Psychology

PSY 2012 - General Psychology

PSY 2930 - Special Topics: Psychology

Quantitative Methods in Business

QMB 1001 - Business Mathematics

QMB 2150 - Quantitative Methods in Business

Reading

REA 0007 - Basic Reading Skills I Developmental

REA 0017 - Basic Reading Skills II Developmental

REA 0019 - Modularized Developmental Reading

REA 0019A - Modularized Developmental Reading - A

REA 0019B - Modularized Developmental Reading - B

REA 1105 - Critical Reading Techniques

Reading: Education

RED 3309 - Teaching Early and Emergent Literacy

RED 4318 - Teaching Reading in Intermediate Grades

RED 4519 - Diagnostic and Intervention in Reading

RED 4940 - Reading Internship

Religion

REL 2121 - Religion in America

REL 2210 - Introduction to the Academic Study of Hebrew Bible/Old Testament

REL 2240 - Introduction to the New Testament

REL 2300 - Introduction to World Religions

REL 2930 - Special Topics: Religion

Risk Management and Insurance

RMI 1201 - Principles of Property and Liability Insurance

RMI 2113 - Personal Insurance

RMI 2213 - Commercial Insurance

RMI 2302 - Risk in Business & Society

RMI 2949 - Insurance Services Internship

Radiologic Technology

RTE 1001 - Medical Terminology for Radiographers

RTE 1002 - Introduction to Radiologic Technology

RTE 1308 - Radiation Protection and Safety

RTE 1418 - Radiographic Exposures I

RTE 1458 - Radiographic Exposures II

RTE 1503C - Radiographic Procedures I

RTE 1503L - Radiology Procedures I Laboratory

RTE 1513C - Radiographic Procedures II

RTE 1513L - Radiology Procedures II Laboratory

RTE 1804L - Practicum I

RTE 1814L - Practicum II

RTE 1824C - Practicum III

RTE 1930 - Seminar in Radiography

RTE 2061 - Radiologic Review

RTE 2523C - Radiographic Procedures III

RTE 2563 - Radiographic Procedures IV

RTE 2762 - Cross-Sectional Anatomy

RTE 2834L - Practicum IV

RTE 2844L - Practicum V

RTE 2931 - Radiographic Image Analysis

Radio - Television

RTV 1510 - Introduction to Television Production

RTV 1512 - Advanced Television Production

RTV 1530 - Electronic Field Production I

RTV 2000 - Introduction to Broadcasting

RTV 2100 - Writing for Television

Science: Education

SCE 3310 - Teaching Science in Elementary School

Student Life Skills (Learning)

SLS 1101 - Strategies for College Success

SLS 1300 - Career Planning

SLS 1301 - Career Explorations: A Personal Journey Into Finding Your Career

SLS 1350 - Job Marketing Skills

SLS 1949 - Internship Exploration and Work Experience

SLS 2263 - Leadership Fundamentals

SLS 2930 - Special Topics: Student Life Skills

SLS 2949 - Internship Exploration and Work Experience

Social Studies: Education

SSE 3312 - Teaching Social Science in Elementary School

Social Work

SOW 2030 - Introduction to Social Work

Speech Communication

SPC 1300 - Interpersonal Communication

SPC 1608 - Fundamentals of Speech Communication

Sports Management

SPM 2000 - Introduction to Sport Management

Spanish Language

SPN 1120 - Elementary Spanish I

SPN 1120L - Elementary Spanish I Laboratory

SPN 1121 - Elementary Spanish II

SPN 1121L - Elementary Spanish II Laboratory

SPN 2200 - Intermediate Spanish I

SPN 2201 - Intermediate Spanish II

SPN 2930 - Special Topics: Spanish

Statistics

STA 1001 - Pathways to Statistics

STA 2023 - Elementary Statistics

Surveying and Related Areas

SUR 2101C - Topographic Drafting and Survey

Sociology, General

SYG 2000 - Principles of Sociology

SYG 2930 - Special Topics in Sociology

Taxation

TAX 2000 - Taxation of Individuals and Small Businesses

Teaching English as Second Language

TSL 3080 - Foundations of Teaching ESOL

TSL 4081 - TESOL Issues and Practices

Theatre Studies and General Resource

THE 1925 - Performance Production Workshop I

THE 1925B - Performance Production Workshop II

THE 2000 - Theatre Appreciation

THE 2020 - Theatre Fundamentals

THE 2300 - Script Analysis

THE 2820 - Introduction to Creative Dramatics

THE 2930 - Special Topics in Theatre

Theatre Production and Administration

TPA 1290 - Production Involvement I

TPA 1290B - Production Involvement IB

TPA 2210 - Introduction to Technical Theatre

TPA 2248 - Stage Makeup

TPA 2291 - Production Involvement II

TPA 2291B - Production Involvement IIB

Theatre Production

TPP 1190 - Studio Theatre Cast I

TPP 1190B - Studio Theatre Cast IB

TPP 1500 - Stage Movement for the Actor

TPP 2110 - Acting I

TPP 2110B - Acting IB

TPP 2111 - Acting II

TPP 2111B - Acting IIB

TPP 2191 - Studio Theatre Cast II

TPP 2191B - Studio Theatre Cast IIB

TPP 2700 - Voice and Diction

World History

WOH 1012 - World History to 1500

WOH 1022 - World History since 1500

Spring 2024 General Education Course Syllabi

AMH 1020 (DeSantis - CRN(s) 21219; 21885)

AMH 1020 (DeSantis - CRN 21870)

AMH 1020 (Honsa - CRN 21671)

AMH 1020 (Honsa - CRN 20604)

AMH 1020 (Hillyard)

AMH 1020 (Kaplan)

AMH 1020 (McGhee)

AMH 1020 (Stollenmaier)

AMH 1020 (Travis)

ANT 2000 (Deitrick)

ANT 2000 (Forney - CRN 20006)

ANT 2000 (Forney - CRN 20465)

ANT 2000 (Forney - CRN 21627)

ARH 2000 (Bzura)

ARH 2000 (Harper)

ARH 2000 (Sullivan)

BCN 1597 (Canton)

ECO 2013 (Bazoeva)

ECO 2013 (Chapman - CRN 21605)

ECO 2013 (Chapman - CRN 21624)

ECO 2013 (Chapman - CRN 21635)

ECO 2013 (DiMartino)

ECO 2013 (McDonald - CRN 20334)

ECO 2013 (McDonald - CRN 20656)

ECO 2013 (McDonald - CRN 20737)

ECO 2013 (McDonald - CRN 20982)

ECO 2013 (McDonald - CRN 21859)

ECO 2013 (Zaborski - CRN 20374)

ECO 2013 (Zaborski - CRN 21007)

ECO 2013 (Zaborski - CRN 21443)

ECO 2013 (Zaborski - CRN 21640)

ECO 2013 (Zaborski - CRN 21883)

ENC 1101 (Lewis)

ENC 1101 (Murray)

ENC 1101 (PT Faculty)

ENC 1101 (Tornai)

HUM 1020 (Benitez - CRN 20888)

HUM 1020 (Benitez - CRN 21230)

HUM 1020 (Benitez - CRN 21231)

HUM 1020 (Benitez - CRN 21232)

HUM 1020 (Benitez - CRN 21856)

HUM 1020 (Montgomery - CRN 20974)

HUM 1020 (Montgomery - CRN 21089)

HUM 1020 (Montgomery - CRN 21203)

HUM 1020 (Montgomery - CRN 21856)

HUM 1020 (Stark - CRN 21533)

HUM 1020 (Stark - CRN 21881)

LIT 2000 (Bojanowski)
LIT 2000 (Glanville - CRN 20832)
LIT 2000 (Glanville - CRN 21140)
LIT 2000 (Grieneisen)
LIT 2000 (Rogers)
LIT 2000 (Smith - CRN 21674)
LIT 2000 (Smith - CRN 21003)
LIT 2000 (Smith - CRN 20796)
MAC 1105 (Geiger - CRN 20051)
MAC 1105 (Geiger - CRN 20053)
MAC 1105 (Geiger - CRN 21133)
MAC 1105 (Geiger - CRN 21688)
MAC 1105 (Geiger - CRN 20054)
PHI 1010 (Kim - CRN 20707)
PHI 1010 (Kim - CRN 20708)
PHI 1010 (Kim - CRN 20875)
POS 1041 (Arnold)
POS 1041 (Baker)
POS 1041 (Boeke)
POS 1041 (Collin)
POS 1041 (Fuerstman)
POS 1041 (Morgan - CRN 20410)
POS 1041 (Morgan - CRN 21553)
POS 1041 (Morgan - CRN 21528)
PSY 2012 (Clay)
PSY 2012 (Fox)
PSY 2012 (Green - CRN 20015)
PSY 2012 (Green - CRN 20016)

PSY 2012 (Green - CRN 20017)

PSY 2012 (Kindelan)

PSY 2012 (Kittrell - CRN(s) 20194; 20197; 20304; 20307)

PSY 2012 (Kittrell - CRN(s) 20345; 20532)

PSY 2012 (Mouton)

PSY 2012 (Teich)

SYG 2000 (Manning - CRN 20329; 20359)

SYG 2000 (Manning - CRN 20740; 20746)

SYG 2000 (Topalidis)

SYG 2000 (Voelkl)

Fall 2023 General Education Course Syllabi

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Bradenton)

AMH 1020 (Lakewood Ranch)

AMH 1020 (Venice)

AMH 1020 (Venice)

AMH 1020 (Venice)

AMH 1020 (Venice)

AMH 1020 (Venice)

AMH 1020 (Venice)

AMH 1020 (Virtual)
AMH 1020 (Virtual)
AMH 1020 (Virtual)
ANT 2000 (Bradenton)
ANT 2000 (Virtual)
ANT 2000 (Virtual)
ANT 2000 (Virtual)
ANT 2000 (Virtual)
ANT 2000 (Virtual)
ARH 2000
AST 1002
BSC 1005C
BSC 2010C
BSC 2085C
CHM 1020C
CHM 2045C
ECO 2023
ENC 1101 (Bradenton)
ENC 1101 (Venice)
ESC 1000C
EVR 1001
HUM 1020
LIT 2000
MAC 1105
MAC 2311
MGF 1106
MGF 1107
MUL 2010

PHI 2010

PHY 1020C

PHY 2048

PHY 2053C

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Bradenton)

POS 1041 (Lakewood Ranch)

POS 1041 (Lakewood Ranch)

POS 1041 (Lakewood Ranch)

POS 1041 (Lakewood Ranch)

POS 1041 (Lakewood Ranch)

POS 1041 (Lakewood Ranch)

POS 1041 (Venice)

POS 1041 (Venice)

POS 1041 (Venice)

POS 1041 (Venice)

POS 1041 (Venice)

PSY 2012 (Bradenton)

PSY 2012 (Bradenton)

PSY 2012 (Bradenton)

PSY 2012 (Bradenton)

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PSY 2012 (Bradenton)

PSY 2012 (Bradenton)

PSY 2012 (Bradenton)

PSY 2012 (Lakewood Ranch)

PSY 2012 (Lakewood Ranch)

PSY 2012 (Lakewood Ranch)

PSY 2012 (Virtual)

PSY 2012 (Virtual)

PSY 2012 (Virtual)

PSY 2012 (Virtual)

PSY 2012 (Virtual)

PSY 2012 (Virtual)

PSY 2012 (Venice)

PSY 2012 (Venice)

PSY 2012 (Venice)

PSY 2012 (Venice)

PSY 2012 (Venice)

PSY 2012 (Venice)

PSY 2012 (Venice)

STA 2023

SYG 2000 (Bradenton)

SYG 2000 (Bradenton)

SYG 2000 (Bradenton)

SYG 2000 (Bradenton)

SYG 2000 (Bradenton)

SYG 2000 (Bradenton)

SYG 2000 (Bradenton)

SYG 2000 (Bradenton)

SYG 2000 (Virtual)

SYG 2000 (Virtual)

SYG 2000 (Virtual)

THE 2000